



**Degree Regulations of JAMK University of Applied Sciences  
Approved by the JAMK University of Applied Sciences Student Affairs Board on  
18.8.2020**

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18.8.2020

## Table of Contents

<b>1. THE MISSION OF JAMK</b>	<b>5</b>
1 § The mission of JAMK	5
2 § JAMK degrees and their objectives	5
3 § Quality management	5
<b>2. DEGREE-AWARDING EDUCATION</b>	<b>6</b>
STUDENT SELECTION	6
4 § Admission of an applicant to JAMK	6
5 § Admission of transfer students and changing degree programme	6
6 § Impediments to admission due to safety or the student's unsuitability for the field (concerning the health and social care degree programmes)	7
ENROLMENT AND STUDY ENTITLEMENT	7
7 § Enrolment for as an attending/non-attending student and entitlement to study	7
A student who has accepted the study place in studies beginning before 1 August 2015	8
A student who has accepted the study place in studies beginning after 1 August 2015	8
8 § Recommended period of study and the study period	9
9 § Discretionary extension of study period	9
10 § Regranting of study entitlement	10
10 a § Regranting of study entitlement after failure to enrol	10
10 b § Regranting of study entitlement after expiration of the study period or the discretionary extension of study period	10
11 § Revocation and restoration of study entitlement due to safety or the student's unsuitability for the field (health and social care programmes)	11
COMPLETION OF STUDIES	12
12 § Study guidance	12
13 § Curricula	12

18.8.2020

14 § Language of instruction	13
15 § Personal Learning Plan (PLP)	13
16 § Language skills	13
17 § Identification and recognition of competence	14
Ways of accreditation	14
Applying for accreditation	14
Identification and recognition of competence acquired in other ways	15
Studification	15
Thesis	15
Decision-making	15
18 § Registration for course implementations and completion of courses	16
19 § Thesis and maturity test	16
20 § Publicity of theses	17
21 § Assessment of study attainments	17
22 § Appeal against assessment	18
23 § Degree certificate	19
<b>3. PROFESSIONAL TEACHER EDUCATION</b>	<b>19</b>
24 § Professional teacher education and post-degree programmes for teachers	19
STUDENT SELECTION	19
25 § Admission of an applicant to the School of Professional Teacher Education	19
26 § Admission of transfer students for professional teacher education and post-degree programmes	20
27 § Obstacles for admission due to safety or the student's unsuitability for the field	20
ENROLMENT AND STUDY ENTITLEMENT	22
28 § Enrolment as an attending student	22

18.8.2020

29 § Study period and discretionary extension of study period	22
30 § Regranting of study entitlement	23
31 § Revocation and restoration of study entitlement	23
COMPLETION OF STUDIES	23
32 § Curricula and Study Guide	23
33 § Language of instruction	23
34 § Personal Learning Plan	24
35 § Accreditation	24
36 § Registration for course implementations and completion of courses	25
37 § Assessment	25
38 § Appeal against assessment	25
39 § Certificate	25
<b>4. MISCELLANEOUS REGULATIONS</b>	<b>26</b>
40 § Drug testing	26
41 § Disciplinary procedure	26
42 § Appeal	27
43 § Entry into force of the Degree Regulations	27

18.8.2020

## **1. THE MISSION OF JAMK**

### **1 § The mission of JAMK**

JAMK University of Applied Sciences is maintained by JAMK University of Applied Sciences Ltd. JAMK's educational mission is based on the operating licence issued by the Finnish Government on 12 December 2013 to JAMK University of Applied Sciences Ltd, the Polytechnics Act (932/2014) and the Polytechnics Decree (1129/2014).

The mission of JAMK University of Applied Sciences (later referred as JAMK) is to provide higher education that prepares students professional specialist tasks and positions, based on the demands and development of working life, and on research, artistic and cultural considerations. Further aims include supporting the students' individual professional growth and conducting applied R&D and artistic activities that support and serve higher education and regional development, with consideration of the region's economic structure. JAMK promotes lifelong and continuous learning.

### **2 § JAMK degrees and their objectives**

The Bachelor's Degrees completed at JAMK are first-cycle higher education degrees, and the Master's Degrees are second-cycle higher education degrees. The scope of degree programmes leading to a Bachelor's degree is 210, 240 or 270 ECTS credits. The scope of degree programmes leading to a Master's degree is 60 or 90 ECTS credits.

The general aim of studies leading to a Bachelor's degree is that the student acquires, based on the demands and development of working life, the necessary knowledge and skills for working in a professional specialist position.

The aim of the studies is to gain

- extensive practical basic knowledge and skills and their theoretical foundations for working in a specialist position in the field,
- preconditions for following developments in the field, keeping current and development,
- skills for self-improvement and continuous training,
- sufficient communication and language skills, and
- skills required for international activities in the field.

The general aim of studies leading to a Master's degree is that the student acquires, based on the demands and development of working life, the necessary knowledge and skills and capability to work in demanding development tasks in working life and other tasks that require special expertise.

### **3 § Quality management**

Quality management is a key tool for operational development at JAMK. It supports JAMK's mission, vision and values and promotes the implementation of the strategy. Quality management is the shared concern of the entire academic community.

18.8.2020

The quality system is described in the JAMK Quality Manual. An international audit team nominated by the Finnish Higher Education Evaluation Council has audited JAMK's quality system. The system meets the national criteria for the quality management of universities and is similar to the quality management principles and recommendations for European universities. The Finnish Higher Education Evaluation Council has issued a quality label to JAMK that will be valid for six years starting on 27 March 2013.

## **2. DEGREE-AWARDING EDUCATION**

### **STUDENT SELECTION**

#### **4 § Admission of an applicant to JAMK**

Application to JAMK is through either the joint national university-polytechnic application system or separate application.

The Director of the School makes the decision on student selection on the basis of the placement list. The applicant is granted the study entitlement only after having accepted the study place in the [opin-topolku.fi](http://opin-topolku.fi) or [studyinto.fi](http://studyinto.fi) service, enrolled as a student and the accuracy and authenticity of his/her application documents verified. If the applicant does not deliver the certificates by the deadline or if the revised points do not entitle him/her to admission, the selection will be revoked.

