

DEGREE REGULATIONS

Approved by the Board of Karelia University of Applied Sciences on 28 May 2019.

These degree regulations take effect on 1 August 2019 and nullify all former degree regulations.

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1. REGULATIONS GUIDING THE OPERATIONS OF KARELIA UNIVERSITY OF APPLIED SCIENCES

The regulations of Karelia University of Applied Sciences are based on the Act on Universities of Applied Sciences ([932/2014](#)) and on the supplementary Decree on Universities of Applied Sciences ([1129/2014](#)), on the Limited Liability Companies Act ([624/2006](#)), and on the Act on the Financing of the Provision of Education and Culture ([1705/2009](#)). In addition, the regulations are based on the company by-laws of Karelia University of Applied Sciences Ltd, the ownership policy of the City of Joensuu as well as the following rules defining the operations of Karelia UAS (approver in brackets).

Karelia University of Applied Sciences Ltd

- Administrative policy of Karelia UAS (company Board)

Internal rules of Karelia University of Applied Sciences

- **Degree regulations (UAS Board)**
- Operating rules (President)

The administrative policy of Karelia UAS defines the operations and administration of the company. Operating rules determine the internal organisation and management of the UAS according to the guidelines defined by the internal administrative rule. Degree regulations are intended to clarify the juridical specifications related to UAS studies.

Descriptions of UAS processes and related instructions complement the procedures and areas of responsibility of UAS studies provided by degree regulations.

2. EDUCATIONAL TASK OF KARELIA UNIVERSITY OF APPLIED SCIENCES

Universities of applied sciences have three statutory tasks: education, research and development, and regional development. Karelia University of Applied Sciences provides UAS studies leading to UAS degrees at both the bachelor and master levels, professional specialisation education, open UAS studies and other forms of supplementary training, as well as research, development and innovation services, the aim of all of which is to support working life and to develop UAS education.

The official language of instruction at Karelia University of Applied Sciences is Finnish. However, study units or modules in English can be included in Finnish degree programmes, when they are appropriate from the point of view of the field and promote the student's internationalisation. Similarly, degree programmes taught in English can include study units or modules in Finnish to promote the student's integration to Finnish working life.

2.1. Fields of study, degree programmes and degrees

The licence to provide UAS education issued by the Government defines the educational responsibilities of Karelia University of Applied Sciences. As set in the Licence, Karelia University of Applied Sciences provides UAS studies in following fields of study:

- 1) Culture
- 2) Natural Sciences
- 3) Natural Resources and the Environment
- 4) Tourism, Catering and Domestic Services
- 5) Social Services, Health and Sports
- 6) Technology, Communication and Transport
- 7) Social Sciences, Business and Administration

The Bachelor's and Master's Degrees provided by Karelia University of Applied Sciences are listed in Appendix 1 and Appendix 2.

2.2. Planning of education

The Decree on Universities of Applied Sciences ([1129/2014](#), § 2-5) defines the common goals and structure of degree-awarding education. The basis for framing the curricula lies in the decrees directing UAS activities, in the strategic choices of the UAS, in the needs of working life and its development, in students' learning skills, and in the resources available. As a rule, the student has the right to study according to the curriculum of his/her incoming group. The Head of Education is responsible for the planning, implementation and development of education in their degree programmes.

The Vice President is responsible for verifying the curricula based on the proposal by the Heads of Education. The curricula are used as a basis for framing annual implementation plans that are verified by the Heads of Education.

The Vice President sets the dates for the start and end of studies each academic year, the individual semesters, and the time when education is provided.

3. STUDENT INTAKE AND RIGHT TO STUDY

3.1. Intake and student selection criteria

The licence issued by the Government defines educational responsibilities that degrees granted by Karelia UAS must be based on. The performance agreement between Karelia UAS and the Ministry of Education and Culture defines targeted degrees in each field of study. Each year the Board of Karelia UAS Ltd determines the intakes and the criteria for student selection on the basis of the performance agreement.

The Vice President is responsible for defining student selection criteria. The criteria are based on national, field-specific recommendations that are subject to be defined when necessary.

