

Degree Regulations

Board of Häme University of Applied Sciences

01 August 2025

Education Development Services

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1 Introduction

The Degree Regulations of Häme University of Applied Sciences (HAMK) (hereinafter Degree Regulations) are based on the Universities of Applied Sciences Act and Decree, other provisions on universities of applied sciences, and HAMK's regulations and strategy.

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

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

[1129/2014 HAMK strategy](#) (HAMK website)

These Degree Regulations apply to Bachelor's and Master's degrees, professional teacher education, open university of applied sciences studies (hereinafter open UAS studies) and professional specialisation studies completed at HAMK. The Degree Regulations are complemented by HAMK's guidelines and work instructions.

2 Planning of Degree Programmes and Education

2.1 Planning of Degree Programmes

HAMK's educational responsibilities are determined in the government decision on the operating licence of HAMK. The operating licence determines which Bachelor's degrees, Master's degrees and degree titles HAMK should award. HAMK additionally has the right to provide professional teacher education for those working or intending to work as teachers at universities of applied sciences and vocational institutions.

[Operating licence of Häme University of Applied Sciences, 11 December 2014](#) (website of Ministry of Education and Culture)

HAMK may also provide professional specialisation programmes and degree modules as continuing education or open UAS studies, and other continuing education (section 10 of Act 932/2014).

The planning of degree programmes is based on HAMK's operating licence, performance agreements between HAMK and the Ministry of Education and Culture, and HAMK's strategy. Decisions on the numbers of students admitted to HAMK are made by the HAMK Board. On these grounds and based on the Schools' proposals, the intake of each degree programme is agreed upon and decided by the President. The establishment of new degree programmes is

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discussed by HAMK's Management Board.

The Schools make decisions annually on the numbers of study places offered in the Open UAS and so-called study paths. The study paths mainly consist of Bachelor's degree studies of the first semester or academic year, or first semester studies of Master's degrees.

2.2 Continuous Learning

Continuous learning responds to the need to develop and renew competence at different life and career stages. The education provided by higher education institutions is divided into degree programmes, degree modules and other educational activities. Degree programmes may consist of degree-awarding education provided free of charge, education for which a tuition fee is charged, or made-to-order education.

Degree programme modules may be completed through the Open UAS, by a separate right to study, or as continuing education. Other educational activities include professional specialisation studies and other continuing education.

The structure of HAMK's modules makes it possible to build new degree programmes or degree programmes modules flexibly for new target groups of continuous learning without making changes to HAMK's operating licence.

[Vision for higher education and research in 2030 ROADMAP](#)
[National Strategy for Continuous Learning in Higher Education](#)
[2030](#)

2.3 Planning of Courses

2.3.1 Objectives of Degrees and Studies

The objectives of degree-awarding education, professional teacher education and professional specialisation studies are laid down in a decree (sections 4–6a of Decree 1129/2014). The degree programmes are planned and delivered in keeping with the level definitions of the Finnish National Framework for Qualifications and Other Competence Modules (FiNQF). Bachelor's degrees correspond to FiNQF level 6 and Master's degrees to level 7.

The curricula of HAMK's degree programmes describe the objectives and content of the degrees and the structure of the studies. The curriculum structure consists of modules and

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their courses. A description of competence and content is provided for each module, while a description of learning outcomes and assessment criteria is given for courses.

The studies are arranged ensuring that students are able to finish them within the target time for completing the degree.

The curricula for teacher education describe the objectives, module structure, courses and assessment criteria of the programmes.

The basic structure of professional specialisation studies is agreed between universities of applied sciences in cooperation with employers and businesses (section 11a of Act 932/2014). The objectives of professional specialisation studies are regulated by a Government decree (section 6a of Decree 1129/2014).

Higher education diplomas and expert training are completed as Open UAS studies. Higher education diplomas are modules consisting of UAS degree modules, and expert training comprises modules of special competence that are parts of UAS degrees. Higher education diplomas and expert training are offered in cooperation with another university of applied sciences or fully implemented by HAMK.

[Qualification frameworks](#) (Finnish National Agency for Education website)

2.3.2 Structure of Degrees and Studies

Bachelor's degree programmes consist of basic studies, professional studies, optional studies, a work placement that improves professional skills, and a Bachelor's thesis.

Master's degree programmes comprise advanced professional studies, optional studies and a Master's thesis (section 2 of Decree 1129/2014).

The degree programmes at HAMK consist of modules, either core competence modules or profiling competence modules that may include both basic and professional studies or optional professional studies. The work placement and thesis are part of the core competence.

Master's degree modules comprise core or profiling competence. The Master's thesis is part of core competence. Profiling competence modules consist of advanced and optional studies.