Applicants may request rectification of a decision concerning admission. Requests must be submitted to the JAMK Student Affairs Board in writing within 14 days of the publication of the admission results.

#### **5 § Admission of transfer students and changing degree programme**

Admission as a transfer student is based on application according to JAMK's instructions regarding transfer students and the admission criteria. A student may apply for transfer to JAMK from another university of higher education, if he/she is entitled to study in the same or similar degree programme aiming for the same or similar degree or degree title. At JAMK, the transfer between degree programmes when the degree title changes is possible only in certain programmes.

Changing degree programmes within JAMK without changing the degree title (Bachelor of Engineering or Bachelor of Business Administration) takes place through the continuous application process in accordance with the confirmed admission criteria.

The study period of transfer students or students changing their degree programme will be determined in accordance with the transferred or changed study entitlement. The study period includes all of the student's attendance and non-attendance semesters used in the previous degree programme.

The decision on admission as a transfer student is made by the Director, and the decision on changing the degree programme is made by the Head of Department. Applicants may request rectification of the decision. Requests must be submitted to the JAMK Student Affairs Board in writing within 14 days of receiving the notification of the decision.

18.8.2020

## **6 § Impediments to admission due to safety or the student's unsuitability for the field (concerning the health and social care degree programmes)**

In principle, the applicant's state of health or functional capacity must not be impediments to admission. However, due to the safety requirements of studies, students with impediments related to their health or functional capacity that make them unable to complete study-related practical tasks and practical training are ineligible for admission to the health and social care programmes. An additional requirement is that the health-related or functional impediment cannot be eliminated through reasonable measures. A previous revocation of the entitlement to study on the aforementioned grounds may also be an impediment to admission. Applicants are informed of any potential impediments to admission at the selection stage.

Transfer student applicants who have been refused entitlement to study at another educational institute and whose entitlement to study has not since been restored based on a medical certificate must be considered separately. Students may request rectification from the JAMK Student Affairs Board in writing within 14 days of receiving the notification of the decision.

If it is revealed that a student who has been accepted as a transfer student concealed a previous revocation of entitlement to study, his/her study entitlement may be revoked. In such cases, the decision is made by the Board of Directors.

Regardless of provisions on confidentiality, JAMK is entitled to receive information from another university of applied sciences regarding the study entitlement revocation process of transfer student applicants.

## **ENROLMENT AND STUDY ENTITLEMENT**

### **7 § Enrolment for as an attending/non-attending student and entitlement to study**

Admitted students must enrol as attending or non-attending students for the first time via the Opinpolku.fi service. After this, students must enrol as an attending or non-attending student each semester (spring and autumn) or for the whole academic year through the student administration system (Peppi).

The enrolment periods are announced separately for each year. Students may change their attendance/non-attendance enrolment for a justified reason during the enrolment period, but not during the semester. A student who does not enrol as an attending or non-attending student will lose his/her entitlement to study.

Only students enrolled as attending students have the right to complete degree studies and are entitled to student financial aid, meal subsidy or benefits for student union members. Enrolment for attendance is also required when going abroad for an exchange period or practical training.

Students obliged to pay tuition fees who intend to enrol as attending but do not pay the tuition fee by the date determined by JAMK will lose their entitlement to study. The study entitlement may be re-granted in accordance with the procedure described at 10 a §, if the student pays the tuition fee.

18.8.2020

Regulations concerning the right of absence are determined based on when the student in question has accepted the study place in the university of applied sciences.

**A student who has accepted the study place in studies beginning before 1 August 2015**

A student who has accepted the study place in studies beginning before 1 August 2015 may enrol as non-attending for no longer than four semesters without expending the study period. The reason for the non-attendance does not have to be declared. A student completing a Master's degree may, for a special reason, enrol as a non-attending student for up to two semesters. The non-attendance enrolments of those completing a Master's degree are done through the Student Services.

**A student who has accepted the study place in studies beginning after 1 August 2015**

A student who has accepted the study place in studies beginning after 1 August 2015 may enrol as a non-attending student in the first year only if he/she is completing his/her military or civil service in accordance with the Conscription Act, Non-military Service Act or Act on Women's Voluntary Military Service, is on maternity, paternity or parental leave, or is incapable of commencing the studies due to personal illness or disability. The absence must be verified with official documents during the enrolment period. If the documents are insufficient or are not delivered during the enrolment period, the student in question will be registered as attending.

After the first year a student may enrol as non-attending student for two semesters for any reason and without expending the study period. During the studies a student may enrol as non-attending student based on service in accordance with the Conscription Act, Non-military Service Act or Act on Women's Voluntary Military Service, or maternity, paternity or parental leave without expending the study period. In these cases, the student must submit an official document that verifies the reason for the absence to the Student Services through which the non-attendance enrolment is made. In addition to this, a student may, for other reasons, enrol as a non-attending student for two semesters without expending the study period.

Enrolment as non-attending due to illness or disability is always counted at first as part of the allowed two-semester non-attendance period, and should the non-attendance continue, as a part of the study period. If studies have been delayed due to illness or disability, the student may be granted a discretionary extension of study period.

18.8.2020

## 8 § Recommended period of study and the study period

The study period starts running once the student accepts a study place, is registered as a student and enrolls as an attending student for the first time.

The recommended period of study for a Bachelor's degree programme and the study period are determined by the scope of the programme (ECTS credits) as follows:

Programme scope	Recommended period of study	Study period
210 credits	3.5 years	4.5 years
240 credits	4 years	5 years
270 credits	4.5 years	5.5 years

Recommended period of study and study period for Master's degree programmes:

Programme scope	Recommended period of study	Study period
60 credits	2 years	3 years
90 credits	3 years	4 years

## 9 § Discretionary extension of study period

If a student is unable to complete his/her degree within the study period, he/she can apply to the Student Services Manager for an extension. An extension may be granted for a well-founded reason, primarily only once and for up to two semesters, provided the following conditions are met: a Bachelor's degree student has a maximum of 60 credits left to complete and a Master's degree student 30 credits, the student can present a goal-oriented and viable plan for the completion of the studies, graduation within the extension period is a realistic goal. No extension is granted, if the student has already completed the studies needed to obtain a degree.

