

DEGREE REGULATIONS AT SAVONIA UNIVERSITY OF APPLIED SCIENCES AS OF 1 JANUARY 2021

APPROVED BY the Board of Savonia University of Applied Sciences Ltd on 7 December 2020
(section 5)

The following statutes and regulations shall be complied with in the planning, organisation and completion of degrees and studies:

- Recommendation of the European Parliament and of the Council on the establishment of the European Qualifications Framework for lifelong learning (2008/C 111/01)
- Act on the Universities of Applied Sciences (Act 932/2014) with subsequent amendments
- Government Decree on the Universities of Applied Sciences (Decree 1129/2014)
- Government Decree on the Fees Collected for the Activities of the Universities of Applied Sciences (Decree 1440/2014)
- National framework for qualifications and other learning, Ministry of Education and Culture 2009:24
- Regulations of Savonia University of Applied Sciences
- Degree Regulations of Savonia University of Applied Sciences
- Disciplinary Regulations of Savonia University of Applied Sciences
- Act 559/1994 and Decree 564/1994 on Health Care Professionals
- Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications
- requirements concerning the mutual recognition of degrees set by the European Federation of National Engineering Associations (FEANI)
- statutes on technology provided by ministries, with subsequent amendments.

The Degree Regulations lay down regulations and instructions on degrees, degree programmes, curricula, studies, study counselling, participation in instruction, transfer of credits earned for other studies, practical training, thesis, evaluation and certificates.

The degree regulations shall be approved by the Board of Savonia University of Applied Sciences Ltd.

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Chapter 1: Education

Section 1: Educational mission and responsibility of Savonia University of Applied Sciences

It is the duty of Savonia University of Applied Sciences to provide higher education based on the requirements of working life and its development, on research, as well as on artistic and cultural premises for professional expert tasks and to support the professional growth of students. It is also the duty of Savonia University of Applied Sciences to pursue applied research activities, development and innovation activities as well as artistic activities that serve instruction at Savonia, promote working life and regional development and reshape the regional business structure. When carrying out its tasks, Savonia University of Applied Sciences shall provide opportunities for lifelong learning. (Decree 1168/2018)

The educational responsibilities of Savonia University of Applied Sciences are defined in the operating licence. It covers the following fields of study, degrees and qualification titles:

- Culture: Bachelor of Culture and Arts; Designer, Dance Teacher, Music Educator
- Natural Resources and the Environment: Bachelor of Natural Resources; Agronomist
- Tourism, Catering and Domestic Services: Bachelor of Hospitality Management
- Social Services, Health and Sports: Bachelor of Health Care (Biomedical Laboratory Technologist, Emergency Nurse, Physiotherapist, Midwife, Radiographer, Nurse, Dental Hygienist, Public Health Nurse); Bachelor of Social Services
- Technology and Transport: Bachelor of Engineering; Engineer, Construction Architect, Construction Manager
- Social Sciences, Business and Administration: Bachelor of Business Administration

Savonia may award the following Master-level degrees and qualification titles in accordance with its educational responsibilities.

The qualification title shall be determined in accordance with the field of study in charge of the degree programme (Act 932/2014, section 11).

Furthermore, within the scope of the educational mission assigned to it, Savonia University of Applied Sciences provides education containing parts of degrees as open studies or as other separate studies, specialisation studies, as well as other adult and continuing education. There are separate instructions for specialisation studies, open studies and continuing education. When necessary, Savonia shall provide immigrants with education that comprises language skills and other skills needed for studying at a university of applied sciences. (Act 932/2014, section 10)

Finnish is the language of instruction and degrees at Savonia University of Applied Sciences. Studies in the second national language and foreign language are regulated by the Government Decree on the Universities of Applied Sciences (Decree 1129/2014). The Finnish degree programmes also include English-language courses or parts thereof. English and Swedish can also be used as language of instruction.

English is the language of instruction and degrees in foreign-language degree programmes. These studies may also include courses or parts of courses in Finnish or Swedish so as to support integration into the Finnish working life. A student studying in a foreign-language degree programme may incorporate at most 30 ECTS credits of studies in Finnish or Swedish in Bachelor's degree programmes and 10 ECTS credits at most in a Master's Degree Programme.