3.2. Student selection

The regulations defined in the Act on Universities of Applied Sciences ([932/2014](#), §28, § 33-35) are followed in regards to student selection and acceptance of the study place of the joint application system.

Students of Open UAS have a chance to apply through a separate application system. When entering a degree programme, a minimum of 55 credits of degree programme-specific studies must be completed prior to application. For the Master's degrees the minimum is 20 credits. In order for a student to be chosen to study in degree-awarding education in the field of Social Services and Health Care, the student needs to meet the requirements for admission set by law.

The completion of 30 credits of UAS studies (first-semester degree studies) during one's secondary-level education as a pathway from secondary-level vocational education to higher education, gives the student the eligibility to apply as a degree student in a separate application.

A transfer student means a student whose study right is transferred from one university of applied sciences/university to another or inside the school of higher education by changing the title of the degree qualification. A degree student of Karelia UAS can apply for an internal transfer to another, similar field of study without changing the degree title. In this case they are changing education field and the same selection

principles are applied to them as to transfer students.

A student who has the study right in a Finnish higher education institution and has been present at least one academic year, can apply for a transfer. The studies completed in the original education must be applicable in the education applied to. By the end of the application time a first year student must have a minimum of 45 credits registered in the study register at bachelor level and at least 20 credits at master level. The average of grades must be at least 2/5. Other than a first-year student should have advanced in his/her prior studies full-timely and have enough studying time left so that graduation within the set duration of studies is possible.

A student who applies from a Finnish-taught education to an English-taught education, must prove his/her language skill with a separate English language test. A student applying for a transfer from English-taught education to a Finnish-taught education must show Finnish language skills with a separate language test. Finnish language skills are tested with students whose native language/language of schooling is some other language than Finnish.

The Heads of Education are in charge of student selection for degree-awarding education at the bachelor and master levels, specialisation education, professional supplementary education and Open UAS Study Path Programme.

A student dissatisfied with the results of student selection may request a rectification for the decision (see chapter 5).

3.3. Tuition fee in English-taught education

Karelia University of Applied Sciences charges a tuition fee according to the Act on Universities of Applied Sciences (932/2014, § 13 a) from students who have been accepted to a degree programme where teaching is conducted in English and who have started their studies 1 January 2017 or after and who belong to the tuition fee system. The amount of the tuition fee is defined in [the rules of the Scholarship Fund](#). The Scholarship Fund is equivalent to the scholarship system in degree programmes collecting tuition fees required by the Act on Universities of Applied Sciences § 13 a, subsection 3.

A Students who has been accepted to a degree programme where teaching is conducted in English and who have started their studies 1 August 2017 or after and who belong to the tuition fee system must pay the tuition fee after accepting the study place before enrolling as present. A student who is continuing his/her studies must pay the tuition fee for the next academic year by the end of July of that ongoing year at the latest. If a student neglects to pay the tuition fee, s/he will lose the right to study. A student can apply for the study right again after paying the tuition fee and a processing charge. The tuition fee is defined in more detail in [the appendix of the scholarship rules](#).

If the student's status changes during the studies, the changed status will be taken into account. If as the result of the status change the student is no longer obliged to pay tuition fee, the student will be refunded the payments targeted to the SEMESTER of the status change. If the status changes in the other direction, the student is obliged to pay the tuition fee starting from the following SEMESTER.

3.4. Right to study and student enrolment

Enrolment as a UAS student and practises related to the forfeiture of one's right to study follow the principles defined by the Act on Universities of Applied Sciences ([932/2014](#), § 23–36).

Degree-awarding education

The right to study is provided for the set duration defined for the particular degree programme and in addition, for one year immediately following the set duration.

The student must enrol each academic year as being 'present' or 'absent'. Neglecting the enrolment will result in forfeiture of the right to study. When a student whose right to study has been transferred from one university of applied sciences to another receives his/her new right to study, the previous right to study will be forfeited. The student who is continuing his/her studies must enrol during the registration period which is specified separately every year by the Head of Student Services. The student starting his/her studies has to enrol when accepting the study place. The enrolment is done for one academic year at a time. However, if the right to study ends in December, enrolment can only be done for the autumn semester.

