

DEGREE REGULATIONS

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1. Introduction

The degree regulations of Häme University of Applied Sciences (HAMK) are based on the Act on the Universities of Applied Sciences, the Decree on Universities of Applied Sciences, other provisions concerning universities of applied sciences and the HAMK vision and strategy.

[Act on the Universities of Applied Sciences 932/2014](#)

[Government Decree on Universities of Applied Sciences 1129/2014](#)

[HAMK 2030 Vision and strategy](#)

The degree regulations apply to Bachelor's degrees, Master's degrees, professional teacher education, HAMK Open University studies and specialisation studies. The degree regulations are complemented by the HAMK guidelines and instructions.

2. Planning of education and degree programmes

2.1 Planning of degree programmes

The government decision on the operating licence of the University of Applied Sciences determines HAMK's educational responsibilities. The operating licence determines which Bachelor's degrees and Master's degrees and titles shall be awarded by HAMK. In addition, HAMK has been granted the right to organise professional teacher education.

[Decision on the Operating Licence of Häme University of Applied Sciences, 11 December 2014](#)

HAMK may also organise specialisation studies and training containing parts of degrees in the form of complementary education or open studies (university diplomas and skilled worker courses), as well as other complementary education (L932/2014, section 10).

The planning of degree programmes is based on the HAMK's operating licence, the agreement between HAMK and the Ministry of Education and Culture and HAMK strategy. The HAMK Board of Directors

decides on the number of students admitted to the University of Applied Sciences. On these grounds, taking into account the suggestions made by the education units, the number of admitted students per study programme will be confirmed. The establishment of new degree programmes will be discussed by the Management Board.

The number of student places for HAMK Open University studies and the so-called path studies is determined annually by the degree programmes. In a Bachelor's degree, path studies consist of first-year studies and in a Master's degree they last for the whole first semester.

2.2 Continuous learning

Continuous learning is carried out to develop and renew competences in various phases of life and career. The education provided by higher education institutions is divided into degree programmes, parts of degrees and other educational activities. Degree programmes may consist of degree-awarding education which is free of charge, education involving a tuition fee or made-to-order education. Parts of degree programmes may be completed at HAMK Open University, through a separate admission or as complementary education. Other educational activities include specialisation studies and other further training.

HAMK's modules are structured so that it is possible to build new degree programmes or parts of degree programmes flexibly for new target groups of continuous learning without making changes to HAMK's operating licence.

[Vision on higher education and research 2030](#)

2.3 Planning the courses offered

2.3.1 Objectives of degrees and studies

The objectives of degree-awarding education, professional teacher education and specialisation studies are defined in the Decree (A1129/2014, sections 4-6a). The degree programmes are planned and implemented in accordance with the competence levels laid down in the Finnish National Framework

for Qualifications and Other Competence Modules, FiNQF. Bachelor's degrees correspond to level 6, and Master's degrees correspond to level 7.

The aims of the degree, description of the professional field, degree module structure and the learning outcomes for each module are described in the HAMK curricula for each degree. The studies are arranged so that the students are able to complete them within the time normally allocated for completing a degree.

The curricula of teacher education describe the learning outcomes, module structure, module themes and evaluation criteria.

The basis of specialisation studies is agreed between universities of applied sciences in cooperation with the professional and business communities (L932/2014, Section 11a). The objectives of specialisation studies are regulated by a Government decree (A1129/2014, section 6a).

[Degree frameworks \(Web page of the Finnish national agency for education\)](#)

2.3.2 Structure of degrees and studies

The degree-awarding education in Bachelor's degree programmes comprises basic studies, professional studies, optional studies, work placement and the Bachelor's thesis. The degree-awarding education in Master's degree programmes comprises advanced professional studies, optional studies and the Master's thesis. (A1129/2014, section 2.)

HAMK's degrees consist of modules. Bachelor's degree modules are either in the form of core competence or profiling competence modules which may contain both basic and professional studies, or optional professional studies. Work placement and thesis are in the form of core competence.