A degree student shall take the maturity test on the thesis in Finnish or Swedish in accordance with section 8 of the Decree on the Universities of Applied Sciences. If the student's language of school education is other than Finnish or Swedish, or if the student has completed his or her compulsory education outside Finland, he or she shall take the maturity test in Finnish or English. (Decree 1129/2014, sections 7 and 8)

Savonia University of Applied Sciences is in charge of the quality of the education it offers and for its continuous development. Instruction at Savonia is public. For a justifiable reason, access to follow instruction may be restricted. (Act 564/2009, section 9; Act 351/2003, section 16)

Section 2: Objectives of studies leading to a degree

Education leading to a degree is organised as degree programmes that may be divided into different specialisation options. The competence objectives of each degree programme and the detailed structure of studies manifest themselves are in the curriculum.

A Bachelor's degree consists of basic studies, professional studies, practical training, a Bachelor's thesis and elective studies. The extent of the practical training is at least 30 ECTS credits (Decree 1129/2014, section 3).

The aim of the studies is that the graduate has:

- 1) comprehensive practical basic skills and theoretical fundamentals for working in expert tasks in the respective field;
- 2) skills for following and promoting the development of his or her professional field;
- 3) prerequisites for developing his or her professional skills and for lifelong learning;
- 4) sufficient communication and language skills for tasks in his or her field and for international activities and cooperation.

(Decree 1129/2014, section 4).

A Master's degree consists of advanced professional studies, elective studies and a Master's thesis. The aim of the Master-level studies is that the graduate has:

- 1) comprehensive and in-depth knowledge as well as the theoretical skills required for the development of working life in demanding expert and managerial duties;
- 2) an in-depth idea of the respective field, its position in working life and its societal role and ability to follow and analyse the development of scientific information and professional practices in the respective field;
- 3) ability for lifelong learning and continuous personal professional development,
- 4) good communication and language skills for tasks in his or her field and for international activities and cooperation.

(Decree 1129/2014, section 5)

Section 3: Scope of degree programmes and extent of studies

The scope of the degree programmes leading to a Bachelor's degree at Savonia is either 210, 240 or 270 ECTS credits. The scope of the degree programmes leading to a Master's degree is either 60 or 90 ECTS credits (Decree 1129/2014, section 3).

A student has the right to pursue studies leading to a Bachelor's or Master's degree in accordance with the respective degree programme and its curriculum as well as grounds laid down in the Degree Regulations (Act 932/2014, section 14).

A study plan shall be prepared and approved for the student in accordance with the scope of the degree. Studies exceeding the scope of the degree can be approved in the study plan provided that they do not lengthen the study period corresponding to the scope of the degree. The student shall have the possibility of supplementing his or her studies and updating his or her competence after graduation at the Open University of Applied Sciences.

The system of measuring studies is based on the concept of an ECTS credit. The number of ECTS credits shall be determined according to the workload required to complete a given course. A student's annual average workload of 1,600 hours shall be worth 60 ECTS credits.

Section 4: Number of students and target number of degrees

The target agreement between Savonia University of Applied Sciences and the Ministry of Education and Culture defines the maximum numbers of degrees for different categories of fields of study. The Board of Savonia University of Applied Sciences Ltd shall decide on the numbers of students to be admitted.

Chapter 2: Student selection

Section 5: Student intake and admission criteria

The steering of the student intake to the fields of study shall be confirmed annually by the Director of Business Unit, while the general student admission criteria shall be confirmed by the Director of Student Services. On the basis of their educational background, the applicants may be divided into separate groups in the selection processes. Uniform admission criteria shall be applied to applicants within a given group. Part of the available study places may be reserved for persons who have neither previously completed an academic degree in accordance with the Finnish educational system nor accepted a study place leading to an academic degree. (Act 932/2014, section 29)

Section 6: Eligibility for education leading to a degree at Savonia University of Applied Sciences

Decision on the applicant's eligibility for education leading to a degree shall be taken by the Director of Student Services. The eligibility for UAS education is laid down in the Act on the Universities of Applied Sciences (Act 932/2014, section 25).