The enrolment information can be changed in the middle of the academic year for certain special reasons; the change must be applied for from the Head of Educational Development. These special reasons may include significant changes in the student's life, such as serious illness in the family or personal health problems, maternity and paternity leave as well as military or non-military service. The student must fill in an application that includes a written certificate from the authority in question. The decision is made by the Head of Educational Development. The changed information comes into effect during the next month of the application and ends at the end of the academic year in question.

Students who have started their studies on 1 August 2015 or later may enrol as being 'absent' during their first academic year only for the following reasons: military service, non-military service or women's voluntary military service; maternity or paternity leave; or health problems affecting the ability to study. Reasons other than the ones mentioned above allow the student who has started his/her studies during the above mentioned time to enrol 'absent' for a total of two (2) academic years during the whole course of his/her studies. Students who have started their studies before 1 August 2015 may enrol as being 'absent' for a total of two (2) academic years during the whole course of their studies.

A student with no right to study or a student with the enrolment status 'absent' cannot attend lectures or examinations, neither can he/she conduct practical training connected to the studies, nor prepare his/her thesis with the help of an instructor. A student cannot be granted a degree without the right to study.

Based on a student's application, the Head of Educational Development can grant a degree student the right to complete the studies after the right to study has ended. The time of the extension is defined on the basis of the remaining studies to be completed. The application must be turned in before the right to study has ended.

Based on an application, the Head of Educational Development can reinstate the right to study for a student who has neglected his/her enrolment as a student, usually taking effect on the beginning of the next term. A student who has resigned from the UAS will not be eligible for direct reinstatement of study right. A student who has resigned from the UAS can continue his/her studies at Open UAS, and after completing his/her studies required for the degree can apply for reinstatement of study right from the Head of Educational Development.

Besides the criteria mentioned above, there are study right regulations defined separately for the students of social services and health care as well as music pedagogy ([932/2014](#), § 33-36, § 39). The act applies to social services and health care students who have started their studies after 31 December 2011 and to music pedagogy students who have started their studies after 31 December 2012. The study right of students of social services and health care as well as of music pedagogy may be suspended, withdrawn and reinstated on the basis of following reasons: a) unsuitability for studies, b) state of health and functional capacity, c) entry in the criminal record, or d) concealment of cancellation of previous right to study. There are [separate instructions](#) for applying these regulations at Karelia UAS (in Finnish).

4. STUDYING AT KARELIA UNIVERSITY OF APPLIED SCIENCES

4.1. Student counselling

Student counselling at Karelia UAS is based on a separate plan for student counselling and wellbeing of students. Each student is entitled to receive counselling during the entire duration of his/her studies. Student counselling is implemented by student counsellors, tutor teachers and other teachers in cooperation with the other personnel and students. A student can, for a justifiable reason, apply for a special support to complete studies. The Head of Educational Development makes the decision about granting special support.

4.2. Identification and recognition of prior learning

The student has a right to utilise his/her prior learning as a part of the degree regardless of where and how the knowledge has been gained. The student is entitled to apply for the identification and recognition of prior learning in his/her current degree. There are separate instructions for the identification and recognition of prior learning (RPL-process) at Karelia UAS.

Credit transfer of previous studies comply with the decree ([932/2014](#), § 37). The student is entitled to apply for credit transfer in his/her current degree for previously completed studies and for knowledge acquired through other means. As a rule, studies completed more than ten (10) years ago cannot be transferred. The credit transfer takes place by transfer or inclusion. The transfer of prior studies means studies completed elsewhere with the comparable content, studies completed in the equal level of institutions of higher education. If gaining the objectives and profile of the degree does not change, single study units can be compensated with study units with different contents. Inclusion means studies completed elsewhere, outside the degree programme, in the equal level of institutions of higher education and they are included to the degree's complementary or optional studies. Prior learning knowledge is shown through demonstrations. After the student has submitted an application for credit transfer, inclusion or RPL as suggested by the lecturer of the study unit, the Head of Education decides on the transfer and accreditation of marks awarded by other institutions or on recognition and acknowledgement of prior learning.

The student may apply for exemption from degree studies for special reasons. The President makes a decision on exemption after a proposal by the Head of Education. For exemptions from language studies, see section 4.7.

