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Degree Regulations

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**LAUREA UNIVERSITY OF APPLIED SCIENCES DEGREE REGULATIONS from 1
January 2024.**

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APPENDIX 1 DECISION ON CHANGING THE OPERATING LICENCE OF LAUREA UNIVERSITY OF APPLIED SCIENCES.....

APPENDIX 2 GUIDELINES FOR LAUREA'S OPEN UNIVERSITY OF APPLIED SCIENCES

1 EDUCATIONAL TASK

Section 1 Degrees and degree programmes

In accordance with the operating licence, Laurea may provide the following university of applied sciences degrees:

- Bachelor's Degree in Beauty and Cosmetics: Bachelor of Beauty and Cosmetics / Estenomi (AMK)
- Bachelor's Degree in Business Administration: Bachelor of Business Administration / Tradenomi (AMK)
- Bachelor's Degree in Hospitality Management: Bachelor of Hospitality Management / Restonomi (AMK)
- Bachelor's Degree in Health Care: Physiotherapist / Fysioterapeutti (AMK), Nurse / Sairaanhoidaja (AMK), Social Services / Sosionomi (AMK), Public Health Nurse / Terveystenhoitaja (AMK), Rehabilitation Counsellor / Kuntoutuksen ohjaaja (AMK)

Laurea may also offer the following master's degrees and the titles related to them:

- Master's Degree in Beauty and Cosmetics: Master of Beauty and Cosmetics / Estenomi (YAMK)
- Master's Degree in Business Management: Master of Business Administration / Tradenomi (YAMK)
- Master's Degree in Hospitality Management: Master of Hospitality Management / Restonomi (YAMK)
- Master's Degree in Social Services and Health: Physiotherapist / Fysioterapeutti (YAMK), Nurse / Sairaanhoidaja (YAMK), Social Services / Sosionomi (YAMK), Public Health Nurse / Terveystenhoitaja (YAMK), Rehabilitation Counsellor / Kuntoutuksen ohjaaja (YAMK)

Laurea's educational responsibilities and their specifications are provided in Appendix 1.

The language of instruction and the degree programmes at the University of Applied Sciences is Finnish. Finnish degree programmes may include studies provided in English. The language of instruction in the English-language degree programmes organised by Laurea is English. Degree programmes given in English may include Finnish-language studies, which will facilitate the student's integration in Finnish workplaces. In English-language degree programmes, core studies must be completed in English. In degree-awarding education, individual courses may also be provided in other languages.

The maturity test, which is part of the thesis, is taken by the student in Finnish or Swedish, in accordance with the Decree on Universities of Applied Sciences. Students who have received their formal education outside of Finland or in a language other than Finnish or Swedish take the maturity test in the language of the degree programme they are completing.

The scope of a bachelor's degree at Laurea is 210 credits, with the exception of the Bachelor of Health Care, Public Health Nurse, degree, in which the scope is 240 credits.

The scope of education leading to a master's degree is 90 credits. The scope of education organised through international cooperation may be 120 credits.

The studies are assessed in accordance with the ECTS (European Credit Transfer and Accumulation System), wherein one credit is equivalent to a student's workload of approximately 27 hours, including all of the work required for the studies as hours. The average workload of 1,600 hours for one academic year of full-time studies equals 60 credits.

Section 2 Professional specialisation programmes, open university of applied sciences studies and other education

In addition to degree-awarding education, Laurea may also offer specialisation programmes, education containing elements of degree programmes as continuing education, open university of applied sciences instruction or other separate studies, as well as other continuing education. Laurea may also organise preparatory education for immigrants.

Section 3 Commissioned education leading to a degree

The University of Applied Sciences may arrange degree studies which are geared to a group of students and which have been commissioned and paid for by the Finnish State, another state, an international organisation, a Finnish or foreign public corporation, a foundation or a private corporation.