Section 7: Joint application system and student selection

The students for the Bachelor- and Master-level degree programmes are selected through the joint application system and through the separate application system. (Act 932/2014, section 28). Student admission shall comply with the requirements concerning student selection, accessibility and access to information laid down in sections 25, 26 and 27 of Act 932/2014. In the field of social services and health care, the applicant shall, when requested by Savonia University of Applied Sciences, provide information on his or her health, as required for the purposes of student selection, as well as information on any previous decision on the withdrawal of a study entitlement.

The director of the business unit admits students to degree programs in his or her area of responsibility in accordance with the selection criteria from the presentation of the Director of Student Service.

The Director of Student Services shall present a proposal for student admission to the degree programme of each field of educational responsibility, upon which the Director of Business Unit makes the decision.

The applicant who has been admitted to study shall accept the study place by the deadline mentioned in the notice of acceptance sent by Savonia University of Applied Sciences, otherwise he or she shall lose the study place. Savonia shall enter the acceptance of the study place in the application register of the Finnish higher education institutions. In the first joint application of the higher education institutions, the applicant may be admitted to several study places, and in the second joint application as well as in the autumn joint application to one study place only. (Act 932/2014, section 28)

The applicant, who has been admitted to study, shall present copies of the certificates and testimonials on the basis of which he or she applied as determined by Savonia University of Applied Sciences. Should there be any irregularities in these copies, the student is obliged to present the original certificates and testimonials upon request from Savonia University of Applied Sciences. If the student has included foreign certificates or testimonials with the application, the presentation of the originals is always mandatory. Savonia University of Applied Sciences may cancel the admission if the student does not present the required copies or original certificates and testimonials by the stipulated date, or if he or she would not have been invited to the entrance examination on the basis of the certificates and testimonials he or she used or if he or she would not have been admitted in the final student selection, or if he or she has given false information about himself or herself.

Section 8: Rectification of the acceptance of the study place offered

The confirmation of acceptance is binding and cannot be altered or cancelled by the applicant. The confirmation can be rectified only if the authority has acted incorrectly before the student accepts the study place offered. (Act 434/2003).

Section 9: Claim for rectification concerning student selection

An applicant can submit a written claim for rectification to the Student Affairs Committee of Savonia University of Applied Sciences within 14 days following publication of the results of the selection procedure.

Section 10: Application for student transfer from another higher education institution

Savonia University of Applied Sciences may also admit so-called transfer students who transfer their study entitlement from another higher education institution to Savonia University of Applied Sciences. This is possible if the earlier studies can be transferred to the desired degree programme. A student may transfer from a degree programme conducted in Finnish to a programme conducted in English or vice versa, taking into account, however, the rules regarding the language of instruction and degree laid down in Section 1 of the Degree Regulations. In

the field of Health Care, the degree programme has to be precisely the same as the degree programme at the previous university of applied sciences. Exception: transfer is possible between the degree programmes in Nursing, Midwifery and Public Health Nursing.

A person admitted as a transfer student to a bachelor's degree programme is required to have been enrolled for attendance at the previous higher education institution for at least one semester and to have completed at least 45 ECTS credits per year of attendance (22 ECTS credits after one semester of attendance) and a person admitted as a transfer student for a master's degree programme at least 30 ECTS credits per year of attendance (15 ECTS credits after one semester of attendance). In addition, the compatibility of basic education and work experience of a student applying to be transferred to a master's degree programme shall be checked. The student shall have at least one semester left of the study period corresponding to the scope of the degree. The admission of a transfer student is conditional until the student abandons his or her study entitlement at the previous higher education institution and the number of his or her ECTS credits has been verified to meet the requirements.

Applications for student transfer shall be submitted to the Student Application Office during the application period, and the applicants' eligibility shall be verified there. The Director of Education shall make the decision on the admission of transfer students.

In the field of social services and health care, Savonia University of Applied Sciences is entitled to request a person applying to be admitted as a transfer student to provide information on his or her health, as required for the purposes of student selection, as well as information from another higher education institution on any ongoing process concerning the withdrawal of a study entitlement.

Section 11: Application for student transfer within Savonia University of Applied Sciences

A student at Savonia University of Applied Sciences may transfer within Savonia to another degree programme. It is possible to transfer from daytime education to multiform education, or vice versa. The student can transfer from Finnish-language education to English-language education, or vice versa, however, in compliance with the rules in Section 1 of the Degree Regulations on the language of instruction and degrees. In transfers from one degree programme to another, each with instruction in different language, the proficiency of a student in the language of the new degree programme can be evaluated as a part of the accreditation process of previous studies.