The modules of Master's degrees are in the form of core competence or profiling competence modules. The Master's thesis is a part of core competence. Profiling competence modules consist of advanced studies and optional studies.

Path studies are studies in the first academic year of Bachelor's degree programmes (60 credits) or studies in the first semester of Master's degree programmes (10 or 15 credits).

Professional teacher education comprises basic pedagogical studies, studies in professional pedagogy, teaching practice and other studies (A1129/2014, section 2).

2.3.3 Policies in Bachelor's and Master's degrees

- The modules examine working life phenomena using multidisciplinary approach.
- Recommendation of ARENE (2022) on the shared competences of universities of applied sciences related to the following areas of competences will be taken into account:
 - o learning to learn
 - o operating in a workplace
 - o ethics
 - o sustainable development
 - o internationality and multiculturalism
 - o proactive development
- Sustainable development is taken into account in all modules.
- All modules contain an international section.
- The modular structure of all degree programmes includes the possibility of international mobility
- Bachelor's degree student is allowed to complete the maximum of 15 cr above the scope of the degree during the period of the study right.
- Master's degree student is allowed to complete the maximum of 5 cr above the scope of the degree during the period of the study right.
- Content and structure of Double degrees are defined in the agreement between HAMK and the partner university.

Recommendation on the shared competences of universities of applied sciences and their application (Arene 2022)

2.3.3.1 Policies in Bachelor's degrees

- Minimum number of language and communication studies in the degrees taught in Finnish
 - o 5 cr Swedish
 - o 5 cr English
 - o 5 cr Communication
- Minimum number of language and communication studies in the degrees taught in English
 - o at least 10 credits of S2 studies (Finnish as a foreign language)
 - o 5 cr English
- Student's former education language (koulusivistyskieli) has an effect on student's language studies and maturity test (see: 6.3. and 6.4)

2.3.3.2 Policies in Master's degrees

In master level education that produces in-depth expertise, the focus is on the specialist's special expertise and a strong connection to the RDI activities in the area of expertise. Master's degrees produce new special skills for the needs of workplaces as well as the ability to apply and utilize them effectively.

[HAMK 2030 Vision and Strategy](#)

[Guideline 'Competence descriptions of degree programmes'](#)

3. Student selection

3.1 Selection criteria

In cooperation with the degree programmes, the admission services prepare proposals for the selection criteria for joint application and separate applications as well as transfer-student applications. As a general rule, the national selection criteria recommendation is followed in joint applications.

The proposal for the selection criteria of teacher education is based on the national recommendations. The Rector will decide on the selection criteria for HAMK.

The student places of HAMK Open University are filled in the order of registration. The selection criteria for path student places, specialisation studies, university diplomas and skilled worker courses will be available on the HAMK web page.

The selection criteria are available in the following selection criteria decisions or on the HAMK web page:

[The decision on the selection criteria for degree-awarding education](#)

[The decision on the selection criteria for degree-awarding education taught in English](#)

[The decision on the selection criteria for the separate application on the basis of Open University studies](#)

[The decision on the selection criteria for the separate application on the basis of secondary level education's path studies](#)

[The decision on the selection criteria for the admission of transfer students](#)

[The decision on the selection criteria for the separate application on the basis of higher education studies](#)

[Student selection on the basis of Double degree agreements \(HAMK intra\)](#)

[The decision on the selection criteria for teacher education](#)

[Selection criteria for path studies \(HAMK web page\)](#)

[Selection criteria for specialisation studies \(HAMK web page\)](#)

[Selection criteria for university diplomas and skilled worker courses \(HAMK web page\)](#)

3.2 Student admission

Students will be admitted to degree-awarding education at HAMK

- joint application
 - o Bachelor's and Master's degree programmes taught in Finnish and in English
- in separate applications
 - o Bachelor's and Master's degree programmes taught in English
 - o based on studies at HAMK Open University
 - o based on secondary-level path studies

- transfer students (transferring from another university of applied sciences and transferring within HAMK, with a change of degree title)
- based on uncompleted degree in higher education
- as double degree students based on agreements with HAMK's partner universities

Students will be admitted to HAMK for non-degree-awarding education

- in joint application for teacher education
- based on unfinished teacher studies
- in applications for specialisation studies
- for path studies and studies at HAMK Open University during application/enrolment periods

3.2.1 Admission of degree students

In joint applications and separate applications, the applicant shall apply for a position as a degree student in the Studyinfo service. The students are selected according to HAMK selection criteria (see 3.1, Selection criteria) and agreed schedules.