Students attending commissioned education are subject to Sections 25–27, 33–40 and 57–61 of the Universities of Applied Sciences Act. The commissioned education must relate to the educational mission specified in the operating licence of the University of Applied Sciences. The arrangement of commissioned education may not undermine the undergraduate and graduate education provided by the University of Applied Sciences. The University of Applied Sciences may not provide commissioned education if it is apparent that the education is being commissioned for the purpose of the attendees circumventing the admissions process referred to in Section 28 of the Universities of Applied Sciences Act.

The University of Applied Sciences must charge a fee for commissioned education that covers at least the costs incurring from it. The party who commissions the education is entitled to charge the attending students fees in accordance with the legal provisions or other practices in the country where the education is offered. However, the party who commissions the education may not charge tuition fees from citizens of states belonging to the European Economic Area or for persons or their family members who are deemed comparable to European Union citizens under European Union treaties or under a treaty concluded by the European Union and its Member States with another contracting party. The party who commissions the education may also not charge tuition fees from persons who, under the Aliens Act (301/2004), have a European Union Blue Card, a continuous or a permanent residence permit or a long-term resident's European Union residence permit issued to third-country nationals nor from any family members of the above. The Aliens Act is applied in the definition of persons regarded as family members.

Section 4 Curricula

The learning outcomes of the education and more specific structure of the studies are described in Laurea's curricula. Laurea's competence-based curricula have been prepared by taking into consideration the requirements of the European Qualifications Framework (EQF) and the National Qualifications Framework (FiNQF). The Laurea Management Team approves new curricula leading to a degree.

Laurea's curricula are comprised of modules. The modules may be part of the core competence or complementary competence of a degree. Modules constitute a broader area of expertise, the mastery of which can be achieved, for example, through study units or projects. Students may also apply for recognition of corresponding competence.

The degree programmes awarding a bachelor's degree include basic and professional studies (Laurea's core studies), elective studies (Laurea's complementary studies), placement promoting professional skills, as well as the thesis. The objective of studies is for the graduate to possess:

- 1) extensive practical basic knowledge and skills and a theoretical foundation for working in expert tasks in their field;
- 2) capabilities to follow and promote the development of their professional field;
- 3) capabilities to develop their professional skills and to engage in lifelong learning;
- 4) adequate communication and language skills for tasks in their field as well as for international activities and cooperation (Decree 1129/2014, Sections 4 and 7).

Education awarding a bachelor's degree includes work placement to foster professional competence, with a scope of at least 30 credits (Decree 1129/2014, Section 3).

Education awarding a master's degree includes advanced professional studies, elective studies and the thesis. The objective of studies awarding a master's degree is for the graduate to possess:

- 1) comprehensive and in-depth competence as well as the theoretical knowledge required for the development of the workplace in demanding expert and managerial duties;
- 2) an in-depth understanding of their professional field, its position in the world of work and its social importance, as well as the ability to monitor and analyse the development of scientific information and professional practices in their field;
- 3) the ability to engage in lifelong learning and to continuously develop their professional skills;
- 4) good communication and language skills for tasks in their field as well as for international activities and cooperation (Decree 1129/2014, Section 5).

The implementation plan for a study unit or project includes the actual start and end dates of the studies, campus, language of instruction, enrolment period, number of credits, learning outcomes, assessment criteria and methods, implementation methods, assessment targets, workload and mandatory literature as well as possible exam dates. The learning outcomes, schedule, assessment criteria and assessment targets are discussed together with the students at the beginning of each study unit or project.

2 ADMISSIONS

Section 5 Student admission and acceptance of the student place

The Laurea Management Team decides on the student admission criteria on the basis of the proposal by the Admissions Services. The Management Team also makes the decision on how many student places are reserved for persons applying for their first student place at a higher education institution. Admissions for education leading to a bachelor's or master's degree are organised through an application procedure carried out jointly between higher education institutions. Equality of the applicants is ensured in admissions. The admissions register referred to in the Act on the National Registers of Education Records, Qualifications and Degrees (884/2017) is used in the joint application procedure.

