

DEGREE REGULATIONS

Approved by the Board of Karelia University of Applied Sciences on 26 May 2021.
These degree regulations take effect on 1 August 2021 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

- Rules of Procedure (Board of Directors)

Internal rules of Karelia University of Applied Sciences

- Degree Regulations (Board of Directors)
- Code of Conduct (President)

The administrative policy of Karelia UAS defines the operations and administration of the company. Operating rules i.e. the Code of Conduct, 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

The statutory tasks of universities of applied sciences are stipulated in the Act on Universities of Applied Sciences (932/2014, 4§). 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-mediated degree programmes, when they are appropriate from the point of view of the field and when they 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 the Finnish society and employment market.

2.1. Fields of study 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 that can be awarded 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 entrance group. The right to study applies to a study time that corresponds to the extent of the degree, a statutory additional year and discretionary extensions which are determined on the basis of the decree. 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 to Karelia UAS defines the responsibilities and rights to offer teaching and degrees in a certain field of study. The performance agreement between Karelia and the Ministry of Education and Culture defines objectives for degrees and qualifications 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

In the joint application system, 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.

The selection of international students for double degrees follows the selection procedures and criteria jointly agreed with the university partners.

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 as a pathway to higher education during one's secondary-level vocational education gives the student the eligibility to apply for degree studies through a separate application procedure. The studies that grant an eligibility to apply contain first-year courses in the target programme and, at most, 5 credits of preparatory studies in language and mathematics or other studies approved by Karelia UAS. However, the preparatory courses or other studies cannot replace the core competence studies of the first study year.

The completion of 15 credits of Karelia degree-specific pathway studies for upper secondary school students gives eligibility to apply for degree studies through a separate application procedure. Karelia pathway studies for upper secondary school applicants can be completed a year after upper secondary school education. The grade average (GPA) of the studies that are numerically assessed has to be at least 2/5.

Persons with an immigrant background can apply for degree-awarding education via separate admissions procedure. The applicant must have completed a degree in the

country of origin that grants a right to apply for higher education studies, or they must have completed an academic degree along with 30 credits of field-specific (business economics, social and health care, technology or multidisciplinary) preparatory studies that meet the national requirements.

A transfer student refers to a person whose study right is transferred from one university of applied sciences/university to another or within the same institution from one degree programme to another, which changes his/her degree title. A degree student of Karelia UAS can apply for an internal transfer to another programme in the same field of study without changing the degree title. In this case they are changing the study programme and they are selected using the same selection principles as transferring 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 weighted average of numerically assessed grades must be at least 2/5. Other than a first year student should have completed in his/her prior studies 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-mediated education to a programme taught in English, must prove his/her language skill in a separate English language test. A student applying for a transfer from English-taught education to a programme taught in Finnish must show Finnish language skills in a separate language test. Finnish language skills are tested if students' native language or language of schooling is some other 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 for 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-mediated 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 since 1 January 2017 and who are liable to pay tuition fees. 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.

Students who have been accepted to a degree programme where teaching is conducted in English and who have started their studies 1 August 2017 or after and are eligible to pay tuition fees must make the payment after accepting the study place and 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](#).

3.4. Right to study and student enrolment

The practices regarding enrolment as a UAS student and the forfeiture of one's right to study follow the principles defined in 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 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 changes come into effect at the beginning of the following month in which the application was submitted and remain valid until the end of the academic year.

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 as part of the studies, nor receive guidance for his/her thesis. 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 at the beginning of the next semester. 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, 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 (available in Finnish only).

Discretionary extension

If the student is unable to complete his or her degree in the time the right to study is valid, the student will lose the right to study. The revocation takes place automatically, it does not call for separate resolution. Before the right to study expires, the student can apply for an extension to complete his or her studies. The student's application must include an account for the reasons that have delayed the progression of studies and a personal

study plan for completing the degree. The discretionary extension can be admitted if it appears that the student can realistically complete the studies during the extended period. As a general rule, the extension will be admitted once and for one year at most. The student cannot enrol absent during the extension. The processing of the extension application is subject to a handling fee as per the government decree (A1440/2014 § 3). The decisions on granting extension periods will be made by the Head of Educational Development/ Head of Student and Academic Affairs.

Regranting a right to study if the right to study period or discretionary extension has ended

A former student of Karelia UAS who has started his or her studies on or after 1 August 2015 and has not completed the studies during valid right to study period or discretionary extension can apply for readmission to studies without a need to participate in the admission process again (L325/2015 § 32).