3.2.2 Admission as a double degree student

Students from HAMK partner universities are admitted as double degree students in accordance with the HAMK's instructions for international double degrees. The selected students' data is exported to the Studyinfo service.

3.2.3 Student admission for teacher education programmes

The admission to professional teacher education, student counsellor education and special needs teacher education is in the form of a joint nationwide separate admission in the Studyinfo service. The timetables for student admission and selection and the process of selecting the students are in accordance with the timetables jointly prepared by Schools of Professional Teacher Education

3.2.3.1 Admission as a student in teacher education based on unfinished studies

If a former teacher education student of HAMK or a student of another Finnish teacher education institute wants to continue his/her studies after the right to study has expired, he/she may apply for reinstatement as a student. A student must be eligible in accordance with valid regulations.

The Head of Degree Programme may, on the basis of an application, grant a former teacher education student the right to study so that the student can complete their teacher studies, if no more than half of the entire scope of the programme is to be completed. The extension can be granted for a maximum of one year.

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

3.2.4 Admission as a student in specialisation studies

Holders of suitable Bachelor's and Master's degrees and applicants who, in the view of the university of applied sciences, possess adequate knowledge and skills for the studies may be admitted to specialisation studies (L 932/2014, section 25).

3.2.5 Enrolment in path studies and studies at HAMK Open University

Students are admitted to path studies in the order of registration or on the basis of a motivation letter and/or an interview. Students are admitted for studies at Open UAS in the order of registration. Students are admitted for university diploma studies and skilled worker courses in the order of registration. The specific criteria are indicated on the HAMK web page

Students in secondary-level education may be admitted to studies at HAMK Open University for so-called introduction studies.

3.2.6 Appeal against a decision on admission as a student

The applicant may file a written appeal on the student selection decision to the HAMK Examination Board within 14 days of receiving notification of the decision (see 8.3. Examination Board).

4. Right to study

Those accepted as students will be registered as students once they have accepted the student place and enrolled for the academic year (L932/2014, section 29).

The academic year starts on 1 August and ends on 31 July. The academic year is divided into autumn and spring semester. In addition, there are summer studies that are arranged between the end of spring semester (May-July) and the beginning of autumn semester (August).

4.1 Enrolment

Admitted students who have received a student place must enrol for the academic year within the given deadline, otherwise they will lose their study rights. Similarly, they shall enrol as present or absent each academic year. (L932/2014, section 29, section 32). Only students enrolled as present are entitled to study and have grades recorded in the credit record database.

4.1.1 Neglecting enrolment

If a student fails to enrol, and therefore loses their study right, they may apply for readmittance. The Head of Degree Programme may grant the right to study if based on the lost study right the student would still have time to study. The right to study shall be granted immediately.

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

4.1.2 Enrolment as absent

4.1.2.1 Right of absence from 1 September 2015 onwards

A student who accepts a student place in degree education beginning in autumn 2015 or later may enrol as absent at the beginning of studies only if he/she (L932/2014, section 29.):

- serves in the military, non-military or women's voluntary military service
- needs time off from studies to take care of his/her child for the birth or adoption
- is due to sickness or injury prevented to start of studies

A student who accepts a student place in degree education beginning in autumn 2015 or later may enrol as absent for a maximum of one academic year. The period of absence is not included in the maximum duration of studies. A student may also enrol as absent during studies if the reason of absence is military, non-military or women's voluntary military service or need time off to take care of his/her child for the birth or adoption. (L932/2014, section 30.)