Study paths are Bachelor's degree studies of the first semester or academic year (30 or 60 credits), or first-semester Master's degree studies (10 or 15 credits).

The scope of professional teacher education and further education is 60 credits. Professional teacher education studies comprise basic pedagogical studies, studies in professional pedagogy, teaching practice and other studies (section 2 of Decree 1129/2014). Professional special needs teacher education comprises basic studies in special needs pedagogy, studies in professional pedagogy, and teaching practice. Guidance counsellor education consists of studies in professional pedagogy.

2.3.3 Policies on Bachelor's and Master's degrees

- The degrees consist of phenomenon-based modules, in which a multi-disciplinary approach to workplace phenomena plays a key role.
- The competence comprised by the degrees is defined as degree-specific and common competences, in other words extensive competence modules. The competences relate to the following competence areas:
 - Learning to learn
 - Workplace skills
 - Ethics
 - Sustainable development
 - Internationality and multiculturalism
 - Proactive development
- Sustainable development and internationalisation are part of all curricula.
- The module structure of degrees includes possibilities for mobility.
- A Bachelor's degree student may complete studies that exceed the scope of their degree programme by one module (15 credits) while their right to study is valid.
- A Master's degree student may complete 5 credits of studies that exceed the scope of their degree programme while their right to study is valid.
- The content and structure of double and joint degrees are based on agreements between higher education institutions.

2.3.3.1 Policies on Bachelor's Degrees

- The minimum scope of language and communication studies in degree programmes taught through Finnish: 5 credits of Swedish language studies
5 credits of English language studies and/or English-language communication studies
5 credits of Finnish-language communication studies
- The minimum scope of language and communication studies in degree programmes taught through a foreign language is 10 credits in S2 language (Finnish as a second language) or 5 credits in Finnish-language communication studies (students whose language of education is Finnish)
5 credits of English language studies and/or English-language communication studies
- The student's language of education affects their language studies and maturity test (see sections 6.3 and 6.4).

2.3.3.2 Policies on Master's Degrees

Master's degree programmes that produce advanced competence focus on a specialist's expertise and have a strong link to RDI in the area of expertise. Master's degrees produce new specialist competence for workplace needs and capabilities for applying and drawing on it effectively.

Students may complete at least 5 credits of optional studies.

[Recommendation on common competences of universities of applied sciences and their application 2022](#) (ARENE website, in Finnish)
[HAMK's strategy](#) (HAMK website)

3 Student admission

3.1 Admission Criteria

Admission Services prepare proposals for the admission criteria for the joint and separate application processes as well as transfer student applications in cooperation with the schools.

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As a general rule, the national admission criteria recommendation is followed in the joint application process. A proposal for admission criteria for teacher education is drawn up based on the national recommendations. Decisions on HAMK's admission criteria are made by the President.

The study places of the Open UAS are filled in the order of enrolment. The admission criteria for study paths, professional specialisation studies, higher education diplomas and expert training are published on HAMK's website.

The admission criteria can be found on HAMK intranet or on the following website: [Admission criteria decisions](#) (HAMK intranet)

[Admission of double or joint degree students based on agreements](#) (HAMK intranet, in Finnish)

[Professional teacher education](#) (HAMK website)

[Registration/admission criteria for study paths](#) (HAMK website)

[Professional specialisation studies](#) (HAMK website)

[Higher education diplomas and expert training](#) (HAMK website)

3.2 Student Admission

Students are admitted to degree-awarding education at HAMK:

- Through the joint application process to Finnish and foreign-language Bachelor's and Master's degree programmes
- Through separate application processes to foreign-language Bachelor's and Master's degree programmes
 - Based on Open UAS studies (also based on open UAS studies targeted at a specific group)
 - Based on secondary-level path studies
 - As transfer students (those transferring from another university of applied sciences as well as those transferring within HAMK with a change of degree title)
 - Based on an unfinished higher education degree
- As double or joint degree students from a partner institution under an agreement

Students pursuing non-degree-awarding education are admitted to HAMK:

- Through the combined separate application process for teacher education
- Based on unfinished teacher studies
- Through application processes for professional specialisation studies
- For study paths and Open University of Applied Sciences studies during enrolment periods
- For higher education diplomas and expert training during enrolment periods
- For targeted Open University of Applied Sciences modules

3.2.1 Admission of Degree Students

Applicants to degree programmes apply in the Studyinfo.fi service through joint and separate application processes. Students are selected based on HAMK's admission criteria (see section 3.1, Admission criteria) on agreed schedules.

Student admission is conditional until HAMK has checked the selected applicant's original degree and employment certificates. The applicant is responsible for the information they provide. If the applicant has acted fraudulently at the application stage, the conditional admission will be cancelled. The reasons leading to cancellation of student admission are described in the admission criteria for each application process to degree programmes.