The student may apply for another extension only if he/she has participated in teaching and exams during the previous extension period or has in some other way shown effort to complete the studies, and has a maximum of 15 credits left to complete. If there is no evidence of studying, the illness or an exceptionally difficult life situation of the student or someone in his/her immediate family may constitute acceptable grounds for extension. Significant positions of trust, successful scientific and artistic activities

18.8.2020

and top-level sports may also be accepted as grounds for extending the study period. In all the aforementioned cases, the reason must be verified with reliable documentation. If the student presents a medical certificate, it must state the student's reduced ability to study.

The student cannot enrol as a non-attending student during the extension period. The application for an extension must be submitted before the study period runs out. The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

A student may request rectification of a decision of the Student Services Manager. Requests must be submitted to the JAMK Student Affairs Board within 14 days of receiving the notification of the decision.

## **10 § Regranting of study entitlement**

### **10 a § Regranting of study entitlement after failure to enrol**

A student who has lost his/her entitlement to study due to failure to enrol for attendance/non-attendance may submit an application to regain their study entitlement. The application must state the reasons for the loss of the entitlement to study. The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

The entitlement to study will be regranted generally at the beginning of next semester, but if the student can present adequate grounds and documentation, the entitlement can be regranted immediately. However, it must be done before the next date when student statistics are completed, 20 September or 20 January. When granting the entitlement to study, the student's previous attendance and non-attendance semesters will be taken into account.

Students may request rectification of a decision of the Student Services Manager. Requests must be submitted to the JAMK Student Affairs Board within 14 days of receiving the notification of the decision.

### **10 b § Regranting of study entitlement after expiration of the study period or the discretionary extension of study period**

Former student of JAMK University of Applied Sciences, who has started his studies on or after 1 August 2015 and has not completed a degree during the study period or the discretionary extension of the study period may apply from JAMK the right to enrol as students again without having to have to take part in the student selection process (L325/2015, 32 §). The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

Study entitlement will be granted again if a bachelor's degree student has a maximum of 60 credits left to complete and a master's degree student 30 credits, for two semesters at most, starting from the beginning of the next semester. Students who have regained their study entitlement can neither enrol as a non-attending student nor apply for discretionary extension of their study period.

Students may request rectification of a decision of the Student Services Manager. Requests must be submitted to the JAMK Student Affairs Board within 14 days of receiving the notification of the decision.

18.8.2020

## **11 § Revocation and restoration of study entitlement due to safety or the student's unsuitability for the field (health and social care programmes)**

JAMK can revoke the study entitlement of a student of health and social studies, if:

1. In the course of his/her studies, the student has repeatedly or seriously endangered the health or safety of others, demonstrating apparent unsuitability for the practical assignments or training included in the studies.
2. The student's health or functional capacity clearly does not meet the student admission criteria.
3. At the application stage, the student concealed a decision on the revocation of his/her study entitlement that could have prevented his/her admission.
4. The student has been convicted of a crime that may prevent working with minors.

If there is a well-founded reason to suspect that the student has an impediment related to his/her health or functional capacity, the student will be required to undergo examinations and tests by a professional appointed by JAMK, if such measures are needed to ascertain the student's health or level of functional capacity. JAMK will defray the costs of any examinations and tests it has ordered. If a student refuses to undergo a medical examination or to provide an extract from his/her criminal record, the student may be suspended from studying until he/she agrees to the measures required by JAMK.

Decisions on revoking the entitlement to study are made by the Board of Directors. Before making a decision to revoke the entitlement to study, the necessary analysis of the situation must be conducted and the student must be given an opportunity to be heard in the matter. JAMK is obliged to discuss with the student his/her possibilities of seeking or transferring to other types of education.

A student who has lost his/her entitlement to study on the basis of his/her state of health or functional capacity can apply to the Academic Board for restoration of the entitlement to study when the student can prove with medical certificates that the reason for the previous revocation has ceased to exist. There is no time limit for applying for the restoration of the entitlement to study.

Regardless of provisions on confidentiality, JAMK is obliged to inform the National Supervisory Authority for Welfare and Health (Valvira) about beginning the process of revoking a student's entitlement to study, the revocation decision and the decision to restore study entitlement. JAMK is entitled to receive information about revocation of the entitlement to study by other universities or education providers.

A student may request rectification of a decision regarding the revocation and restoration of the entitlement to study. Requests must be submitted to the students' legal protection board within 14 days of receiving the notification of the decision.

18.8.2020

## COMPLETION OF STUDIES

### 12 § Study guidance

The aim of study guidance at JAMK is to provide the student with the necessary guidance to help him/her complete his/her studies within the standard study period. The goal is an individual who is healthy and well, skilled in his/her profession and able to find employment that corresponds to his/her education. Every student has the right to receive study guidance throughout his/her studies. However, every student is obliged to take responsibility for the progress of his/her studies and participate in the study guidance. JAMK's guidance system and the actors thereof are described in a separate document that can be found in the Study Guide.

### 13 § Curricula

All degree-awarding education will be referred to as "tutkinto-ohjelma", "degree programme" in English.

The students have the right to complete their Bachelor's or Master's degree studies in accordance with the curriculum of the degree programme concerned.

The Student Affairs Board approves the curricula, which are published in the JAMK Study Guide.

Competence-based curricula serve as the basis for each student's personal learning plan (PLP). The curricula consist of the structure of the studies, modules and course. Studies are completed in the form of courses, and their scope, objectives, content, evaluation criteria, forms of study and other matters related to their performance are described in the curriculum of each degree programme. The studies offered as part of degree programmes will be planned each academic year, at which time the schedules and implementation plans of the courses will be specified.