The aforementioned right to absence in teacher training only concerns students who were admitted in or after spring 2015.

Students who have received a discretionary extension do not have the right to absence (see 4.4 Extending the Right-to-Study Period). Furthermore, former students in higher education who are granted a study right at HAMK do not have a right to absence

Double degree studies, specialisation studies, university diplomas and skilled worker courses and path studies do not include the right to absence.

4.1.2.2 Right to absence before 1 September 2015

A Bachelor's degree student who accepts a student place for a degree programme beginning before autumn 2015 may enrol as absent for a maximum of two academic years. The period of absence is not included in the maximum duration of studies.

A Master's degree student who accepts a student place for a degree programme beginning before autumn 2015 may enrol as absent for a maximum of one academic year, having completed at least one semester of studies. The period of absence is not included in the maximum duration of studies.

A Bachelor's degree student who accepts a student place for a part-time study programme beginning before autumn 2014 may enrol as absent for a maximum of one academic year, having completed at

least one semester of studies. The period of absence is not included in the maximum duration of studies.

4.2 Study fees

4.2.1 Tuition fees and grants

The University of Applied Sciences will charge citizens of countries outside the EU/EEA approved for education that is conducted in another language than Finnish a tuition fee (L932/2014, section 13a). The HAMK Director of Finance and Administration shall determine the tuition fees and they shall be published on the HAMK web page. A student liable to pay the tuition fees may not enrol for the academic year until the tuition fees have been paid.

HAMK's grant programme for degree students liable for a tuition fee is based on the Finnish language skills they accumulate during the studies and the progress of studies in the target time. The grant is awarded for the skills acquired at Finnish A2 and B1 level. In addition, it is required that the studies completed at HAMK progress within the normal time frame. The grant programme is applicable to new degree students liable for a tuition fee as of 1 January 2020. Students liable for a tuition fee who began their studies before this date will remain in the previous grant system, linked to the progress of their studies until their graduation.

[Tuition fees and grants \(HAMK web page\)](#)

[HAMK grant programme 2020](#)

4.2.2 Fees for HAMK Open University

Open university may provide open university studies free of charge or charge a maximum of EUR 15 per credit included in the study rights (A1440/2014, section 1). The Director of Finance and Administration at HAMK will determine the fees payable to HAMK Open University.

[HAMK Open University \(HAMK web page\)](#)

4.2.3 Fees for specialisation studies

Higher education institutions may provide specialisation studies free of charge or charge a maximum of EUR 120 per credit included in the study rights (A1440/2014, section 1). Each set of specialisation studies is priced separately depending on its scope and potential subsidies.

[Specialisation studies \(HAMK web page\)](#)

4.3 Right-to-study period

Student has the right to complete Bachelor's or Master's Degree as prescribed in the Degree Regulations and curricula. Full time student has the right to complete the degree in one year longer than the normal (target) completing time. The maximum completing time of studies for the other students are regulated in the Degree Regulations (L932/2014, section 30.)

Scope of degrees/studies	Normal completing time	Right-to-study period
Bachelor's degree 240 cr	4 years	5 years
Bachelor's degree 210 cr	3.5 years	4.5 years
Master's degree 90 cr	2.5 years	3 years
Master's degree 60 cr	2 years	2.5 years
Double Bachelor's degree 240 cr	3 years	4 years
Double Bachelor's degree 210 cr	2.5 years	3.5 years
Double Master's degree	1 year	1.5 years
Professional teacher education	10-13 months	3 years
Specialisation studies	study-specific	2 years

Table 1: Scope of degrees/studies, normal completing time a degree and right-to-study period. The normal completing time refers to the time corresponding to the scope of the studies to be completed in years.

4.3.1 Exceptional situations associated with the right-to-study period

In Bachelor's degree programmes requiring degrees other than those granting general eligibility for application, the right-to-study period is determined according to the scope of implementation specified in the decision on intake (e.g. retraining and upgrading of qualifications). The maximum period for completing a degree or the right-to-study period is one year longer than the implementation period.