3.2.2 Admission as a Double or Joint Degree Student

Students from HAMK's partner institutions are admitted as double degree students as stated in the agreements between higher education institutions and the relevant guidelines. Students fill in their application forms in the Studyinfo.fi service. The application process for joint degree students is organised in cooperation with the partner institution.

3.2.3 Student Admission for Teacher Education Programmes

Applicants to professional teacher education programmes are admitted through a national combined separate application process using the Studyinfo.fi service. The schedules and processes of student admission and selection are determined in keeping with schedules agreed between the higher education institutions providing

teacher education. A specific application process for supplementary pedagogical studies for those who have completed teacher education abroad is additionally organised in the Studyinfo.fi service.

If a person who has pursued teacher education at HAMK or in some other Finnish teacher education programme wishes to continue their unfinished studies after their right to study has expired, they may apply for reinstatement as a student. The applicant must be eligible in accordance with the regulations in force. The Head of Degree Programme may on application grant a candidate the right to study that enables them to finish their teacher education if no more than one half of the entire scope of the programme remains to be completed. This right to study may be granted for a maximum of one year. The student is charged a fee of EUR 50 for the processing of their application (section 3 of Decree 1440/2014).

3.2.3.1 Cancellation of Study Place

If the authenticity of an admitted student's certificates cannot be verified, the student admission decision will be cancelled.

3.2.4 Admission as a Student in Professional Specialisation Studies

Holders of suitable Bachelor's and Master's degrees and applicants who, in the view of the higher education institution, possess adequate knowledge and skills for the studies may be admitted to professional specialisation studies (section 25 of Act 932/2014).

3.2.5 Enrolment in Open UAS studies and Study Paths

The Open UAS is intended for everyone interested in higher education studies. Students are admitted to open UAS studies as well as to higher education diploma and expert training studies in the order of enrolment. For detailed information on the admission practices, see HAMK's website.

Students for UAS study paths are admitted in the order of enrolment, or in the order of enrolment based on a preliminary assignment or interview. A suitable Bachelor's degree is additionally required for Master's level study paths.

Preparatory studies at the Open UAS and so-called trial studies are primarily intended for upper secondary level students.

Requests for a review

An applicant may address a written request for a review regarding a student admission decision to HAMK's Examination Board within 14 days of being informed of the decision (see section 8.3 Examination Board).

4 Right to Study

A applicant who has been admitted is registered as a student once they have accepted their study place and enrolled for the academic year (section 29 of Act 932/2014). Those subject to tuition fees must also pay the fee before they can enrol.

The academic year starts on 1 August and ends on 31 July. The academic year is divided into an autumn and spring semester, and summer studies are additionally offered at the end of the spring semester (May–July) and at the beginning of the following autumn semester (August).

4.1 Enrolment

Admitted students who have accepted their study places must enrol for the academic year by the set deadline to avoid forfeiting their right to study. They must similarly enrol as present or absent each academic year (sections 29 and 32 of Act 932/2014). Only students enrolled as present are entitled to study and have their credits recorded in the study register. Changes to attendance cannot be made retroactively.

4.1.1 Neglect of Enrolment and Reinstating the Right to Study

If a student:

- has resigned,
- has neglected to enrol, or
- has failed to pay the tuition fee by the deadline,

they will forfeit their right to study. They may apply for reinstatement of their right to study if it has not expired. The right to study may be reinstated immediately or at a time that is appropriate for the progress of the studies, and in the case of those liable to pay a tuition for, once the fee has been received. Forfeiture of right to study will be reported to the Finnish Immigration Service.

The student is charged a fee of EUR 50 for the processing of their application (section 3 of Decree 1440/2014).

4.1.2 Enrolment as Absent

Right to be absent from 1 August 2015

A student who accepts a study place in studies beginning in autumn 2015 or later may enrol as absent in the first academic year if they (section 29 of Act 932/2014)

- are completing their military service, non-military service or voluntary military service for women in Finland
- need a period of leave from their studies to care for their child in connection with the child's birth or adoption
- are unable to commence their studies due to illness or injury.

The documents entitling them to a statutory absence must be submitted by the specified deadline. Changes to attendance cannot be made retroactively.

If a student liable to pay a tuition fee who has accepted their place enrolls as absent in the first academic year but does not submit the documents proving their entitlement to statutory absence by the deadline, the tuition fee will not be refunded/rolled over and the student will be registered as present.

A student who accepts a place in studies starting in autumn 2015 or later may enrol as absent for a maximum of one academic year after the first academic year. This period of absence will not be included in the maximum duration of studies. Absence during the studies due to

completing military service, non-military service or voluntary military service for women, or leave taken in connection with the birth or adoption of a child will also not be included in the maximum time for completing the studies (section 30 of Act 932/2014). Once the student has used up all available periods of attendance, their right to study expires and they can no longer enrol as absent.