The thesis can be accredited if the student has conducted a higher education level thesis on his/her current field of education, or if the previously conducted thesis is otherwise compatible with the current field. The Head of Education is to decide upon the student's application for either partial or total accreditation of the thesis as suggested by a lecturer in charge.

Skills acquired during one's military or non-military service can be accredited according to normal RPL-procedure. Based on a student's application, the maximum of three credits can be accredited for NCO-training and the maximum of six credits for officer training, if the service has been completed after the year 1999.

The student may accredit the maximum of 15 credits for participation in student union or student tutor activities in his/her studies.

Karelia University of Applied Sciences has signed a collaboration agreement with Joensuu Sports Academy. The aim of this cooperation is to provide the students of the Academy with an opportunity to complete higher education studies alongside their sports career. Students may include their participation in a training programme organised by the Sports Academy in their degree. A maximum of 15 credits of studies can be transferred.

A student of Open UAS can apply for accreditation only through demonstrations.

4.3. Course enrolment and approval

All student who have started their studies on 1 August 2014 or later, enrol for all study units. For summer and autumn semester courses the time of enrolment is 1 – 30 April and that of spring semester 1 – 31 October. If the study unit does not have the minimum amount of enrolled students defined in the implementation plan, the course can be cancelled or the time of implementation postponed.

Students are approved to the course implementation as follows:

- For courses of core competences and complementary studies: the students whose mandatory studies they are, must be prioritized.
- If all enrolled students cannot be approved to join the course, the lecturer must define grounds for selecting the students.

Lecturers accept students to their courses two weeks after the time of enrolment has closed, at the latest.

A student must be present at the first contact lesson. If the student is not able to come, for a good reason, s/he must personally contact the teacher responsible for the course before the first contact lesson.

4.4. Grounds for assessment and retaking a study unit

Assessment of students' learning and qualifications is based on common UAS assessment principles defining the criteria for excellent, good and satisfactory study performance. In different phases of studies, assessment should form a consistent whole and support the objectives of education. The assessment criteria and methods are premised on the learning objectives of each study unit. A teacher must present written assessment criteria for his/her study units at the beginning of each course at the latest. The thesis report which is the basis for the assessment of the thesis may not include information which is classified as confidential.

Study performance is assessed using a grading scale of 1 - 5: excellent (5), good (3 - 4), satisfactory (1 - 2), fail (0), or pass/fail scale. Transferred credits are assessed always, when possible, using the same scale as the equivalent study unit at Karelia University of Applied Sciences. In case the grading scale of the transferred course differs from the scale 1 - 5, the grade shall be translated into this scale. In case an accredited course has been assessed using the scale 1 - 5, the equivalent scale will be used in the accreditation of this course. In other cases, accredited studies will be assessed with 'pass'.

A study unit included in degree-awarding education may be taken three (3) times with the same degree requirements. The specific times defined by lecturers are available in an examination schedule. The first attempt is connected with the realisation of the study unit and the other two are resits (re-exams). If the student fails on all three attempts, s/he can retake the unit with the most recent, possibly altered requirements. In examinations or other assessment situations, students must prove their identity.

It is also possible to raise a grade of a passed study unit one (1) time when the passed study unit belongs to the curriculum and is taken during the set duration of studies (e.g. 3.5 years for nursing students). Also the raise attempt must be taken during the set duration of the studies. Non-attendance or not answering in a re-examination is considered an attempt. Cancelling one's re-examination enrollment is allowed only with a justified reason. The same requirements for raising grades of a study unit apply for one year from the date of the latest assessment. Thereafter, the grade may be raised, if the same study unit still exists, with possible new course requirements. The former grade continues to be valid if the new grade is lower.

The grade of an approved thesis can be raised once during the set duration of studies by making significant changes to the previous thesis or by conducting a new thesis. Changes to be made or the new thesis to be conducted are decided by the respective Head of Education.

4.5. Entering assessment and filing of study attainments

The teacher must assess the examination and enter the mark/grade in a record of credits as soon as possible, but no later than within three weeks (21 days) from the examination date or from the submission of study attainments. However, teachers' holidays are not included in this time. The same timing applies to practical training and thesis work.