Pursuant to the Universities of Applied Sciences Act (Section 8 a 19.12.2017/941), a student can build a large part of their degree from studies provided by another UAS or university. This requires that cooperation between higher education institutions has been agreed upon and that the studies have been added to the student's personal learning plan at JAMK.

The description of curricula and calculation of the workload of studies observe the development and comparability requirements of the European Higher Education Area. Courses are described in accordance with the ECTS (European Credit Transfer System) requirements. ECTS credits are used to indicate the workload of studies; the workload of one academic year, 1,600 hours, is equivalent to 60 credits. An ECTS credit refers to, on average, 27 hours of work by the student.

18.8.2020

## 14 § Language of instruction

The language of instruction and the degree programmes at JAMK is Finnish. Finnish-language degree programmes may include courses or competence areas that are completed in English, if it is appropriate for the field of study and supports the student's internationalisation. Similarly, English-language degree programmes may include courses or competence areas in Finnish that support the student's integration into Finnish working life.

The approved curricula of each degree programme specify the language used in the course or competence area. Study attainment is primarily done in the language of the course or competence area.

## 15 § Personal Learning Plan (PLP)

The Personal Learning Plan of a student completing a Bachelor's degree is based on the student's career goals. The student is entitled to guidance by Teacher Tutors concerning his/her study choices. Each student is responsible for creating a Personal Learning Plan in accordance with the instructions in the curriculum. The Personal Learning Plan is created in compliance with the structure of studies described in the curriculum of the year of admission and each year's course selection. The student can update his/her Personal Learning Plan as the studies progress. The Head of Department or a person authorised by him/her approves the Personal Learning Plan.

The Personal Learning Plan of a student completing a Master's degree is based on his/her individual personal development and career progress goals. The student is entitled to receive guidance with his/her choices from the Head of Department of the degree programme. The Personal Learning Plan is created in compliance with the structure of studies described in the curriculum of the year of admission and each year's course selection. The student can make choices on the basis of his/her career progress goals within the limits of the curriculum.

A student whose studies are delayed from the recommended period of study, or who transfers from another university of applied sciences, will agree on the structure of his/her studies with the Head of Department when his/her Personal Learning Plan is created or revised. If a student's Personal Learning Plan cannot be implemented due to changes in the course supply or delayed studies, the student must submit his/her Personal Learning Plan to the Head of Department for review and approval. The Head of Department must ensure that the student receives adequate support and guidance to complete his or her studies.

## 16 § Language skills

The student must demonstrate in his/her degree studies or otherwise that he/she has achieved:

- 1) the skills in Finnish and Swedish that are required of state officials functioning in a bilingual office in a position requiring a higher education degree as per the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), and are necessary for practising his/her profession and for further professional development, and
- 2) the written and oral skills in one or two foreign languages that are necessary for practising his/her profession and for further professional development.

18.8.2020

The requirement stated in item 1 above does not apply to students who have completed their school education in a language other than Finnish or Swedish, or abroad. In such cases, the Head of Department of the Language Centre will decide on the language requirements.

The Head of Department of the Language Centre may exempt a student partially or fully from the language requirements for the following reasons: the student does not have prior studies in the Swedish language, the student does not have prior studies in the English language, or a professional has diagnosed the student with severe dyslexia or an issue connected to his/her health or functional capacity, for which the student has a medical certificate.

The grade of the second national language is marked in the degree certificate in words (Good/Satisfactory), in compliance with the Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in the Civil Service (481/2003). The written and oral language skills are assessed separately. In accordance with the national guidelines, grades 1–3 correspond to the verbal grade “Satisfactory”, and grades 4–5 to the verbal grade “Good” in the assessment of the language skills referred to in the Act 424/2003.

## **17 § Identification and recognition of competence**

The identification and recognition of competence means that the student recognises what he/she already knows, which allows him/her to apply for accreditation, i.e. recognition of prior learning based on such competence. The starting point of recognition of prior learning is the learning described as a curricular objective, which the student may have acquired in any way, in any place and at any time. Competence is recognised either by means of an accreditation decision or an assessment decision. Additionally, identification and recognition of competence also takes place in connection with studification.

### **Ways of accreditation**

The accreditation of prior learning is possible in two primary ways: replacement and inclusion. Replacement means the replacement of studies included in the curriculum with higher education studies of at least the same level (EQF/NQF 6 or EQF/NQF7) and with similar learning objectives completed elsewhere in the same field of study. Inclusion means the inclusion of higher education studies of at least the same level (EQF/NQF 6 or EQF/NQF7) completed elsewhere as part of the degree. An accreditation decision will be made of any replacement and inclusion.

### **Applying for accreditation**

The student has the right to apply for accreditation and recognition of prior learning but no obligation to do so. This does not apply to studies completed as part of the degree as cross-institutional studies or during international student exchange, the accreditation of which the student will agree upon as part of his/her personal learning plan. The student may apply for accreditation of higher education studies completed elsewhere (open studies or another institute of higher education) or recognition of competence he/she has acquired in other ways. A student may also apply for accreditation of leadership and

18.8.2020

instructor training acquired in military service. Studies that are included in the education required for entrance eligibility cannot be accredited as part of the degree. A full degree cannot be accredited as such.

## **Identification and recognition of competence acquired in other ways**

Recognition of competence acquired in other ways, prior to or during the course of studies refers to the ability of the student to analyse the competences he/she has acquired and to perceive them in the context of the learning objectives of the module or course in such a way that he/she is able to describe and substantiate his/her competences. The recognition of competence acquired in other ways means approval of the competence acquired by the student by way of an assessment decision.

## **Studification**

Studification is an alternative method for the student to develop competence on the module or course level. It refers to combining work or project studies or other comparable activities with your studies. The studification plan will be approved by a representative of working life or equivalent, the student and the teacher. The assessment of the competence will be agreed upon in the studification plan. The teacher will make the assessment decision in accordance with the learning objectives of the module or assessment criteria of the course concerned.