In teacher education programmes, this right to absence at the beginning of the studies only applies to students who were admitted in or after spring 2015.

Students who have received a discretionary extension do not have the right to be absent (see 4.4 Extension of the right-to-study period). Those who have been granted a right to study on the basis of unfinished higher education studies through a separate application process also do not have a right to be absent.

The right to be absent does not apply to double degrees, professional specialisation studies, higher education diplomas, expert training and study paths.

4.2 Study Fees

4.2.1 Tuition Fees and Scholarships

The UAS charges citizens of non-EU/EEA countries admitted to foreign-language degree programmes a tuition fee (section 13a of Act 932/2014). The decision on tuition fees is made by HAMK's Board on the proposal of the Director of Finance and Administration, and the fees are announced on HAMK's website. A student liable to pay the tuition fee may not enrol for the academic year until the tuition fee has been paid.

Such students may be exempted from tuition fees if exemption grounds listed in section 13a of the Universities of Applied Sciences Act (932/2014) apply to them and they present the required document to HAMK by the set deadline. In some cases, persons receiving temporary protection may also be exempted from tuition fees.

HAMK's scholarship programme for degree students liable to pay tuition fees is based on the students' Finnish language proficiency and making progress in their studies at HAMK within the target time. Scholarships are awarded for skills achieved at A2 and B1 levels of Finnish language, with the additional condition of progressing in the studies at HAMK

within the target time. The scholarship programme is applicable to new degree students liable for a tuition fee starting their studies on or after 1 January 2020. Students liable to pay a tuition fee who began their studies before this date will remain within the scope of the previous scholarship system linked to the progress of their studies until their graduation.

[Tuition fees and scholarships](#) (HAMK website)

4.2.2 Open University of Applied Sciences Fees

Under the Decree on Universities of Applied Sciences (section 1 of Decree 1440/2014), the fee charged for a credit completed in Open University of Applied Sciences may not exceed EUR 45.

At Häme University of Applied Sciences, no more than EUR 15 per credit included in the right to study may be charged for Open University of Applied Sciences studies. Open UAS study paths have a fixed price. See HAMK's website for up-to-date prices. Decisions on Open University of Applied Sciences fees are made by HAMK's Director of Finance and Administration. Student fees of the Open University of Applied Sciences from 1 January 2025 (HAMK case management system, section 19/2024)

[Open UAS](#) (HAMK website)

[Study paths](#) (HAMK website)

4.2.3 Fees for Professional Specialisation Studies

Higher education institutions may provide professional specialisation studies free of charge or charge at maximum EUR 120 per credit included in the right to study (section 1 of Decree 1440/2014). Each programme of professional specialisation studies is priced separately depending on its scope and potential subsidies.

[Professional specialisation studies](#) (HAMK website)

4.3 Right-to-study Period

Students are entitled to complete a Bachelor's or Master's degree as stated in the Degree regulations and curriculum. A full-time student has the right to complete their studies within a period that exceeds the target period by one year. The maximum study periods of other students are laid down in the Degree regulations (section 30 of Act 932/2014).

Scope of degree/studies	Target completion time/implementation period	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

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Professional teacher education programmes	10 to 13 months	3 years
Professional specialisation studies	period specific to the study programme	2 years

Table 1: Scope of degree and study programmes, target completion time and right-to-study period.

The target completion time refers to the time that corresponds to the scope of the studies to be completed in years. In Bachelor's degree programmes, the target completion time is 4 years for 240-credit degrees and 3.5 years for 210-credit degrees. The right-to-study period is one year longer than the target completion time. In 60-credit Master's degree programmes, the target completion time is 2 years and in 90-credit programmes 2.5 years. The right-to-study period is six months longer than the target completion time.

In double degrees, the target completion time is 3 years for 240-credit degrees and 2.5 years for 210-credit degrees. The right-to-study period is one year longer than the target completion time. In Master's degrees, the target time for completing double degrees is 1 year and the right-to-study period is 1.5 years.

In teacher education, the target completion time is 10–13 months and the right-to-study period 3 years. In professional specialisation studies, the target completion time is determined separately for each programme, and the right-to-study period is 2 years.

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

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

The scope of a Master's degree completed in international cooperation may also be 120 credits (section 3 of Decree 1129/2014), and the right-to-study period is specified separately.

The right-to-study period for joint degrees is specified separately.

Those admitted through a separate application process based on unfinished degree studies have the right to complete the degree (at most 60 credits in a Bachelor's degree or 30 credits in a Master's degree). The length of the right-to-study period to be granted is based on the scope and timing of the studies to be completed, ensuring that the student can finish the degree. The right to study is granted once. The student does not have the right to be absent, and no discretionary extension of the studies is granted.