Thesis is evaluated by the instructor(s) and examiner(s) who are to provide the student with a written assessment.

The date of assessment marked into the records of credits is end date of the study unit. If completing the study unit requires written assignments or reports to be submitted in addition to an examination, these must be turned in by the end of the study unit or training at the latest, if not otherwise agreed with the teacher. If a student returns a learning assignment related to studies or practical training in August, the assessment date for the course/practical training is marked as the final day of the previous academic year (July 31). Practical training that is part of the studies is assessed only once the student has submitted his/her practical training report. If a student is taking the study unit during other than the normal implementation time, the assessment date is the day of the exam, or the day of handing in the assignment.

Theses are to be kept permanently. All other documents serving as a basis for assessment must be retained for a minimum time of six (6) months. According to the Act on the Openness of Government Activities (621/1999, 24.1. § 30) students' written study attainments are confidential documents. The lecturer in charge of each course is responsible for retaining the study attainments. Marks/grades entered in the record of credits may not be removed from the record of credits.

An official, signed transcript of records can be received from Student Services.

4.6. Correction of course marks/grades

The procedure used for correcting course marks and grades follows the Act on Universities of Applied Sciences ([932/2014](#), § 37).

If the student is dissatisfied with the assessment of his/her studies, transfer of his/her prior studies or with the assessment of his/her studies completed through other means, s/he has the right to appeal to the lecturer who has assessed his/her performance or the Head of Education who decided upon the transfer of credits. The student must submit either a written or an oral request for correction within 14 days from the announcement of the results and assessment criteria. The lecturer or the Head of Education must give a written decision with the reasoning within 14 of receiving the appeal.

If the student is dissatisfied with the solution decided by the lecturer or the Head of Education, s/he has a possibility to make a written request for correction to the UAS Board of Examiners (see instructions in chapter 5).

4.7. Language requirements

Language proficiency requirements for both bachelor's and master's degrees at universities of applied sciences are specified in the Decree on Universities of Applied Sciences ([1129/2014](#), § 7). Proficiency in the other national language as required of personnel in public bodies and state personnel in bilingual authorities and as defined by the Decree is assessed as follows: spoken language skills in Finnish/Swedish (good/satisfactory) and written language skills in Finnish/Swedish (good/satisfactory). Defining the language levels is based on the grades of the mandatory language courses of each degree or the Finnish national certificates of language proficiency tests.

Complete or partial exemption from language proficiency requirements determined by the decree is granted by the President on a proposal of the Head of Educational Development.

4.8. Practical training

The objective of practical training is to make the student familiar with practical tasks that are essential particularly in professional studies and to provide the student with the opportunity to apply his/her skills and knowledge in working life. Prior to training, it is necessary to make a written agreement of the training period between Karelia UAS, the student and the practical training place representative. A training agreement form provided by Karelia UAS is to be used. The agreements are approved and signed by the teacher in charge of the practical training. Framework agreements regarding practical training in Social Services and Health Care are signed by the Head of Education in Social Services and Health Care. Agreements regarding international practical training (Learning Agreement or Training Agreement) are signed by the International Relations Coordinator or the international coordinator in the degree programme. Detailed objectives, extent, structure, content, form and evaluation of the practical training period are determined by each degree programme. Common practises for practical training in degree-awarding education are specified in separate instructions.

4.9. Thesis

The objective of the thesis of UAS degrees is to develop and verify the student's qualifications and ability to apply his/her skills and knowledge in practical expert assignments related to his/her professional studies. The objective of the thesis of master-level UAS degrees is to develop and verify the student's qualifications and ability to apply knowledge received from research, use selected methods to analyse and solve problems in working life, and ability to work independently in demanding expert assignments.

The thesis must be closely related to the core contents of the degree in question and the professional practices of the field. It may concentrate on a single field of study or be a multi-disciplinary assignment, and it can be an individual performance or research, or a project carried out as teamwork. When the thesis is a result of teamwork, each student must indicate his/her own personal contribution in the preparation process. The purpose of the thesis is to show familiarity with the subject of the thesis, research methods and professional communication. The extent of the thesis is 15 credits for UAS degrees and 30 credits for master-level UAS degrees. The thesis is assessed on a scale of 1 - 5 using the common assessment criteria and the Karelia UAS assessment form.