## **Thesis**

Theses completed earlier or elsewhere are generally not accredited in full. A bachelor's thesis completed earlier or elsewhere is assessed by the Thesis Work Group in relation to the learning objectives and assessment criteria set by JAMK for theses, in accordance with JAMK's thesis assessment procedure. A thesis that is accredited partly or in full cannot be more than five years old.

## **Decision-making**

With regard to an individual course, the accreditation or assessment decision is made by the Course Tutor, and with regard to a module, the team responsible for the module. The Course Tutor or the team responsible for the module evaluates the documentation or evidence presented by the student in relation to the learning objectives of the course or module and makes an accreditation or assessment decision based thereon. The Course Tutor or the team responsible for the module may also request further evidence or demonstration or reject the application. In the event of a negative decision or decision on partial accreditation, the grounds for the decision will be stated in writing. The Course Tutor or the team responsible for the module will notify the student and the study affairs coordinator of their decision. The individual who makes the accreditation decision must have sufficient knowledge of the competence concerning which the decisions are made. When the student, pursuant to the Universities of Applied Sciences Act (941/2017, section 8a), expands his/her degree to include studies offered by another institution of higher education in accordance with his/her personal learning plan, the accreditation decision will be made by the Head of Department responsible for the education.

If the student is dissatisfied with the accreditation or assessment decision, he/she may file an oral or written request for a revised decision with the person responsible for the decision. The request for a

18.8.2020

revised decision must be filed within 14 calendar days of receiving notice of the decision. If the decision remains negative, the student may appeal the decision to JAMK's Board of Examiners within 14 days of receiving written notice of the decision on the request for a revised decision filed with the person responsible for the decision.

## **18 § Registration for course implementations and completion of courses**

Only a student who has enrolled as an attending student has the right to complete degree-awarding education, participate in instruction and practical training, and have grades recorded. The student uses the student administration system (Peppi) to register for each course implementation he/she intends to attend and complete during the registration periods. Students are informed of any special registration separately. A student can cancel the enrolment for a course implementation if the teacher has not yet approved he/she for the implementation. After this, the cancellation can be done by the teacher of the course in question.

The teacher of the implementation will confirm the enrolment. If more students enrol for an implementation than can be admitted, priority will be given to those students at whose group the implementation is targeted, for whom the implementation is compulsory or whose degree programme organises the implementation. Any remaining places will be filled in order of enrolment. As a general rule, students will be admitted to all elective implementations and those intended for the joint offering in order of enrolment.

The student must attend the first contact class of each course implementation. If the student has a good reason for being absent, he/she must personally contact the Course Tutor before the first contact class. In the case of course implementations completed as online studies, the student must confirm his/her participation in the course as instructed by the teacher.

The learning objectives and contents of the course, alternative completion methods, opportunities to retake courses and examinations and the assessment criteria, are introduced in the first contact class or in the workspace of the online studies. The closing date of the course, i.e. the date after which no coursework can be submitted, is also announced.

The opportunities to retake courses and examinations must be used with the method that has been introduced in the first contact class of the course. For a justified reason, such as illness or other difficult life situation, the student may agree with the course teacher to complete the course in a different schedule. However, all courses must be completed within two semesters from starting them. Exceptions include the thesis, practical training and large courses implemented over several semesters. If a course is left unfinished, the student must retake it.

## **19 § Thesis and maturity test**

The objective of the Bachelor's thesis is to develop and demonstrate the capability to apply knowledge and skills through a practical specialist assignment connected to the degree programme and his/her Personal Learning Plan. As a rule, the Bachelor's thesis is written in the language of instruction of the degree programme.

18.8.2020

The Master's thesis is a professional development assignment aimed at developing and demonstrating the capability to apply research and use selected methods to analyse and solve problems arising in working life, and the capability for independent and demanding specialist work.

In the maturity test, which is based on the thesis subject, the student demonstrates his/her familiarity with the field and command of the Finnish (Swedish) language. A student who has completed his/her school education abroad or in a language other than Finnish (Swedish) can either take the maturity test in Finnish (Swedish) or demonstrate his/her familiarity with the field through an assignment written in the language of instruction of the degree programme. The Head of Department of the Language Centre may exempt a student from the language requirements of the maturity test due to the student's native language.

The process of thesis completion in JAMK is specified in the Study Guide. Thesis assessment decisions are done by the unit's appointed Thesis Work Group.

## **20 § Publicity of theses**

JAMK complies with the Ministry of Education and Culture instructions (Record no. 3/500/2004) on the publicity of theses. It is not possible to write a completely confidential thesis at JAMK. The thesis is a part of the degree, which must be openly available for assessment, and public work cannot contain confidential material. The thesis becomes public immediately after its approval. Publicity guarantees the objective and equal assessment of theses.

It is not possible to write a completely confidential thesis at JAMK University of Applied Sciences. Any confidential information generated in the thesis process must be included in an appendix in the background material. In that case, the appendix material will be classified as confidential and the rest of the thesis will remain public.

The publicity of theses and handling of confidential information are subject to case-specific decisions according to separate instructions created based on the Act on the Openness of Government Activities (621/1999).

## **21 § Assessment of study attainments**

The student's learning is supported and guided by enhancement-led evaluation. Study guidance takes place with the help of self-assessment, peer review and constructive feedback.

Depending on the purpose, the grading scale may be either five-step – 5 (excellent), 4 (very good), 3 (good), 2 (satisfactory) and 1 (adequate) – or H (Pass) and 0 (Fail). The course assessment is Fail (0) if the student fails to achieve the minimum learning objectives for passing the course. After receiving a Fail (0) grade, the student is entitled to resit two (2) exams at times determined by the degree programme. The same grading scale is applied to retakes. If a student does not pass the examination at three (3) attempts, he/she must restart the course from the beginning. For special reasons and if the student's application is approved by the Head of the Department or, in the case of language or communications studies, the Head of the Language Centre, the student may be given one (1) opportunity to improve a

18.8.2020

passing grade or retake a course he/she has already passed. Passing grades will remain in the transcript of records.