Open University of Applied Sciences and path students are granted a right to study for the semester/year in which the studies take place.

4.4 Discretionary Extension Period

The Head of Degree Programme may grant the student an extension for finishing their studies if the student has not completed them during the right-to-study period. The student must submit a feasible study plan for the extension period in their application. The extension must be requested 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 guidance counsellor education (section 30a of Act 932/2014).

The student is charged a fee of EUR 50 for the processing of their application (section 3 of Decree 1440/2014).

4.5 Forfeiture of Right to Study

Students will forfeit their right to study if they

- fail to enrol for the academic year as specified by HAMK
- fail to pay the tuition fee by the deadline if liable to pay it
- have not completed their studies during the right-to-study period
- have not completed their studies during the extension period granted to them, or accept a new right to study as a transfer student
- resign from HAMK.

If a student has neglected to enrol or has not completed their studies during their right-to-study period or an extension period, they may apply for a right to be readmitted (section 32 of Act 932/2014) or participate in student admissions. See section 4.1.1, Neglect of enrolment and reinstating the right to study, 4.5.1, Reinstating the right to study, and 3.2, Student selection.

4.5.1 Reinstating the Right to Study

Former HAMK students who commenced their studies on or after 1 August 2015 but who have not completed their degrees may apply for readmission without participating in student selection (section 32 of Act 932/2014). A former student applies for a new right to study in the Studyinfo.fi service based on an uncompleted degree. The student is charged a fee of EUR 50 for the processing of their application (section 3 of Decree 1440/2014). The right to study will be reinstated immediately once a decision to grant it has been made and the applicant has accepted the study place.

The Head of Degree Programme may grant a former HAMK student the right to study in order for the student to obtain their degree if no more than 60 credits (Bachelor's degrees) or 30 credits (Master's degrees) remain to be completed. The student is granted a right-to-study period that is long enough for them to complete the degree. The student does not have the right to be absent, and no discretionary extension of the studies is granted.

If a former student of HAMK or some other Finnish teacher education programme wishes to continue their unfinished studies after their right to study has expired, they may apply for reinstatement as a student without participating in student admissions. The Head of Degree Programme may on application grant a former teacher education student a right to study that enables the student in question to complete the programme if no more than a half of the entire scope of the programme remains to be completed. A maximum right-to-study period of one year may be granted to the student.

[Instructions concerning the right to study for staff](#) (HAMK intranet, in Finnish)

[Instructions concerning the right to study for students](#) (HAMK website)

4.6 Revoking and Reinstating the Right to Study

When the studies include requirements relevant to the safety of minors, patients or clients or traffic safety, the University of Applied Sciences may revoke the student's right to study in situations specified in the University of Applied Sciences Act. Before the right to study is revoked, the possibility of transferring the student to another degree programme is examined (sections 33–34 of Act 932/2014, section 11 of Decree 1129/2014).

To improve safety at work and in the study environment, so called SORA legislation is complied with in higher education studies in the social and health care sector. This legislation allows higher education institutions to revoke a student's right to study when the degree programme or work in an occupation involve requirements concerning the safety of minors, patients or clients. The SORA legislation applies to all social and health care sector degrees at Häme University of Applied Sciences.

The decision to revoke the right to study is made by HAMK's Board. Before making a decision on the matter, the necessary information is acquired, and the student is given an opportunity to be heard. (section 39 of Act 932/2014.)

The Head of Degree Programme may refer the student to a medical examination in order to establish their state of health. The costs of these medical examinations will be covered by HAMK. The University of Applied Sciences has the right to examine a statement on a student's state of health or information on a previous decision to revoke their right to study (section 34 of Act 932/2014).

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 provide the extract of the criminal record. The procedure for drug testing has been included in HAMK's Programme for preventing intoxicant abuse.

A student whose right to study has been revoked may apply to the University of Applied Sciences for its reinstatement. If the reasons for revoking the right to study no longer exist, the right will be reinstated. Decisions on reinstating a student's right to study are made by the HAMK's Board (section 35 of Act 932/2014).

[SORA instructions](#) (HAMK website)

[Programme for preventing substance abuse](#) (HAMK intranet)

4.6.1 Requests for a Review

A request for a review regarding a decision to revoke or reinstate a student's right to study may be addressed to the Students' Legal Protection Board within 14 days of being informed of the decision (section 58 of Act 932/2014).

A person dissatisfied with the decision of the Legal Protection Board for Students may lodge an appeal with Hämeenlinna Administrative Court within 14 days of being informed of the decision (section 8a of Act 956/2011).