The thesis must be written in Finnish, Swedish or English, unless the student applies for an exception from the the Head of Educational Development for a special reason. A student studying in Finnish-mediated education has an option to do his/her thesis in English.

Theses are public documents and their appendices may contain other related public or confidential documents. The existence of appended material must be proven in the public part of the thesis. When assessing the thesis, the public part is considered only. Common practises for conducting theses at Karelia UAS are specified in separate thesis instructions.

Thesis included in the degree in a University of Applied Sciences at Bachelor's or Master's level can also be completed in open University of Applied Sciences.

Karelia University of Applied Sciences is committed to complying with the guidelines "Responsible conduct of research and procedures for handling allegations of misconduct in Finland" by the Finnish National Board on Research Integrity. Disregard for the responsible conduct of research and research misconduct during the compilation of thesis will be handled according to instructions "Guidelines for ensuring responsible conduct of research".

4.10. Complementary or optional studies

Students are entitled to complete a larger number of studies than presumed by their curriculum, if so desired. However, these additional studies must be completed during the set duration of studies and they shall not prevent the student from graduating in the set duration.

The curricula of students who have started their studies during autumn term 2014 or later comprise of common core studies and complementary studies. The common core studies are degree programme specific, mandatory studies. The complementary studies are optional studies included in the degree expanding or deepening the students' core competences. The complementary studies are between 15 to 60 ECTS credits depending on the degree programme.

For students who have started their studies before autumn term 2014, the curricula for degree-awarding education contain optional studies, the extent of which is defined in each curriculum. However, the student can conduct a larger number of optional studies during the set duration of his/her studies. Each student can select his/her optional studies on the basis of his/her personal goals according to the individual study plan.

The required extent of optional studies connected to master-level UAS degrees is specified in the curriculum and the content of studies in the individual study plan.

4.11. Maturity examination

As defined by the Decree on Universities of Applied Sciences ([1129/2014](#), § 8) the student needs to complete a maturity examination for his/her degree. The maturity examination is a written output relating to the topic of the thesis. The maturity examination is taken after the thesis has been submitted for approval to the instructor and examiner of the thesis. Completion of the maturity examination will be marked in the thesis assessment form and in the degree certificate.

Topics for the maturity examination are provided by the instructor of the thesis. The examination is evaluated using pass/fail. If the student has transferred from abroad or has, for some other reason, studied using some other language, or has been given permission to conduct the thesis with some other language than the language of instruction in his/her degree, the Head of Educational Development determines the language to be used in the maturity examination.

If the student's thesis has been accredited based on prior study performance, the student does not need to take a new maturity test, if he/she has taken one during his/her previous studies used as a basis for accreditation. In case of partial accreditation, the maturity test is required.

4.12. Deceit and research misconduct

Any form of deceit and research misconduct in any study-related matters is forbidden. Deceit and research misconduct in learning assignments, theses and other study attainments include fabrication (reporting invented observations), falsification (modifying and presenting original observations deliberately so that the results based on those observations are distorted), plagiarism (representing another person's material as one's own without appropriate references) and misappropriation (unlawful presentation of another person's research idea, plan or observation as one's own research).

Any form of deceit in a test or other assessment situation is also forbidden. A student found guilty of deceit will be asked to leave the examination or other assessment session immediately, and his/her examination

can be failed. The study performance can also be failed if the deceit is detected after the study performance has been submitted or handed in.

Deceit or research misconduct may lead to disciplinary actions. In a situation of suspecting deceit or research misconduct the lecturer must hear the student. If there is justified suspicion of deceit or research misconduct after the hearing, the lecturer must report on the study performance failed on the grounds of deceit or research misconduct to the respective Head of Education. If needed, the Head of Education will start disciplinary actions by reporting on the deceit or research misconduct to the President of UAS.

4.13. Disciplinary procedure

The disciplinary procedure for students at Karelia UAS is defined by the Act on Universities of Applied Sciences ([932/2014](#), § 38). A student may be suspended from participating in lectures or other sessions and events organised by the UAS for a maximum of three working days, in case the security of another student or staff member is compromised because of violent or threatening behaviour. The decision on this matter is made by the Head of Education in question.