In separate application on the basis of uncompleted degree in higher education a student may have a right to complete a degree (maximum of 60 cr in Bachelor's degree or 30 cr in Master's degree). Right to study time is based on the amount and scheduling of uncompleted studies so that it is possible to complete the degree within the time. Right to study will be granted only one time. A student has no right to enroll as absent and a student will not be granted discretionary extension of right to study period.

Students of HAMK Open University and path students will be granted the right to study for the semester/year in which the studies take place.

4.4 Discretionary extension of the right-to-study period

The Head of Degree Programme may grant the student an extension period for completing the studies if the student has not completed their studies during the right-to-study period. The student must provide a viable study plan for the extended period in their application. The extension shall be applied during the right-to-study period. An extension of up to one year may be granted for degree-awarding programmes or up to six months for professional teacher, special needs teacher and student counsellor education. (L932/2014, section 30a.)

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

4.5 Loss of the right to study

Students will lose their right to study if they

- fail to enrol for the academic year as required by HAMK

- have not completed their studies during the right-to-study period
- have not completed their studies during the discretionary extension period granted or
- resign from HAMK

A Student who has neglected enrolment or have not completed studies during the right to study period or extension period may apply for readmission as a student (L932/2014, section 32) or take part in student admission. See 4.1.1 Neglecting enrolment and 4.5.1 Reapplying for right to study and 3.2. Student admission.

4.5.1 Re-applyng for right to study

HAMK's former student who has started studies 1.8.2015 or after that and has not completed the degree, may apply for re-admission without taking part in student admission (L932/2014, section 32). The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3). The right to study is granted immediately after the decision is made.

The head of the degree programme may grant a right to study for a former student if there is a maximum of 60 credits (Bachelor's degree) or 30 credits (Master's degree) studies left. Right to study is granted to such an extent that is possible to complete the degree. A student has no right to enroll as absent and discretionary extension of right to study period will not be granted.

If a student has started studies before 1.8.2015 and wants to complete the degree a student needs to apply in the separate admission at Studyinfo service.

If a former teacher education student of HAMK or student of another Finnish teacher education institute wants to continue his/her studies after the right to study has expired, he/she may apply for reinstatement as a student without taking part in the application. The Head of Degree Programme may, on the basis of an application, grant a former teacher education student the right to study so that the student can complete their teacher studies, if no more than half of the entire scope of the programme is to be completed. The extension can be granted for a maximum of one year.

[Instructions on the right to study for personnel \(HAMK intranet\)](#)

[Instructions on the right to study for students \(HAMK web page\)](#)

4.6 Cancelling and reinstating the right to study

When the studies include requirements concerning the safety of minors, patient or customer safety or traffic safety, the University of Applied Sciences may withdraw the student's right to study in situations specified in the University of Applied Sciences Act. Before the right to study is withdrawn, the possibility of transferring the student to another degree programme shall be examined. (L932/2014, section 33-34, A1129/2014, section 11.)

HAMK Board of Directors will make a decision on the withdrawal of the right to study. Before deciding on the matter, the matter shall be investigated, and the student shall be given an opportunity to be heard. (L932/2014, section 39.)

The Head of Degree Programme may refer the student to a medical examination in order to establish the student's state of health. The costs of these medical examinations will be covered by HAMK. The University of Applied Sciences shall have the right to examine a statement on the student's state of health or information on a previous decision to withdraw the right to study. (L932/2014, section 34.)

If the student refuses to undergo a medical examination aimed at establishing their state of health or to supply an extract of their criminal record, the Head of Degree Programme may suspend their right to study until they agree to undergo the medical examination or provides the extract of the criminal record. The procedure for drug testing has been included in HAMK's Programme for preventing substance abuse.

A student whose right to study has been withdrawn may apply to the University of Applied Sciences for the restoration of the right to study. If the reasons for withdrawing the right to study no longer exist, the right to study will be restored. The Board of Directors of the University of Applied Sciences will make a decision on the restoration of the right to study. (L932/2014, section 35.)