The grades and completion dates of courses taken at JAMK and through Open Studies are entered in the transcript of records. Additionally, if any courses completed abroad or in other institutes during studies at JAMK used the same grading scale, the grades and completion dates will be entered in the transcript of records. If they used a different grading scale, they will be indicated with the letter H (Pass). Recognition of competence attained in other ways that is relevant to the course is indicated with a grade or with the letter H (Pass). The student has the right to know how the assessment criteria are applied to his/her competence.

The learning outcomes are assessed in relation to the learning objectives of the module or course. If the student completes all the courses included in the module, the assessment decisions are based on the assessment criteria and grading scale specified in the course descriptions. In this case, no separate assessment will be made of the module.

If the student applies for the identification and recognition of the competence of an entire module, the assessment decision will be based on the evaluation of the documentation or similar evidence presented by the student in relation to the learning objectives of the module. The grading scale is H (Pass) or O (Fail).

Thesis assessment decisions are done by the unit's appointed Thesis Work Group or the assigned multi-disciplinary Master's Thesis Work Group. Grades assessed by the Thesis Work Group cannot be improved.

The course assessment is recorded in the transcript of records no later than one month after the stated end date of the course and always before the end of the academic year.

## **22 § Appeal against assessment**

If a student is dissatisfied with the accreditation or assessment decision concerning his/her study attainment, he/she should first discuss the decision and the application of the assessment criteria with the teacher responsible for the assessment. The student has the right to see a copy of the study attainment and its assessment. If the student is dissatisfied with the answer, he/she may submit an oral or written request for an assessment review to the teacher responsible for the accreditation or assessment decision. The request must be submitted within 14 days of having the opportunity to learn about the results and the assessment criteria applied to his/her performance. In the case of the grade of a thesis, the appeal must be submitted in writing and addressed to the Thesis Work Group.

JAMK has a Board of Examiners, which deals with appeals concerning assessment. The student may appeal against the decision to JAMK's Board of Examiners within 14 days of receiving the written notification of the decision of the teacher, course tutor or Thesis Work Group in response to the rectification request. The student may not appeal against assessment after he/she has submitted an application for a degree certificate or after having received the degree certificate.

18.8.2020

### **23 § Degree certificate**

A student who has completed a Bachelor's degree will receive, on written application, a certificate in Finnish, indicating the completed degree and its scope, the degree title and the name of the degree programme, the specialisation option (if any), the core content of the studies, the title of the thesis, the language of the maturity test or other assignment demonstrating his/her competence in the field, statement on the language skills required of state officials functioning in a bilingual office, and other facts of relevance.

A student who has completed a Master's degree will receive, on written application, a certificate in Finnish, indicating the completed degree and its scope, the degree title and the name of the degree programme, the specialisation option (if any), the core content of the studies, and the title of the thesis.

The transcript of records, which lists the study attainments and their assessments, is appended to the degree certificate. Students who complete an English-language degree programme also receive a translation of the degree certificate in the language of studies. If students who graduate from degree programmes with instruction in Finnish would like to receive an English-language degree certificate, it can be ordered for a fee in connection with the Finnish-language certificate application, but not afterwards.

The Diploma Supplement is an English annex, which is automatically given with the degree certificate free of charge to all students. The Diploma Supplement contains information about JAMK, the education and study attainments (transcript of records), and their level and status in the Finnish educational system.

## **3. PROFESSIONAL TEACHER EDUCATION**

### **24 § Professional teacher education and post-degree programmes for teachers**

Professional teacher education refers to teacher education in compliance with the Polytechnics Act (932/2014) and Polytechnics Decree (1129/2014). The education provides the pedagogical qualification of 60 ECTS credits required of the teachers of universities of applied sciences and vocational institutes.

Professional teacher education is not degree-awarding education; students must have completed a degree and acquired work experience in advance in compliance with the Polytechnics Act (932/2014) and Government Decree on Polytechnics (1129/2014), or in compliance with the Teaching Qualifications Decree (986/1998).

The School of Professional Teacher Education also organises vocational special needs teacher education and study counsellor education as post-degree programmes for teachers, with the scope of 60 credits, in compliance with the Teaching Qualifications Decree (986/1998).

## **STUDENT SELECTION**

### **25 § Admission of an applicant to the School of Professional Teacher Education**

Persons with the education and work experience required for the office or position of teacher in vocational education or at a university of applied sciences can be selected for professional teacher

18.8.2020

education. In addition to the previously mentioned requirements, the post-degree programmes require a pedagogical qualification, and in vocational special needs teacher education, also at least five months teaching and/or guidance experience from a vocational institution and/or university of applied sciences. The application to the School of Professional Teacher Education takes place through the separate national joint application for professional teacher education in accordance with the selection criteria set by the Student Affairs Board.

The Director of the School makes the decision on student selection on the basis of the placement list. An applicant who has confirmed that he/she accepts the place of study offered by JAMK must enrol as a student at JAMK by the date determined by JAMK and in accordance with the instructions. It is possible to defer the start of studies on the basis of maternity leave, military service or serious illness (medical certificate required). If an applicant does not enrol as a student in the way described above, he/she is not entitled to study at JAMK.

Applicants may request rectification of a decision concerning admission. Requests must be submitted to the JAMK Student Affairs Board in writing within 14 days of the publication of the admission results.

## **26 § Admission of transfer students for professional teacher education and post-degree programmes**

Transfer from other institutions to JAMK's professional teacher education and post-degree programmes is possible at the beginning of studies, provided that there are openings in the intake quota and that the student has been admitted to another School of Professional Teacher Education. The decision on admission is made by the Director concerned. Applicants may request rectification of the decision. Requests must be submitted to the JAMK Student Affairs Board in writing within 14 days of receiving the notification of the decision.

The study period of a transfer student started running in the first School of Professional Teacher Education, i.e. the transfer does not mean the beginning of a new study period. The accreditation of the prior learning of a transfer student is in accordance with Section 35.