A student must be given the opportunity to be heard before taking disciplinary measures. Any written warnings issued to a student are decided by the President of Karelia UAS and the Board of Karelia UAS Ltd makes a decision of temporarily suspending a student.

Drug testing measures at Karelia UAS are in compliance with the Act on Universities of Applied Sciences ([932/2014](#), § 36). The ways in which the enactments are to be applied are described in [separate instructions](#), available in Finnish. Karelia UAS has a separate team acting as a key player in handling issues related to students' substance abuse, being under the influence of substances, and drug crimes. ([Instructions how to prevent students' substance abuse and how to deal with issues related to substance abuse.](#))

5. REQUESTS FOR RECTIFICATION

Requests for rectification related to student admission and assessment/accreditation decisions are addressed to the UAS Board of Examiners.

An applicant who is dissatisfied with the student selection may submit a request for rectification to the UAS Board of Examiners within 14 days of the publication of the results of the student selection. The Board of Examiners must take the request into handling within 30 days after it has been received.

If the student is dissatisfied with the solution decided by the lecturer or the Head of Education, s/he has a possibility to make a written request for correction of the assessment/accreditation decision to the UAS Board of Examiners within 14 days from the date s/he has received the decision of the teacher/Head of Education. The Board of Examiners must take the request into handling within 30 days after it has been received. The Board of Examiners will gather in July only if the matter is urgent and requires an instant decision. There is not right of appeal against the decision of the Board of Examiners.

6. GRADUATION AND CERTIFICATES

Completion of bachelor's degrees, master's degrees and specialisation education at Karelia UAS is based on the achievement of objectives defined in the curriculum.

6.1. Degree certificates

All records of successfully completed study units and modules must be notated in the record of credits in order for the student to graduate and receive his/her degree certificate of UAS degree and master-level UAS degree. The degree is validated by the Head of Education in the degree programme in questions. The student can apply for his/her degree certificate using the electronic application system as soon as all the degree studies have been completed and all the study attainments have been entered in the student administration system. The graduation procedure is described on Pakki student portal.

Degree certificates are signed by the President of Karelia UAS and the transcript of records and the Diploma Supplement to be attached to the certificate are signed by the Head of Education.

6.2. Certificates for other studies

The certificates of specialisation education and other extensive study modules are signed by the Vice President of Karelia UAS and the transcript of records to be attached to the certificate is signed by signed by a Study Affairs Officer. Certificates of other supplementary training are signed by the Head of Educational Development.

DEGREE PROGRAMMES, DEGREES AND TITLES AT KARELIA UNIVERSITY OF APPLIED SCIENCES FOR STUDIES STARTING AFTER 1 AUGUST 2014

Degrees taken at universities of applied sciences are specified by the Decree on Universities of Applied Sciences ([1129/2014](#)). The degree programmes, degrees and titles for studies starting after 1 August 2014 are listed in the table below. See Appendix 2 for studies that started before 1 August 2014.

a) Master's degrees

Degree	Degree programme	Extent, crs	Title
Master of Health Care	Development and Management of Health Care and Social Services	90	<ul style="list-style-type: none"> – Biomedical Laboratory Technologist, Master of Health Care or – Physiotherapist, Master of Health Care or – Registered Nurse, Master of Health Care or – Master of Social Services or – Public Health Nurse, Master of Health Care
	Active Ageing		
Master of Engineering	Technology Competence Management	60	Master of Engineering
	Renewable Energy	60	Master of Engineering or Master of Natural Resources
Master of Business Administration	Business Management and Leadership	90	Master of Business Administration Master of Hospitality Management Master of Culture and Arts

b) Bachelor's degrees

Degree	Degree programme	Extent, crs	Title
Culture	(Degree Programme in) Music Pedagogy	240	Music Educator, Bachelor of Culture and Arts (Music Pedagogy)
	(Degree Programme in) Media	240	Media Artist, Bachelor of Culture and Arts (Media)
Natural Resources and the Environment	(Degree Programme in) Forestry	240	Bachelor of Natural Resources (Forestry)
Tourism, Catering and Domestic Services	(Degree Programme in) Tourism	210	Bachelor of Hospitality Management
Social Services, Health and Sports	(Degree Programme in) Physiotherapy	210	Physiotherapist, Bachelor of Health Care (Physiotherapy)
	(Degree Programme in) Nursing	210	Registered Nurse, Bachelor of Health Care (Nursing)
	(Degree Programme in) Social Services	210	Bachelor of Social Services