In the field of social services and health care, transfer is possible only between the degree programmes in Nursing, Midwifery and Public Health Nursing.

Transfer shall be approved if the student has a sufficient amount of normative duration of studies left and if the teaching arrangements and the resource allocation enable it. A person admitted as a transfer student to a bachelor's degree programme is required to have been enrolled for attendance in the previous degree programme for at least one semester and to have completed at least 45 ECTS credits per year of attendance (22 ECTS credits after one semester of attendance), while a person transferring to a master's degree programme must have completed at least 30 ECTS credits / year of attendance (15 ECTS credits after one semester of attendance). Compatibility of the basic education and work experience of the student applying for transfer to a Master's degree programme with the requirements of the degree programme in question shall also be checked. Decisions on the internal student transfers shall be made by the Director of Education of the receiving degree programme.

Section 12: Admission as a double-degree student at Savonia

Selection of international double-degree students shall comply with the principles described in the procedural instructions for the principles of international double degrees at Savonia (28 September 2016).

Section 13: Separate student selection

The Director of Business Unit may grant a separate right to pursue degree studies upon a proposal by the Director of Student Services in the following cases:

- 1) The applicant has completed at least 60 ECTS credits of studies to be included in the degree for which he or she seeks a study entitlement. In the degree programme in Construction Architecture as well as in the dance teacher and music pedagogy degree programmes, the applicant is required to pass the aptitude test in order to become admitted. The period of the study entitlement shall be granted in relation to the studies already completed.
- 2) The applicant has completed at least 30 ECTS credits of Savonia's Master-level studies in a degree programme of 90 ECTS credits, or at least 10 ECTS credits in a degree programme of 60 ECTS credits. The applicant meets the eligibility criteria for the degree he or she is applying for. The period of the study entitlement shall be granted in relation to the studies already completed.
- 3) The applicant has previously obtained a vocational college diploma or higher vocational diploma or a University of Applied Sciences degree in the equivalent field of study. At the Open University of Applied Sciences, he or she has completed studies supplementing competence, chosen from an equivalent academic degree in accordance with the individual study plan (ISP), amounting to half of the number of ECTS credits required to complete an academic degree; for example, if 60 ECTS credits are required for completing a

degree in accordance with the ISP, 30 ECTS credits of open studies shall be completed at the time of application. The ISP, for the purpose of completing an academic degree, shall be attached to the application. The period of the study entitlement to be granted for completing a degree shall be 1–2 years.

In addition, the University of Applied Sciences may arrange separate applications for a programme directed at a limited target group with a separately pre-determined eligibility for the programme, the application for which cannot be arranged within the time table of the joint application.

Furthermore a holder of a foreign degree in social services and health care on whom Valvira (National Supervisory Authority for Welfare and Health) has made a decision about comparability may apply for the field of social services and health care through the separate application system. In this case, the applicant will supplement his or her earlier degree into a Finnish degree in accordance with Valvira's decision.

The application for the right to pursue degree studies shall be made through the separate application system.

Chapter 3: Enrolment

Section 14: Education leading to a Bachelor's degree

An admitted student who accepts the study place shall simultaneously enrol in a manner determined by Savonia University of Applied Sciences, upon which he or she shall be entered in the study record.

When accepting the place of study, the student may register him/herself as being absent if he/she during the first academic year:

- 1) completes a service in accordance with the following acts, the Conscription Act (1438/2007), Civilian Service Act (1446/2007) or service under the Act on Women's Voluntary Military Service (194/1995);
- 2) is on maternity, paternity or parental leave; or
- 3) is due to his/her own illness or disability, unable to begin his/her studies.

A student shall enrol for attendance or non-attendance each academic year in accordance with the procedure and deadline determined by Savonia University of Applied Sciences. When enrolling, each student shall check the validity of his or her name, address and home municipality entered in the information system. A student may alter enrolment during the academic year for a justifiable reason. (Act 932/2014, section 29) A student who enrolls for non-attendance

shall take into consideration that the education may cease entirely or be re-offered after several years.

Section 15: Education leading to a Master's degree

The same enrolment practices which are applied in education leading to a Bachelor's degree and described above in section 14 are followed in education leading to a Master's degree. However, students in education leading to a Master's degree may not enrol for non-attendance.