Programme for preventing substance abuse

4.6.1 Appeals

A decision to withdraw or restore a right to study may be appealed to the Legal Protection Board for Students within 14 days of receiving notification of the decision (L932/2014, section 58).

A person dissatisfied with the decision of the Legal Protection Board for Students may appeal to the Hämeenlinna Administrative Court within 14 days of receiving notification of the decision (L956/2011, section 8a).

4.7 Resignation

A student may report that they resign from the university of applied sciences, in which case they will lose their right to study. Students shall notify of their resignation in writing, in which case the resignation is entered in the student register. Resigned students will receive a resignation certificate and a Transcript of Records in Finnish and in English.

5. Study planning

5.1 Counselling and PSP

Students have the right to receive counselling during their studies. The principles and responsibilities concerning the counselling, its aims and actors involved are laid out in the Guidance plan.

Bachelor's and Master's degree students must prepare a personal study plan (PSP), in which they include courses in accordance with their own objectives and the manner in which the obligatory, free-choice and optional nature of their studies is defined in the degree programme concerned.

HAMK students may apply for a transfer to another HAMK programme when the degree title remains the same. The student doesn't need to take part in any application.

A student is allowed to complete the maximum of 15 cr above the scope of the degree during the study right time.

There are separate work instructions on the counselling practices in professional teacher education.

[Guideline 'Guidance plan'](#)

[Guidance plan for for professional teacher education](#)

6. Completion of studies

6.1 Work placement

Studies leading to a Bachelor's degree include internships that promote professional skills (1129/2014, section 3).

[Guideline 'Work placement included in the Bachelor's degree'](#)

6.2 Student exchanges and double degrees

Degree programme students may study or do their work placement in international partner institutions or companies. HAMK also implements international double degrees with partnering higher education institutions.

[Guideline 'Student exchange'](#)

[Double degree instructions \(HAMK intranet\)](#)

6.3 Teaching language and language skills

At HAMK, the teaching languages are Finnish and English. Degrees taught in Finnish also include studies or parts of studies in English. The teaching language is English in all degrees taught in another language than Finnish. Bachelor's degrees taught in English also include studies in Finnish so that they promote and support the employment of foreign degree students in Finland.

The PSP of a student studying in an English-taught programme may include other than English-taught studies in addition to language studies, so that a maximum of 25 per cent of their degree studies are not taught in English.

Students, who have acquired their former education in Finnish or Swedish (koulusivistyskieli) shall demonstrate in their Bachelor's degree studies or in another way that they have acquired such Finnish and Swedish language skills that are required for a job requiring a degree in higher education in a bilingual area. In addition, they shall demonstrate that they have acquired proficiency in at least one foreign language that is necessary for the pursuit of a career and professional development (A1129/2014, section7).

In English-taught degree programmes students, who have acquired their former education (koulusivistyskieli) in Finnish or Swedish (bilingual) do not complete S2 language studies.

Students who have acquired their former education in Swedish (koulusivistyskieli) complete oral and written Finnish (5 cr) as competence test. Swedish language studies are not required.

Students who have acquired their education in a language other than Finnish or Swedish or have acquired their education abroad do not need to demonstrate their language skills in these languages (A1129/2014, section 7).

For particular reasons, a student may be exempted in part or in full from demonstrating their language skills (A1129/2014, section 7).

[Language studies \(HAMK webpage\)](#)

See: 2.3.3 Policies in Bachelor's and Master's Degrees

6.4 Thesis and maturity test

The Bachelor's degree and Master's degree include a compulsory thesis, which must be openly assessable. It shall not include confidential material. The thesis shall be public as soon as it is approved. (Ministry of Education Guideline Register number 3/500/2004) The completion of the thesis is defined in the Thesis guide.

In degree programmes that are taught in Finnish, the thesis is written in Finnish, English or separately agreed in Swedish. In degree programmes taught in English, the thesis is written in English.