4.7 Resignation

A student may give notification of resigning from the university of applied sciences, in which case they will lose their right to study. Students give notification of their resignation in writing, after which their resignation is entered in the student register. Resigned students receive a resignation certificate and a transcript of records in Finnish and in English.

5 Planning of studies

5.1 Counselling and Personal Study Plan

Students have the right to receive counselling during their studies. HAMK's counselling plan describes student guidance and counselling, including their objectives and operating methods, as well as the actors involved in providing them.

Bachelor's and Master's degree students prepare personal study plans (PSP) and include in them courses in keeping with their personal goals and the definitions of obligatory, free-choice and optional studies for the degree programme

concerned. See section 2.3.3, Policies on Bachelor's and Master's degrees.

A student may apply for transfer to another HAMK degree programme leading to the same degree title. This means that they do not have to reapply through any actual application process.

Separate guidelines have been issued for guidance and counselling practices in professional teacher education. Students in professional teacher education and special needs teacher education may complete an additional optional course of 5 credits if the curriculum includes optional studies. Optional courses are not offered in professional student counsellor education.

[Guidance plan](#) (HAMK intranet)

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

[Guidance plan for continuous learning](#) (HAMK intranet)

6 Completion of Studies

6.1 Work Placement

Studies leading to a Bachelor's include a work placement that promotes professional skills. The scope of the work placement is at least 30 credits (section 3 of Decree 1129/2014).

[Work placement included in a Bachelor's degree](#) (HAMK intranet)

6.2 Student Exchanges and Double Degrees

Degree programme students may pursue studies or complete a work placement in international partner institutions or companies. HAMK can also provide international double degrees or joint degrees with partnering higher education institutions.

[Instructions for double and joint degrees](#) (HAMK intranet)

6.3 Teaching Language and Language Skills

HAMK's teaching languages are Finnish and English. Finnish-language Bachelor's degree programmes also include studies or modules taught through English. The teaching language of foreign-language studies is English. Foreign-language Bachelor's degree studies include Finnish language instruction (Finnish as a second language, or S2). The programme may also include studies taught through Finnish that promote and support foreign degree students' employment in Finland.

If necessary, students' sufficient proficiency in the language of instruction is ensured in connection with student admissions based on either an entrance examination, an international language test result or some other demonstration of proficiency, depending on the process the student uses to apply. HAMK has the right to verify a language test result if necessary.

Students whose language of education is Finnish or Swedish must demonstrate, in studies included in their Bachelor's degree or otherwise, that they have acquired the Finnish and Swedish proficiency that is a precondition for holding an office requiring a higher education degree in a bilingual area. In addition, they must demonstrate that they have acquired the proficiency necessary for the pursuit of a career and professional development in at least one foreign language (section 7 of Decree 1129/2014).

A student's language of education is Finnish or Swedish if they have been awarded a pass grade in Finnish or Swedish as mother tongue in their basic education certificate. The language of education of students who have completed the matriculation examination in a language other than their language of education referred to above is also Finnish or Swedish if they have passed the Finnish or Swedish as mother tongue test in the matriculation examination or received at least the grade magna cum laude approbatur in the Finnish as a second language or Swedish as a second language test (section 20 of Decree 481/2003).

Students in degree programmes delivered in English whose language of education is Finnish or Swedish do not take the S2 studies included in the studies.

Students whose language of education is Swedish complete an oral and written proficiency test in Finnish (5 credits). They are not required to take Swedish studies.

Students whose language of education is other than Finnish or Swedish or who have been educated abroad do not need to demonstrate their written and oral competence in Finnish or Swedish as laid down in the Decree on Universities of Applied Sciences (section 7 of Decree 1129/2014).

For particular reasons, a student may be exempted in part or in full from demonstrating their language proficiency (section 7 of Decree 1129/2014).

[Language and communication studies](#) (HAMK website)

See section 2.3.3, Policies on Bachelor's and Master's degrees

6.4 Thesis and Maturity Test

Bachelor's and Master's degrees include a compulsory thesis. Open assessment of the thesis must be possible. The thesis may not include secret material. Secret Bachelor's theses are only possible in cases where they are subject to special legislation. The thesis is public as soon as it has been approved (Ministry of Education Guideline, Register number 3/500/2004). The writing of a Bachelor's thesis is informed by the thesis guidelines and work instructions provided on a website.

In Finnish-language degree programmes, the thesis is produced in Finnish, English or, subject to specific agreement, Swedish. In English-language degree programmes, the thesis is produced in English.