The right to study can be regranted if the student needs to complete less than 60 credits for a Bachelor's degree, and less than 30 credits for a Master's degree. The right to study will be regranted for a maximum of two semesters, starting from the next semester. Students with a regranted right to study cannot enrol as absent and they are not entitled to discretionary extension. The processing of the application will have a decree-based handling fee (A1440/2014 § 3). The decision to grant an extension to an expired right to study will be made by the Head of Educational Development.

If the student needs more than 60 credits to complete his/her Bachelor's degree, or more than 30 credits to complete his/her Master's degree, the student will be directed to complete the missing studies via Open UAS, and to reapply for the regranted right to study once he/she has the necessary amount of credits or more.

Students from other universities of applied sciences and students who have started their studies before 1 August 2018

A student from another UAS or a former student of Karelia UAS who has started his/her studies before 1 August 2015 and who does not have a valid right to study and who has not completed his/her studies, is directed to apply for a study place in the separate admissions procedure process, when he/she will be granted a new right to study. The student can be chosen via separate admission procedure if s/he needs to complete less than 60 credits to gain a Bachelor's degree, and less than 30 credits to gain a Master's degree. If the student needs to earn more than the aforementioned number of credits, the student will be directed to complete the missing studies via Open UAS, and to reapply for the regranted right to study once he/she has the necessary number of credits. Another option is to apply through a joint application process.

Instructions for rectification regarding the decisions on extension to study right are discussed in Chapter 5.

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 for promotion of student wellbeing. 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 get his/her prior learning validated as a part of the degree regardless of where and how the knowledge has been gained. The student is entitled to apply for the recognition and accreditation of prior learning in his/her current degree. There are separate instructions for the 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 accreditation of previously completed studies and of knowledge acquired through other means. As a rule, studies completed more than ten (10) years ago cannot be accredited. The accreditation of prior studies takes place by directly transferring the credits, known as replacement or by including the credits to the degree as optional or complementary studies. The transfer of prior studies means replacing degree studies with higher education studies having the comparable content and extent or with studies producing similar or same competence. If the objectives and profile of the degree can be achieved, single study units can be compensated with study units with differing content. Inclusion means that related degree studies completed elsewhere, in an institution of higher education, are included to the student's degree as core competence, complementary or optional studies. Knowledge and skills acquired through non-formal or informal learning are validated through proof of competence. After the student has submitted his/her application for RPL, the Head of Education decides on the accreditation of prior studies as suggested by the lecturer of the study unit.

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. Exemptions from language studies is discussed in section 4.7.

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

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

The maximum of 15 credits may be accredited for participation in student union or student tutor activities.

The students accepted to Joensuu Sports Academy have 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. Students of Open UAS can apply for accreditation only through RPL proof of competence.

4.3. Course enrolment and approval

All students enrol for all study units. For summer and autumn semester courses the time of enrolment is 1–30 April and for those of the spring semester 1–31 October. If the study unit does not have the minimum number of enrolled students defined in the implementation plan, the course can be cancelled or its implementation postponed.

Students are accepted to the course implementation as follows:

- The students to whom the courses of core competence and complementary studies are mandatory must be prioritized.
- If all enrolled students cannot be accepted to the course, the lecturer must define grounds for selecting the students.

Lecturers accept students to the courses no later than two weeks after the enrolment period has closed.

A student must be present in the first contact session. 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 scheduled session.

4.4. Grounds for assessment and retaking a study unit

Assessment of students' learning and qualifications is based on common UAS assessment criteria for excellent, good and satisfactory competence. In different phases of studies, assessment is continuous and consistent and it supports the development of competence so that the objectives of education are met. 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. The thesis report, which is the basis for the assessment of the thesis, may not include information which is classified as confidential.

Study attainments are assessed using a grading scale of 1 - 5: excellent (5), good (3 - 4), satisfactory (1 - 2), fail (0), or graded as pass/fail. Transferred studies are assessed, whenever possible, using the same scale as the equivalent study units at Karelia University of Applied Sciences. In case the grading scale of the transferred course differs from the scale 1 - 5, the grade will be converted to the aforementioned 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 requirements. The specific times for exams or other attempts are defined by lecturers and available in the schedule. The first attempt takes place during the study unit and the other two are resits (re-exams). If the student fails on all three attempts, the study unit must be retaken with the valid, possibly altered requirements. In examinations or other assessment methods, students must prove their identity.

It is also possible to upgrade a completed study unit once during the set duration of studies (e.g. 3.5 years for nursing students). Non-attendance or not answering in a re-examination is considered an attempt. Cancelling the enrollment for re-examination is allowed only with a justified reason. The same course requirements for upgrade attempts apply for one year from the date of the latest assessment. Thereafter, the grade may be raised, if the same study unit still exists, but 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. If the thesis has been failed, the procedures follow the same principles as with other study units. 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 four weeks (28 days) from the examination date or from the submission of study attainments. However, teachers' holidays make an exception and can lengthen the assessment time. The same assessment schedule applies to practical training and thesis work.