## **27 § Obstacles for admission due to safety or the student's unsuitability for the field**

In principle, the applicant's state of health or functional capacity must not be impediments to admission. However, due to the safety requirements of studies, students with impediments related to their health or functional capacity that make them unable to complete study-related practical tasks and practical training are ineligible for admission to the School of Professional Teacher Education (including the pedagogical studies in the field of music and dance). An additional requirement is that the health-related or functional impediment cannot be eliminated through reasonable measures. A previous revocation of the entitlement to study on the aforementioned grounds may also be an impediment to admission. Applicants are informed of any possible impediments to admission at the selection stage.

Transfer student applicants who have been refused entitlement to study at another educational institute and whose entitlement to study has not since been restored based on a medical certificate must be considered separately. Students may request rectification from the JAMK Student Affairs Board in writing within 14 days of receiving the notification of the decision.

18.8.2020

If it is revealed that a student who has been accepted as a transfer student concealed a previous revocation of entitlement study, his/her study entitlement may be revoked. In such cases, the decision is made by the Board of Directors.

Regardless of provisions on confidentiality, JAMK is entitled to receive information from another university of applied sciences regarding the study entitlement revocation process of transfer student applicants.

18.8.2020

## ENROLMENT AND STUDY ENTITLEMENT

### 28 § Enrolment as an attending student

The student must enrol as an attending student every semester/academic year, unless the Director grants him/her the right of non-attendance for special reasons. Enrolment as an attending student is done through the student management system (Peppi) during the registration period in accordance with the instructions provided. Enrolment as an attending student is possible during the study period specified in Section 29.

Only students who have enrolled as attending students for the academic year have the right to participate in professional teacher education and post-degree programmes for teachers. Any non-attendance period is counted as part of the study period, reducing the remaining permitted study period. A student who does not enrol as an attending student in accordance with this section will lose his/her entitlement to study.

### 29 § Study period and discretionary extension of study period

The studies in the School of Professional Teacher Education can be organised as either full-time or part-time studies. Whether the studies are full-time or part-time studies is determined by the student's Personal Learning Plan.

The permitted study period is three years. Studies must be completed within the study period, unless JAMK grants an exception due to special circumstances. On the student's application, the Student Services Manager may extend the student's study period, generally once and for up to two semesters, if the student has no more than 20 credits left to complete and graduation within the extension period is a realistic goal. The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

If the student is unable to complete his/her studies within the extension period, the student may apply for another extension only if he/she has shown effort to complete the studies. At that stage, the student must not have more than 10 credits left to complete. If there is no evidence of studying, the illness or an exceptionally difficult life situation of the student or someone in his/her immediate family may constitute acceptable grounds for extension. Significant positions of trust, successful scientific and artistic activities and top-level sports may also be accepted as grounds for extending the study period. In all the aforementioned cases, the reason must be verified with reliable documentation. If the student presents a medical certificate, it must include an assessment of the student's ability to study. During the extension period, the student may not apply for the right to enrol for non-attendance. The application for an extension must be submitted before the study period runs out.

Students may request rectification of a decision of the Student Services Manager. Requests must be submitted to the JAMK Student Affairs Board within 14 days of receiving the notification of the decision.

18.8.2020

### **30 § Regranting of study entitlement**

A student who has not completed his/her professional teacher education, vocational special needs teacher education or study counsellor education within the study period or within the extension will lose his/her entitlement to study and will have no right to apply for its restoration.

A student who has lost his/her entitlement to study for reasons stated in Section 28 but later wishes to restart his/her studies or continue them may submit an application to regain their study entitlement. A student reapplying for the right to study must be eligible for the degree programme and meet its work experience requirements as provided in the Decree (A986 / 1998). The application must state the reasons for the loss of entitlement to study. The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

The entitlement to study will be regranted generally from the beginning of the following semester, but if the student can present adequate grounds and documentation, the entitlement can be restored immediately. However, it must be done before the next date when statistics are completed, 20 September or 20 January. Students may request rectification of a decision of the Student Services Manager. Requests must be submitted to the JAMK Student Affairs Board within 14 days of receiving the notification of the decision.

### **31 § Revocation and restoration of study entitlement**

The special regulation regarding the revocation and restoration of study entitlement (see Section 11) also applies to the School of Professional Teacher Education (including the pedagogical studies in the field of music and dance).

## **COMPLETION OF STUDIES**

### **32 § Curricula and Study Guide**

The student is admitted to study in a professional teacher education, vocational special needs teacher education or vocational study counsellor education. The scope of each programme is 60 ECTS credits. Under Section 2 of the Polytechnics Decree (1129/2014), professional teacher education includes basic studies in educational sciences, vocational pedagogy studies, teaching practice, and other studies.

The national core curriculum of the School of Professional Teacher Education defines the competence areas of professional teachers, vocational special needs teachers and study counsellors. The annual Study Guide provides information on the educational structure, implementation models and schedules, study module scopes, course learning objectives and contents, learning methods, and assessment.

### **33 § Language of instruction**

See Section 14.

18.8.2020

## 34 § Personal Learning Plan

The student has the right to complete professional teacher education, special needs teacher education, and study counsellor education in accordance with the curriculum of the programme and his/her confirmed Personal Learning Plan.

The student prepares a Personal Learning Plan in accordance with the instructions of the School of Professional Teacher Education. The Personal Learning Plan is created in compliance with the structure of studies described in the curriculum of the year of admission.

## 35 § Accreditation

The student can be accredited for studies completed elsewhere and other acquired learning. These credits can be included in the studies in accordance with the specifications of the curricula of the School of Professional Teacher Education and the associated Study Guide.

Accreditation of prior learning or learning acquired elsewhere refers to the accreditation of studies, practical training, work experience or competence as part of teacher education studies. The forms of accreditation are replacement, inclusion, and recognition of prior learning.

Replacement refers to the replacement of courses/studies with corresponding courses/studies completed elsewhere in the same field of study. Inclusion refers to the inclusion of courses/studies completed elsewhere in the studies. The School of Professional Teacher Education decides if the studies proposed for replacement and inclusion by the student will be accredited as part of his/her studies.