Chapter 4: Study entitlement

Section 16: Full-time studies

All students who have enrolled for a degree programme shall be considered full-time students.

Studies leading to a Bachelor's or Master's degree shall be considered full-time studies. Other degree programme studies shall be considered full-time studies if the extent of studies on average is at least 5 ECTS credits per each month of studying. (Act 65/1994, section 5 a, 10 June 2005/408)

Section 17: Normative duration of study

A. Education leading to a Bachelor's degree

A student shall complete the studies during a period not exceeding their planned extent by more than one academic year. A student may enrol for non-attendance for a maximum period of two semesters (Act 932/2014, section 30) This period shall not be taken into consideration when calculating the maximum duration of studies. A student beginning his/her studies before 1.8.2015 can on the basis of his/her notice of being absent be absent altogether for a period of two academic years.

B. Education leading to a Master's degree.

A student attending education leading to a Master's degree shall complete the studies comprising 60 ECTS credits in two (2) years' time and the studies comprising 90 ECTS credits in three (3) years' time.

C. Transfer students

The duration of a transfer student's study entitlement and non-attendance entitlement shall be verified prior to his or her admission. A transfer student's regular duration of studies and study entitlement shall begin on the day when he or she accepted the study place at the previous university of applied sciences. When calculating the duration of the study entitlement, the student's periods of attendance and non-attendance shall be taken into consideration.

D. Other types of education

Savonia University of Applied Sciences may implement specialisation studies in accordance with its educational responsibilities. The normative duration of study shall be decided by the field of study organising the specialisation studies. At the Open University of Applied Sciences, the student's normative duration of study shall be restricted.

Section 18: Forfeiture and renewal of study entitlement**A. Neglecting enrolment for attendance and renewal for study entitlement**

If a student does not enrol by the deadline, he or she shall lose his or her study entitlement and cannot pursue studies other than open studies in the university of applied sciences. If the student wants to begin or continue studies later, he or she shall re-apply for study entitlement. (Act 932/2014, section 32)

If a tuition fee liable student does not pay the fee by the stipulated date and does not register as a non-attending student, he or she is considered to have neglected enrolment. The neglect of enrolment and payment of the fee by the due date leads to the forfeiture of the study entitlement. The precondition for the renewal of the study entitlement is that the tuition fee and the application processing fee (Decree **A1440/2014**) are paid. The tuition fee liability applies to all semesters for which the student has enrolled as an attending student. The Finnish Immigration Service will be informed of the forfeiture of the study entitlement.

Applications for the renewal of the study entitlement shall be made by submitting the application form and the appendices to the Student Services. The decision on the renewal of study entitlement shall be made by the Director of the Business Unit. A fee of 50 euros shall be charged for the processing of the application (Decree 1440/2014, section 3).

B. Exceeding the normative duration of study and applying for extension

A student who has not completed his or her studies within the normative duration of study (section 18) shall lose his or her study entitlement and be filed as a resigned student. The University of Applied Sciences allows the student who has not completed his/her studies within the time laid out in section 30, upon application, extra time to complete his/her studies if he/she presents a viable and target-oriented plan for completion of his/her studies. In the plan the student should identify the studies he/she intends to complete along with a timetable for completion of his/her studies. (Act 932/2014 section 30a). The application for an extension shall be submitted prior to the expiry of the actual study entitlement. The precondition for application is that not more than 60 ECTS credits are missing from a Bachelor's degree, and not more than 30 ECTS credits from a Master's degree. The extension shall be applied for using the electronic application form. A fee of 50 euros shall be charged for the processing of the application (Decree 1440/2014, section 3). In education leading to a degree, the decision on the

extension shall be made by the Director of Student Services. An extension can be applied only once and it is granted for a maximum of one year.

C. Resignation and renewal of study entitlement

A student's resignation shall be considered valid from the date when the student submitted a duly dated and signed form of resignation to Savonia University of Applied Sciences or when his or her normative duration of study expired. If a student previously enrolled at Savonia and subsequently resigned, or a student filed as a resigned student, wishes to resume his or her studies later, he or she shall apply for the renewal of the study entitlement at Savonia University of Applied Sciences. A student who has resigned from another higher education institution can also apply for the renewal of the study entitlement at Savonia.