Bachelor's degree students sit a maturity test in their language of education to demonstrate their knowledge of the field of their Bachelor's thesis and their proficiency in Finnish or Swedish. The student writes the maturity test in their language of education, either Finnish or Swedish (section 8 of Decree 1129/2014, section 15 of Decree 481/2003). The Bachelor's thesis supervisor assesses both the content and the language of the maturity test. For the purposes of Master's degrees, the abstract of the thesis serves as the maturity test and is approved by the thesis supervisor.

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Students whose language of education is other than Finnish or Swedish or who have received their formal education abroad may take the maturity test in either Finnish, Swedish or English.

[Thesis site](#) (HAMK website) [Language and communication studies](#) (HAMK website)

6.4.1 Requests for a Review

A student may request a review regarding the grade awarded for their thesis or credit transfer. See section 6.5.1 for detailed instructions.

6.5 Assessment of Competence and Recognition of Prior Learning

Competence-based assessment is used at HAMK. This comprises assessment of courses completed at HAMK and the recognition and accreditation of prior learning (RPL) acquired elsewhere.

In Bachelor's and Master's degree programmes, the assessment scale is 1 to 5, or the verbal scale pass – fail is used. The reason for a 'fail' must always be recorded in the study register. The scales and their use are set out in the Course assessment guideline.

Instructions for assessing prior learning have been provided in the RPL guideline.

[Recognition and accreditation of prior learning \(RPL\) instructions](#) (HAMK intranet) [Course assessment guideline](#) (HAMK intranet)

Studies in professional teacher education, special needs teacher education and guidance counsellor education are assessed on the scale pass – fail. Basic studies in special pedagogy are assessed on a scale of 1 to 5 or fail.

The RPL practices for professional teacher education, guidance counsellor education and special needs teacher education are set out in separate guidelines.

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

6.5.1 Requests for a Review

A student may request a review of a decision on a grade awarded for a Bachelor's or Master's thesis, a module or work placement, credit transfer or exemption from compulsory language studies.

If a student is dissatisfied with a grade or a decision on accreditation/exemption, they may address a request for a review to the person who made the assessment or decision. A written request for a review must be made within 14 days of the student being informed of the grade or decision. The student is deemed to have been informed of the grade one day after the grade or decision has been entered in the study register.

Requests for a review are processed without delay. Students who are not satisfied with the response to their request may lodge an appeal with HAMK's Examination Board. A written appeal must be submitted within 14 days of the student being informed of the response to the request for a review (see section 8.3, Examination Board).

A written appeal must contain the student's requirements and their justifications, the name and code of the study, the student's name and degree programme as well as the contact details required to deal with the issue.

The Examination Board will deal with appeals without delay. The members of the Examination Board do not participate in processing appeals that concern courses or other studies which they have assessed.

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

6.6 Use of AI-based Applications at HAMK

HAMK complies with Arene's recommendations for universities of applied sciences on AI use. When using AI in teaching, the following should be accounted for:

- Responsibility: The teacher must use AI responsibly and ensure that its use promotes students' learning and development.
- Ethical principles: The teacher must follow universal ethical principles, including fairness, equality and respect for students and other teachers.
- Data protection: The teacher must comply with the higher education institution's data protection practices.
- Limitations: AI systems are only programs – they have their limitations.

When using AI tools, the student must pay attention to the following:

- Responsibility: The author is always responsible for their work.
- Be aware of the fact that AI systems are only programs – they have their limitations. AI does not have content-related knowledge or understanding.
- Ethical principles: Students must follow universal ethical principles, including fairness, equality and respect for other students and teachers.

The ethics of AI use can be derived from general good scientific practices:

- Authors are responsible for the accuracy, correctness, integrity and originality of their works, also when making use of AI.
- In terms of accountability, AI does not fulfil the definition of an author.
- The practices of scientific writing must be followed when using AI. Works produced must be the author's own – they must not present the ideas, information, words or other material of others without sufficient referencing. AI is not a source of scientific text. The author must ensure that the references are correct.

- AI-produced content may be biased and damaging or strengthen existing harmful stereotypes.

(Arene's recommendations for universities of applied sciences on AI use 2023.)

HAMK has drawn up AI guidelines for students. [Artificial intelligence as a Support for Students - Digital pedagogy guidelines](#)

7 Graduation and Certificates

HAMK issues degree certificates and certificates of completed studies. Students are also issued with attendance certificates and transcripts of records. HAMK issues electronically certified degree certificates as well as certificates for professional teacher education and professional specialisation studies.

[Graduation](#) (HAMK website)

[Graduation](#) (HAMK intranet)

7.1 Degree Certificates

A degree student's graduation date is the date on which they submit their graduation application. The student can submit the graduation application once all of their completed courses have been entered in the register. The student receives the degree certificate no later than three weeks after submitting the graduation application, excluding during the holiday period.