By means of the maturity test (or Master degree's press release) written in the language of student's education, the student demonstrates the familiarity with the field of the thesis and the excellent skills in Finnish or Swedish. The student shall write a maturity test in the language in which they acquired their education, in Finnish or Swedish. (Decree 1129/2014, section 8 and 481/2003, section 15). Language inspection will be performed on the maturity test/press release.

A student who has acquired their education in a language other than Finnish or Swedish or in a foreign country may write the maturity test in Finnish, Swedish, English or another language approved by the Head of Degree Programme. In this case no language inspection will be performed on the maturity test.

[Guideline 'Thesis guide'](#)

[Language studies \(HAMK webpage\)](#)

6.4.1 Appeals

See 6.5.1

6.5 Assessment and recognition of competence

At HAMK, students are assessed on the basis of their competence. The assessment comprises the assessment of courses completed at HAMK and the recognition and accreditation of prior learning and learning acquired elsewhere.

In Bachelor's and Master's degree programmes, the assessment is on a scale of 1 to 5 or fail or using the scale pass (HYV) - fail (HYL). The reason for a 'fail' needs to be written in the student register. The scales and the manner in which they are used are laid out in the guideline 'Course assessment'.

Instructions for the assessment of competence acquired elsewhere have been provided in the RPL guideline.

[Guideline 'Recognition and accreditation of prior learning and learning acquired elsewhere during studies \(RPL\)'](#)

[Guideline 'Course assessment'](#)

The studies in professional teacher education, special needs teacher education and student counsellor education are assessed using the scale pass – fail/additional work required. Basic studies in special pedagogics are assessed on a scale of 5 to 0.

There are separate work instructions on the RPL practices for professional teacher education, student counsellor education and special needs teacher education.

[Guidance plan for professional teacher education](#)

6.5.1 Appeals

Reassessment may be applied for a grade of a thesis in Bachelor's or Master's degree, a grade of a module or other studies, accreditation or exemption from compulsory language studies.

If a student is dissatisfied with the grade or accreditation/exemption decision for a module or other studies, they may request reassessment from the person making the assessment or decision. A written or oral request for reassessment must be made within 14 days of the student being informed of the grade or decision. The student is considered to be notified of the grade one day after the grade or decision has been entered in the student register.

Reassessment requests shall be processed without delay. Students dissatis

fied with the response may appeal to HAMK Examination Board. A written appeal must be submitted within 14 days of the student being informed of the response to the reassessment request (see 8.3. Examination Board).

The written appeal must include the student's requirements and grounds for these requirements, the title and ID of the module or other studies, the student's name, degree programme and the necessary contact details for dealing with the matter.

The Examination Board will deal with appeals without delay. The members of the Examination Board shall not be involved in the processing of reassessment requests of modules or other studies which they assess themselves.

The Examination Board will base its decisions on statutes, HAMK's Guidelines, the degree's curriculum and the assessment documentation at issue. The Board will provide the persons in question with the meeting minutes that contain the decision on the appeal. Decisions made by the Examination Board are final.

7. Graduation

7.1 Degree certificates and other certificates

HAMK grants degree certificates and certificates of completed studies. Students may also receive attendance certificates and Transcripts of Records.

The graduation days for degree-awarding programmes are published in the Academic Calendar. The Unit Director determines the completion dates of professional teacher education for each academic year.

Students whose education is in Finnish receive their degree certificates in Finnish. The degree certificates for education taught in English are in Finnish and in English. All graduates are given a free Diploma Supplement that is in English and it is intended for international use. (A1129/2014, section 10.)

Students completing a double degree also receive their degree certificates at HAMK. A student will receive a degree certificate after they have completed the required studies at HAMK and in the partner institution. The fact that the student has completed a double degree is stated on the certificate and on the Diploma Supplement (A1129/2014, section 10).

HAMK will issue electronically verified degree certificates. In addition, students are provided a paper copy of the certificate on request.

[Double degree instructions \(HAMK intranet\)](#)

7.2 Teacher education certificates

Students who have completed teacher education receive a certificate from HAMK. Graduates who have completed teacher education in Finnish will receive their certificate in Finnish and a Transcript of Records. The graduates will also receive a Certificate Supplement, which is in English and intended for international use.