The study entitlement may only be renewed for the same or equivalent degree programme for which the student had his or her earlier study entitlement. The study entitlement from a Finnish-language programme can be transferred to an English-language programme or vice versa within the rules on language of instruction and degree laid down in Section 1 of the Degree Regulations. Not more than 60 ECTS credits may be missing from a Bachelor's degree and 30 ECTS credits from a Master's degree. If more completed studies are missing, the student shall be instructed to pursue studies at the Open University of Applied Sciences until the above-mentioned requirement for the renewal of the study entitlement is met.

The application for renewal of the study entitlement with the required appendices shall be submitted to the Student Services. A fee of 50 euros shall be charged for the processing of the application (Decree 1440/2014, section 3). The decision on the restitution of the study entitlement shall be made by the Director of Business Unit.

Upon renewal of the study entitlement, the student shall be granted a new study entitlement, and a period of time deemed sufficient, or remaining from the previous study entitlement, for completing the degree studies. Students who have obtained the study entitlement in this manner cannot enrol for non-attendance.

D. Suspension, withdrawal and renewal of the right to study on grounds specified in Act 932/2014, sections 33–35

The suspension, withdrawal and renewal of the study entitlement on the basis of the person's unsuitability for studies, health and functional capabilities, an entry in the criminal record or the concealment of a previous decision on the withdrawal of a study entitlement is subject to separate procedural instructions.

Section 19: Claim for rectification concerning study entitlement matters

If a student is not satisfied with the decision on forfeiture of the study entitlement or on extension of the duration of study, he or she can submit a claim for rectification to the Student Affairs Committee within 14 days following notification of the decision (Act 932/2014, section 57).

A student can challenge a decision on the withdrawal or restitution of the study entitlement made on grounds specified in section 25 of Act 953/2011 in the Committee for the Legal Protection of Students appointed by the Ministry of Education and request a rectification pursuant to section 42 of Act 953/2011.

Chapter 5: Studying**Section 20: Curricula**

The curricula of the degree programmes comply with the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF). The curricula are competence-based, and the studies and related instruction shall be organised as courses. A curriculum describes how a student's expertise develops towards the degree competence objectives and how the courses are placed in the years and semesters of study.

The preparation and structure of the curricula is subject to procedural instructions. The curricula shall be annually confirmed by the President upon proposals presented by the Director of Education. The student shall, as a rule, follow the curriculum of the year when he or she began his or her studies. The student may be instructed to pursue studies in accordance of the curriculum commenced at another time e.g. due to changes in the curriculum that took place during his or her period of non-attendance or due to transfer of credits earned for extensive competence.

Section 21: Instruction and organisation of studies

The Directors of Business Units are in charge of instruction and organisation of studies, as well as their resource allocation and development in accordance with Savonia's strategy, its implementation programme and Savonia's other instructions and guidelines. Finnish-language education leading to a Bachelor's or Master's degree is free of charge. In accordance with section 13 of the Act on the Universities of Applied Sciences, the university of applied sciences shall collect a fee of at least 1,500 euros per academic year from a student admitted to education

leading to a Bachelor's or Master's degree provided in a language other than Finnish or Swedish. However, this fee shall not be collected from a citizen of a state belonging to the European Economic Area, nor from a person who, according to an agreement concluded by the European Union and its Member States with another contracting party, is regarded as equivalent to a citizen of the European Union, nor from family members of such persons. Furthermore, the fee shall not be collected from a person holding an EU Blue Card referred to in the Aliens Act, a continuous or permanent residence permit or an EU residence permit for third-country nationals with long-term EU resident status, nor from family members of such persons. Family members shall be determined in accordance with the Aliens Act. The fee shall also not be collected from a student participating in contract education referred to in section 13.

With a separate decision, the President shall confirm the tuition fees to be collected, as well as the amounts and award criteria of scholarships to be granted to support students participating in degree programmes subject to fees.

At the Finnish universities of applied sciences, the academic year starts on 1 August and ends on 31 July. Instruction shall be given in periods determined by Savonia University of Applied Sciences. The Director of Education of Savonia University of Applied Sciences shall annually decide on the schedules of the academic year. The academic year is divided into the autumn, spring and summer semesters.