Thesis is evaluated by the instructor(s) and examiner who are to provide the student with a written statement on assessment. The assessment date is the date when the instructor(s) and examiner(s) of the thesis sign the assessment form.

The date of assessment marked into the records of credits is the end date of the study unit. If completing the study unit requires submission of written assignments or reports in addition to an examination, they 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 his/her earlier studies in August, the assessment date for the course or practical training is the last day of the previous academic year (July 31). Practical training that is part of the studies is assessed only when the student has submitted his/her training report. If a student completes a 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 to 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 well-grounded explanation 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 proficiency levels is based on the grades of the mandatory language courses of each degree or the 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 (internship) 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 at work. Prior to training, it is necessary to make a written agreement of the training period between Karelia UAS, the student and the representative of the training place. 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 coordinators in the degree programmes. Detailed objectives, extent, structure, content, form and evaluation of the practical training period are determined in each degree. General practicalities for 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 in master-level UAS degrees is to develop and verify the student's qualifications and ability to apply research knowledge, use selected methods to analyse and solve problems in working life, and to work independently in demanding expert assignments.

The thesis must be closely related to the core contents of the degree and to the professional practices of the field. It may concentrate on a single field of study or be a multi-disciplinary assignment. Moreover, it can be an individual task 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 to the preparation process. The purpose of the thesis is to show familiarity with the subject of the thesis, applicable 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 Head of Educational Development grants an exception for a special, justified reason. A student studying in Finnish-mediated education can conduct 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, only the public part is considered. Common practises for conducting theses at Karelia UAS are specified in separate [thesis instructions](#). The UAS theses at bachelor's or master's levels can also be completed in the 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. Misconduct and disregard for the responsible conduct of research 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 can complete a larger number of studies than presumed by their curriculum during the set duration of studies.

The curricula of education leading to bachelor-level degrees comprise 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 and they expand or deepen the students' core competences. The complementary studies are from 15 to 60 ECTS credits depending on the degree programme.

The required extent of optional studies in 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, the maturity examination will be written in English.

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. Misconduct in studies

Any form of misconduct in any study-related matters is forbidden. Dishonesty and 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 dishonesty in a test or other assessment situation is also forbidden. A student found guilty of misconduct 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.

The guidelines [“Responsible conduct of research and procedures for handling allegations of misconduct in Finland”](#) by the Finnish National Board on Research Integrity should be applied in all scientific research. If the master-level thesis is part of a larger research project and/or it serves as a basis for a scientific article, the thesis can be regarded scientific and, therefore, the instructions for Responsible Conduct of Research (RCR) are applied. If the thesis is made for studying purposes only, allegations of misconduct can be handled according to the university's own processes.

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 safety of another student or staff member is compromised because of violent or threatening behaviour. The written decision on this matter is made by the Head of Education.

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. The Board of Karelia UAS Ltd makes a decision of temporarily suspending a student.

All disciplinary procedures will be recorded in writing. The records will be archived according to the Karelia UAS archival strategy.

Drug testing at Karelia UAS is 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 group that has a key role in matters 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 start processing the request 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 handle the request 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 immediate decision. There is no right of appeal against the decision of the Board of Examiners.

A student who is not satisfied with the decisions made on discretionary extensions, or regranted rights to study after a right to study or discretionary extension has expired can apply for rectification from the Board of Examiners within 14 days of being notified of the decision.

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

After completing all studies of his/her bachelor- or master-level degree, the student applies for the degree certificate. The application will be approved by the responsible Education Manager. The graduation process and procedures are described in the appropriate process description.

The degree certificate is accompanied by a Finnish appendix, English transcript and Diploma Supplement for international use demonstrating the level and place of studies in the structure of educational system (L932/2014 § 2, A 1129/2014 § 10).

Degree certificates are signed by the President of Karelia UAS and, if unavailable, the Vice President.

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 responsible Head of Education.

DEGREE PROGRAMMES, DEGREES AND TITLES AT KARELIA UNIVERSITY OF APPLIED SCIENCES

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 are listed in the table below.

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) 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 and Hospitality Management	210	Bachelor of Hospitality Management
Social Services, Health and Sports	(Degree Programme in) Physiotherapy	210	Physiotherapist, Bachelor of Health Care (Physiotherapy)
	(Degree Programme in) Applied Gerontology	210	Bachelor of Social Services and Health Care
	(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)