A Finnish-language certificate is issued for degree programmes taught through Finnish. The degree certificates for English-language education are issued in Finnish and English. All graduates are issued with a free English-language Diploma Supplement intended for international use (section 10 of Decree 1129/2014).

HAMK also issues certificates to students who have completed a double degree. The degree certificate is issued once the student has completed the required studies at both HAMK and

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the partner institution. The fact that the student has completed a double degree is stated on the certificate and Diploma Supplement (section 10 of Decree 1129/2014). Certificates issued for joint degrees are subject to agreement with the partner institution.

[Instructions for double and joint degrees](#) (HAMK intranet)

7.2 Teacher Education Certificates

The graduation dates of professional teacher education are decided by the Dean for each academic year.

HAMK issues students with a certificate of completed teacher education. Graduates who have completed teacher education in Finnish will receive their certificate and a transcript of records in Finnish. For teacher education completed in English, a certificate and a transcript of records are issued in both Finnish and English. All graduates also receive an English Certificate Supplement for international use free of charge.

7.3 Certificates for Professional Specialisation Studies

HAMK issues students with a certificate of professional specialisation studies and a transcript of records attached to it.

7.4 Higher Education Diplomas and Expert Training

HAMK issues certificates of higher education diplomas and expert training, to which a transcript of records is attached.

8 Other Guidelines

8.1 Equality and Accessibility

Efforts to promote equality are based on the Non-Discrimination Act (Act 21/2004). The guideline for promoting equality explains how HAMK ensures equality and accessibility both at the application stage and during the studies.

HAMK's annually updated accessibility plan (<https://www.hamk.fi/en/about-hamk/strategy/accessibility/>) describes HAMK's accessibility principles as well as the resources used and measures taken to promote physical and digital accessibility.

[Accessibility](#) (HAMK website)

8.2 Safety and Order

HAMK's safety work is underpinned by legislation, which requires the UAS to provide a safe study and work environment (section 31 of the Universities of Applied Sciences Act 932/2014, section 8 of the Occupational Safety and Health Act 738/2002). Safety work supports the achievement of HAMK's strategic objectives, improves the community's safety culture and promotes the safety of staff and students in their daily lives.

Deliberate or intentional situations or those resulting from obvious negligence that put public safety or order at risk are treated as harassment (see section 8.2.1), and the same procedure is applied to handling them (see sections 8.2.1 and 8.2.2).

HAMK's Regulations describe the rules that apply to HAMK's physical campuses and digital operational environments.

[Safety](#) (HAMK intranet)

[Safety](#) (HAMK website)

8.2.1 Harassment, Dishonesty and Fraud

When misconduct is suspected in UAS entrance examinations, the instructions of the student admission consortium are followed.

If a student disrupts teaching, behaves in a violent or threatening manner or puts another person's life or health at risk, they will be ordered to leave the teaching situation. The Head of Degree Programme may prohibit a student from attending teaching for a maximum of three working days (section 38 of Act 932/2014).

If a student acts dishonestly in course completions, such as committing fraud (AI use in breach of guidelines is also interpreted as fraud) or plagiarism (copying content produced by another person and presenting it as their own output), this always leads to a fail in the exam, exercise, thesis or other completed course as well as a disciplinary procedure in which a decision on penalising the student is made. The student is also denied the possibility of resitting the exam, and they must retake the entire course the next time it is offered. If a student cheats in an exam, the supervisor will remove them from the room, and the student will be failed in the exam.

8.2.2 Disciplinary Procedure

Before issuing a written warning or expelling a student, the Head of Degree Programme identifies the act or omission, gathers the required information and gives the student an opportunity to be heard in the matter.

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

- disrupts teaching
- behaves in a violent or threatening manner
- acts fraudulently or otherwise violates the Regulations or other rules of HAMK
- refuses to present the drug test certificate referred to in section 36 of the Universities of Applied Sciences Act
- has, according to a certificate referred to in section 36 of the Universities of Applied Sciences Act, used recreational drugs to the extent that their functional capacity is impaired.

If the student's act or omission is serious or recurring, HAMK's Board may decide to expel the student for a maximum of one year (sections 38–39 of Act 932/2014).

8.2.3 Drug Test

A student may be obliged to present a drug test certificate 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 (section 36 of Act 932/2014). For the procedure followed at HAMK, see the Programme for preventing substance abuse.

[Programme for preventing substance abuse](#) (HAMK intranet)

8.3 Examination Board

Appeals should be emailed to the Examination Board at tutkintolautakunta@hamk.fi or mailed to HAMK's Examination Board, Registry Office, P.O. Box 230, Visamäentie 35A, FI-13101 Hämeenlinna. An appeal will be deemed to have arrived on time when it has been registered within 14 days of the applicant/student being informed of the decision they wish to appeal.

[Examination Board](#) (HAMK intranet)