The organisation of studies is based on the OIS mindset (Open Innovation Space), according to which studying includes parts implemented in cooperation with working life. The Directors of Education are in charge of the annual planning of instruction and studying in the degree programmes.

Courses included in degree studies shall be subject to implementation plans where the practical course arrangements are described. In these plans, the students' responsibility to attend instruction is agreed upon.

Section 22: Student counselling and individual study and career plan (ISCP)

The aim of student counselling is to provide the student with counselling based on his or her needs so that he or she can complete the degree within the normative duration.

It aims at individuals who are well and professionally competent and who are employed for duties corresponding to their education. The student is entitled to student counselling throughout his or her studies. The student shall assume responsibility for the progress of his or her studies and participate in student counselling.

During his or her studies, the student shall prepare an individual study and career plan (ISCP) corresponding to the scope of the degree. The student's ISCP shall be formed on the basis of the degree structure, the curriculum and the student's choices. At Savonia, the objectives, content and central players of student counselling are described in the overall counselling plan.

Section 23: Transfer of credits

A student enrolled for attendance at Savonia University of Applied Sciences can apply for transfer of credits earned at another Finnish or foreign higher education institution or competence corresponding to the degree objectives acquired by other means. There are three ways to transfer credits: substitution, inclusion or recognition and accreditation of previously acquired competences (so-called AHOT evidence). There are separate procedural instructions for the recognition and accreditation of competences acquired previously or elsewhere during the current studies.

The following provisions apply to the transfer of credits:

- 1) Studies which give the student eligibility to apply to a university of applied sciences (degree certificate) or work experience required for the eligibility shall not be directly transferable. However, previously acquired competence can be presented for credit transfer through AHOT evidence.
- 2) When a student is transferred from another higher education institution to Savonia University of Applied Sciences (transfer student), the credits earned at another higher education institution shall be fully transferred. If this is not possible, the student cannot be admitted as a transfer student.
- 3) When a student is transferred within Savonia University of Applied Sciences to the same degree programme whose instruction takes place in another location, the credits earned in the previous location shall be fully transferred.
- 4) A student may include credits earned for tutoring and student organisation activities into his or her degree studies in accordance with decision D 15/2008 made by the Vice President or a subsequent decision on the same matter.

A transferred course shall follow the grading scale laid down in section 25 of these Degree Regulations.

Section 24: Accessibility of studies and special arrangements

Accessibility refers to study-related special arrangements whose purpose is to eliminate or diminish obstacles to studying and demonstrating personal competence. These arrangements shall be agreed upon on the basis of the student's initiative. Savonia University of Applied Sciences has introduced a support voucher to provide personal support to the student's studies.

Section 25: Evaluation of competence

Evaluation steers and ensures the attainment of the student's competence objectives. The evaluation criteria shall be based on the objectives of each course and presented at the beginning of the course as part of the course implementation. The student also has the right to be informed of the application of the evaluation criteria to his or her study performance.

The student shall have the evaluation of his or her study performance entered in the information system of the student administration within one month, and the evaluation of his or her thesis within one month following submission of the thesis for final examination. Feedback on studies completed in June and July, as well as evaluation of such studies, can be entered in the information system of the student administration in August. Due to the follow-up of the progress of studies and to the compilation of statistics, the completion date shall, however, be in the previous academic year. The time for evaluating study performances submitted in December may be shorter due to statistical reporting.

Study performances shall be evaluated on the following grading scale (valid for the students who begin their studies on 1 August 2011 or later): excellent (5), very good (4), good (3), satisfactory (2), sufficient (1), fail (0), pass (S), transferred credits (H). However, transferred studies which have been completed earlier at Savonia shall be entered in the information system of the student administration with the original grade given to the student; the same applies to entering studies implemented in cooperation with partner institutions. Grades of courses which are completed or for which credits have been transferred shall not be removed from the study record.

Study performances shall be evaluated on the following grading scale (valid for the students who began their studies before 1 August 2011): excellent (5), very good (4), good (3), satisfactory (2), sufficient (1), fail (0), pass (S), transferred credits earned prior to the current studies (K), transferred credits earned elsewhere during the current studies (H).

Upon a failed study performance, the student is entitled to at least two resits in the manner defined in the degree programme. If the student cannot achieve an accepted grade after taking the specified number of resits, he or she shall retake the course and complete it in accordance with the competence objectives applicable during the course.