	(Degree Programme in) Public Health Nursing	240	Public Health Nurse, Bachelor of Health Care (Public Health Nursing)
Technology, Communication and Transport	(Degree Programme in) Energy and Environmental Engineering	240	Bachelor of Engineering (Energy and Environmental Engineering)
	(Degree Programme in) Mechanical Engineering	240	Bachelor of Engineering (Mechanical Engineering)
	(Degree Programme in) Construction Engineering	240	Bachelor of Engineering (Construction Engineering)
	(Degree Programme in) Building Services Engineering	240	Bachelor of Engineering (Building Services Engineering)
	(Degree Programme in) Information and Communications Technology	240	Bachelor of Engineering (Information and Communications Technology)
Social Sciences, Business and Administration	(Degree Programme in) International Business	210	Bachelor of Business Administration (International Business)
	(Degree Programme in) Business Economics	210	Bachelor of Business Administration (Business Economics)
	(Degree Programme in) Business Information Technology	210	Bachelor of Business Administration (Business Information Technology)

DEGREE PROGRAMMES, DEGREES AND TITLES AT KARELIA UNIVERSITY OF APPLIED SCIENCES FOR STUDIES STARTING BEFORE 1 AUGUST 2014

Degrees taken at universities of applied sciences are specified by the Decree on Universities of Applied Sciences ([1129/2014](#)). The degree programmes, degrees and titles for studies starting before 1 August 2014 are listed in the table below. See Appendix 1 for studies that started after 1 August 2014.

a) Master's degrees

Degree	Degree programme	Extent, crs	Title
Master of Health Care	Degree Programme in Development and Management of Health Care and Social Services	90	<ul style="list-style-type: none"> - Biomedical Laboratory Technologist, Master of Health Care or - Physiotherapist, Master of Health Care or - Registered Nurse, Master of Health Care or - Master of Social Services or - Public Health Nurse, Master of Health Care
Master of Engineering	Technology Competence Management	60	Master of Engineering
	Degree Programme in Environmental Technology	60	Master of Engineering

b) Bachelor's degrees

Degree	Degree programme	Extent, crs	Title
Culture	Degree Programme in Music	270	Music Educator, Bachelor of Culture and Arts Musician, Bachelor of Culture and Arts
	Degree Programme in Communication	240	Media Artist, Bachelor of Culture and Arts
Natural Resources and the Environment	Degree Programme in Rural Industries	240	Bachelor of Natural Resources
	Degree Programme in Forest Products Marketing	240	Bachelor of Natural Resources
	Degree Programme in Forestry	240	Bachelor of Natural Resources
Tourism, Catering and Domestic Services	Degree Programme in Tourism	210	Bachelor of Hospitality Management
Social Services, Health and Sports	Degree Programme in Biomedical Sciences	210	Biomedical Laboratory Technologist, Bachelor of Health Care
	Degree Programme in Physiotherapy	210	Physiotherapist, Bachelor of Health Care
	Degree Programme in Nursing	210/240	Registered Nurse, Bachelor of Health Care or Public Health Nurse, Bachelor of Health Care
	Degree Programme in Social Welfare Work	210	Bachelor of Social Services
Technology, Communication and Transport	Degree Programme in Mechanical and Production Engineering	240	Bachelor of Engineering

	Degree Programme in Civil Engineering	240	Bachelor of Engineering
	Degree Programme in Electrical Engineering	240	Bachelor of Engineering
	Degree Programme in Information Technology	240	Bachelor of Engineering
	Degree Programme in Environmental Technology	240	Bachelor of Engineering
Social Sciences, Business and Administration	Degree Programme in International Business	210	Bachelor of Business Administration
	Degree Programme in Business Economics	210	Bachelor of Business Administration
	Degree Programme in Business Information Technology	210	Bachelor of Business Administration