The starting point of recognition of prior learning is the prior learning described as a curricular objective, which the student has acquired in any way, in any place, and at any time. The student assesses, describes and demonstrates his/her learning in the format stated in the course descriptions. The School of Professional Teacher Education assesses the student's prior learning on the basis of the material presented by the student and decides on accreditation.

Accreditation is based on an application process. Applications for replacement and inclusion are handled and approved by the Study Counsellor of the School of Professional Teacher Education (Decision of the Director of the School of Professional Teacher Education on delegation 11/2004). Applications for the recognition of prior learning are submitted to the instructor of the course, accompanied by the demonstration material and the student's self-assessment.

If the Study Counsellor rejects the student's application for replacement or inclusion or only approves it partially, the student may appeal against the decision using the procedure described in Section 37. If the instructor rejects the student's demonstration of prior learning as completion of the course or only approves it partially, the student may appeal against the decision using the procedure described in Section 37.

18.8.2020

## **36 § Registration for course implementations and completion of courses**

Only a student who has enrolled as an attending student has the right to complete courses, participate in instruction and practical training, and have grades recorded. The student uses the student administration system (Peppi) to register for each course implementation he/she intends to attend and complete during the registration periods. Students are informed of any special registration separately.

After registration, the course teacher accepts the agreed number of students to the course, and the information is confirmed in the student's Peppi student administration system's personal learning plan view. If the number of students registered to a course exceeds the number of students that can be admitted, priority will be given to those students whose group the course is intended for. Students will be accepted to any possibly vacant spots in the order of enrolment. A student can remove their registration for a course if the teacher has not yet approved them. After approval, registration can only be removed by the instructor of the course in question.

## **37 § Assessment**

The assessment of learning outcomes in professional teacher education, vocational special needs teacher education or study counsellor education is based on set criteria and objectives. Performance is assessed in relation to the learning objectives of the courses using the grading scale Pass/Fail. In the transcript of records, Pass is marked with the letter H and Fail as O. Courses accredited through replacement and inclusion are marked with the letter H. Studies accredited through the recognition of prior learning procedure shall be marked in the transcript of records with the letter H.

The student has the right to know which assessment criteria are applied to his/her learning. The course assessment is recorded in the transcript of records no later than one month after the stated passing attainment and always before the end of the academic year.

## **38 § Appeal against assessment**

See Section 22.

## **39 § Certificate**

A student who completes professional teacher education, vocational special needs teacher education or study counsellor education will receive, on written application, a certificate in Finnish indicating the qualification and the name of the programme. Appended to the certificate are 1) the transcript of records in Finnish and in English, listing the student's study attainment and grades, and 2) an English-language description of the completed teacher education and acquired qualification referred to in Section 10 of the Polytechnics Decree (1129/2014). Students who complete a degree programme in a foreign language also receive a translation of the degree certificate in the language of studies.

Attainments rewarded for professional teacher education under Section 2 of the Polytechnics Decree (1129/2014) are basic studies in educational sciences, vocational pedagogy studies, teaching practice and other studies. The studies are marked as passed or accredited.

18.8.2020

#### 4. MISCELLANEOUS REGULATIONS

##### 40 § Drug testing

Regardless of the student's field of study and degree programme, JAMK may oblige a student to provide a drug test certificate if there is a well-founded reason to suspect that the student is participating in study-related practical assignments or practical training under the influence of drugs or that the student has a drug addiction. Another condition is that the test is necessary for determining the student's functional capacity and that the student's responsibilities include tasks which require particular acuity, reliability, independent judgement or good reactions and in which working under the influence of drugs or being dependent on drugs would:

- 1) seriously endanger the life or health of the student or another person;
- 2) cause serious risk to traffic safety;
- 3) cause serious risk to the confidentiality or integrity of information protected by confidentiality provisions; or
- 4) significantly increase the risk of illicit trafficking and distribution of substances referred to in Section 3(1), Paragraph 5 of the Narcotics Act (373/2008) which are in the possession of a university of applied sciences, an organisation operating it or a place of training.

The drug test certificate must be presented within a reasonable time frame determined by JAMK. JAMK will defray the cost of the drug test certificate.

##### 41 § Disciplinary procedure

A student who is guilty of dishonesty or has otherwise disturbed the order at JAMK by disrupting teaching or exhibiting violent or threatening behaviour will be subject to disciplinary punishment. Depending on the seriousness of the offence, the punishment may be a written warning or a suspension for a fixed period of time not exceeding one year. Refusing to present a drug test certificate or a test result indicating drug abuse may lead to the above-mentioned disciplinary actions. The student must be provided an opportunity to be heard before a decision is made in the matter. Decisions giving a warning to a student are made by the Rector, and decisions on suspension for a specified period are made by the Academic Board.

A student who disrupts teaching, is under the influence of alcohol, behaves in a violent or threatening manner or endangers the life or health of another student may be ordered to leave the teaching facilities or an event organised by the educational institution, and the student may be prohibited from attending teaching for up to three working days. The disciplinary procedures of JAMK are outlined in the Ethical Principles for JAMK and JAMK Rules and Regulations.

18.8.2020

## **42 § Appeal**

A student may appeal against a decision made by the JAMK Student Affairs Board by lodging an appeal with the Administrative Court of Hämeenlinna in accordance with the appeal instructions appended to the decision. Appeals on decisions regarding the revocation of the entitlement to study as referred to in Sections 11 and 30 and its restoration must be lodged with the Students' Legal Protection Board within 14 days of receiving the notification of the decision.

A decision by the Board of Examiners issued within the rectification procedure concerning assessment or accreditation may not be appealed. A decision made by JAMK concerning its regulations, degree regulations or degree programme, curriculum or other educational arrangements may not be appealed.

## **43 § Entry into force of the Degree Regulations**

These Degree Regulations will enter into force on 18 August 2020, after which they will apply immediately to all students.