The student is entitled to attempt to improve an approved course grade once within a year from the actual performance. It is not possible to improve the grade given for the thesis.

Section 26: Claim for rectification concerning course evaluation

If a student is not satisfied with the evaluation of his or her study performance or with the transfer of credits earned previously, he or she can submit an oral or written claim for rectification to the teacher in charge of the evaluation or credit transfer within 14 days of the date when the student had an opportunity to be informed of the results of the evaluation and of the application of the evaluation criteria to his or her study performance.

A response to the claim for rectification shall be given within 14 days following receipt of the claim. If the student is still not satisfied with the decision, he or she can submit a written request for rectification to the Board of Examiners within 14 days following notification of the decision.

The Board of Examiners shall take up the request within 30 days following receipt of the claim with the exception of claims received in June and July that shall be taken up in September at the latest.

The chairperson and other members (2) of the Board of Examiners and their personal deputies shall be appointed by the Board of Savonia University of Applied Sciences Ltd.

Section 27: Student's language skills

Pursuant to section 7 of the Polytechnic Studies Decree, a student shall demonstrate, by means of his or her studies included in the degree or by other means, that he or she has achieved a knowledge of Finnish and Swedish corresponding to the language skill requirements applied to State personnel in bilingual authorities pursuant to the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003, section 6) as well as written and oral skills of one or two foreign languages that are necessary for professional activity and professional development.

The above-mentioned requirement applies neither to a student whose language of compulsory education was other than Finnish or Swedish nor to a student who has completed his or her compulsory education outside Finland. Language skill requirements applied to such students shall be decided upon by the Director of Education upon proposal by the respective Study Counsellor.

On special grounds, Savonia University of Applied Sciences can exempt a student from language skill requirements partly or entirely. Special grounds can, for example, be the fact that the student has not previously studied the required language at all or that the student is diagnosed with a severe disorder related to language learning. A student partially exempted from

language studies is required to earn an equivalent number of ECTS credits from studies of other languages. A student completely exempted from language studies is required to earn an equivalent number of ECTS credits from other studies. The student shall submit an application presenting the specific grounds for exemption from language skills requirements. Upon proposal by the respective Study Counsellor, the decision on the exemption from language skill requirements on special grounds shall be made by the Director of Education.

Study performance in the studies of the second national language completed after 1 January 2005 shall be evaluated on the following scale: good (4–5), satisfactory (1–3). As regards the second national language, the grade for the oral skills shall also be marked in the certificates of students who began their studies on 1 August 2007 or later.

Section 28: Student's right to a safe learning environment and student discipline

A student is entitled to a safe learning environment. He or she is obligated by Savonia's disciplinary regulations. Student discipline and a student's right to a safe learning environment are subject to sections 31 and 38 of Act 932/2014.

Section 29: Certificates

Upon completing all the studies included in the degree, the student shall apply for the degree certificate by using a relevant application form.

Savonia University of Applied Sciences shall grant the student a certificate indicating the Bachelor's degree, the qualification title, the name of the degree programme and possible specialisation option, the studies included in the degree, their extent, the title of the thesis and the grade given for it as well as the student's language skills. Language skills demonstrated by the student pursuant to Act 424/2003 (section 6) shall be indicated in the degree certificate; other language studies shall be entered in the transcript of records. As regards the second national language, the grade for the oral skills shall also be marked in the certificates of students who began their studies on 1 August 2007 or later.

The Master's degree certificate indicates the degree, the qualification title, the name of the degree programme and possible specialisation option, the studies included in the degree, their extent, the title of the thesis and the grade given for it.

A Finnish-language transcript of records and a Diploma Supplement shall be attached to the degree certificate. The Diploma Supplement is intended for international use and includes an English-language transcript of records. The Diploma Supplement indicates the level and status of the studies in the educational system. (Act 932/2014, section 2, Decree 1129/2014, section 10.)

The degree certificate shall be signed by the President, and during the President's absence from work, by the Vice President. The specialisation education certificates shall be signed by the Director of Continuous Learning.

Section 30: Transitional provisions

These Degree Regulations enter into force on 1 January 2021 and repeal the Degree Regulations previously in force at Savonia University of Applied Sciences.