Graduates who have completed teacher education in English will receive their certificate in English and an unsigned Finnish translation of the certificate. The graduates will also receive a Transcript of Records in English and a Certificate Supplement.

HAMK will issue electronically verified degree certificates.

7.3 Certificates for specialisation studies

HAMK will issue a certificate of specialisation studies and an attached Transcript of Records.

7.4 Certificates for university diplomas and skilled worker courses

HAMK will issue certificates of university diplomas and skilled worker courses and an attached Transcript of Records

[Graduation \(HAMK intranet\)](#)

8. Other instructions

8.1 Equality and accessibility

The promotion of equality is based on the Non-Discrimination Act (L21/2004). The guideline for promoting equality explains how HAMK ensures that equality and accessibility are implemented during both the application stage and study phase.

[Plan for promoting of equality](#)

8.2 Safety and order

HAMK's safety work is based on legislation that requires students to have a safe study and work environment (L932/2014, section 31, TyöturvL 738/2002, section 8). Safety work supports the implementation of HAMK's strategic goals, develops the safety culture and promotes the daily safety of staff members and students.

[Guideline 'Crisis and safety work'](#)

[Safety instructions \(intranet\)](#)

[University safety \(HAMK web page\)](#)

8.2.1 Disruption and deception

Students may be ordered to leave the class if they disrupt teaching or behave in a violent or threatening manner or endanger the health or life of another person. The Head of Degree Programme may prohibit the student from attending classes for a maximum of three working days. (L932/2014, section 38.)

If a student cheats in an exam, the supervisor will remove them from the class and the student will fail the exam. If cheating is noted only after the exam, the exam will be however failed. It is forbidden to copy documents, made by another person, and present them as one's own. Consequently, the assignment will be failed. The teacher checks the results of students' written course assignments for plagiarism.

HAMK is committed to observing the guideline 'Good scientific practice and procedures for handling misconduct and fraud in science' issued by the Finnish Advisory Board on Research Integrity. Neglect and deceit in the writing of the thesis are assessed in accordance with the guideline 'Procedures for ensuring good scientific practice'.

[Good scientific practice and procedures for handling misconduct and fraud in science \(TENK web page\)](#)
[Procedures for ensuring good scientific practice](#)

8.2.2 Disciplinary matters

Before issuing a written warning or dismissal, the Head of Degree Programme identifies the act or omission, carries out the necessary investigation and gives the student an opportunity to be heard in the matter.

At the request of the Head of Degree Programme, the Rector may decide to give a written warning to a student if the student

- disrupts teaching
- behaves in a violent or threatening manner
- is guilty of deception or otherwise violates the rules of the university of applied sciences
- refuses to present a drug test certificate referred to in section 36 of the Act on the Universities of Applied Sciences
- has, on the basis of a report referred to in section 36 of the Act on the Universities of Applied Sciences, used drugs for non-medical purposes so that their functional capacity has weakened.

If the student's act or omission is serious or recurring, HAMK Board of Directors may decide to dismiss the student for a maximum of one year. (L932/2014, section 38-39.)

8.2.3 Drug test

A student may be obliged to present a certificate of a drug test if there are grounds to suspect that the student is performing practical assignments related to their studies under the influence of drugs or that the student has a drug addiction. The conditions under which drug testing may be required from a student are determined in legislation (L932/2014, section 36). The HAMK procedure has been included in the Programme for preventing substance abuse

[Programme for preventing substance abuse](#)

8.3 Examination Board

Appeals shall be sent to the Examination Board by e-mail at tutkintolautakunta@hamk.fi or at HAMK Examination Board, Kirjaamo, P.O. Box 230, Visamäentie 35A, 13101 Hämeenlinna. The appeal shall be considered to have arrived on time when it has been registered within 14 days of the applicant/student being informed of the decision.

[Guideline 'Examination Board'](#)