The University of Applied Sciences may opt for separate admissions instead of the joint application procedure when admitting:

- 1) students for programmes designed for a limited target group, where the eligibility of applicants has been defined separately by the University of Applied Sciences and where the application process for the programmes cannot be organised within the timeframe of the joint application procedure;
- 2) students for programmes provided in a foreign language;
- 3) students for Finnish-language education, the application for which is organised jointly with the application for equivalent foreign language education;
- 4) transfer students;
- 5) students on the basis of studies completed in open higher education;
- 6) students for student places that were not filled in the joint application procedure.

The University of Applied Sciences may organise the separate admissions process as flexible admissions so that the admission decision is made on a case-by-case basis and the admission ends when a sufficient number of students have been admitted to the degree programme.

Laurea will inform the students applying to study Social Services and Health Care on the requirements concerning their state of health and functional capacity. Students whose state of health or functional capacity does not meet the requirements of participation in practical assignments or work placement cannot be admitted. A previous revocation of a student place may also be an impediment to admission if factors relating to the protection of the health or safety of others so require. Laurea will decide on a case-by-case basis whether a prior revocation is a factor with regard to the field of study in question.

In education leading to a degree other than commissioned education, admissions take place in the Studyinfo system. Admissions are based on the admission criteria defined by the Management Team of Laurea University of Applied Sciences.

Students who have been granted a student place must notify the University of Applied Sciences within the time indicated in the offer of admission whether they accept the offered place or they will forfeit their student place. The admission is conditional until the student's original certificates have been verified, with the exception of degrees for which completion can be automatically verified in the national register of completed courses. Where the applicant fails to submit the requested certificates within the specified timeframe or where the verification of certificates reveals that the applicant has given misleading information in their application form and this information has influenced the admission of the said student, the admission will be cancelled.

Students who have completed studies in the Open University of Applied Sciences may apply to degree-awarding education through the separate application process. Those who apply through the separate application process should have completed a sufficient amount of studies at the Open University of Applied Sciences that suit the degree programme they are applying for in the separate application process in order to be able to continue their studies at Laurea as degree students. Detailed admission criteria and application periods are determined in the admission criteria approved by the Management Team.

The decision on admitting an applicant to a degree programme in the separate application process is made by the Vice President (Education) or a person designated by them.

Those dissatisfied with the outcome of the student admission decision may submit their appeal in writing to the Laurea Management Team within 14 days of receiving the decision.

Section 6 Admission of transfer students

Laurea University of Applied Sciences admits transfer students. A transfer student refers to a student in a degree programme in Finland whose study entitlement is transferred from one higher education institution to another or within a single higher education institution. It is possible to apply for a transfer to another degree programme of the same level either so that the degree title changes or so that the degree title remains the same. The University of Applied Sciences makes decisions on internal student transfers through a separate admissions process. A student may apply to become a transfer student after the first semester.

A transfer is possible if the student has progressed in their studies in a goal-oriented manner and the completed studies are suitable for the degree applied for so that study progress in the new group can be guaranteed and graduating within the target time is possible. Detailed admission criteria and application periods are determined in the admission criteria approved by the Management Team.

A transfer student's study entitlement at Laurea begins at the start of the academic year on 1 August. A transfer student cannot begin their studies as a non-attending student.

When a student transfers to another higher education institution as a transfer student, their study entitlement in their original higher education institution is recorded as having ended at the end of the semester on 31 July (or 31 December).

Commissioned education students may not apply for a transfer within Laurea or to another higher education institution.

Section 7 Admission of commissioned education students

There are separate admission criteria for commissioned education approved by the Laurea Management Team.

Students may either be admitted directly into education leading to a degree, or the admission criterion may be the successful completion of pathway studies before being admitted into education leading to a degree.

Commissioned education students are admitted through a separate admissions process and separate entrance exams are arranged for them.

A commissioned education student's admission is conditional until fees have been paid according to the payment schedule set out in the agreement between Laurea and the buyer, Laurea has approved the agreement between the student and the buyer, and a sufficient number of students begins the studies.

Commissioned education students only have a student place in the group they have been admitted into.

Failure to pay the fees according to the agreement between the buyer and the student leads to the termination of studies. Disputes between the buyer and the student are resolved in accordance with the buyer's local dispute resolution procedure.

3 REGISTRATION AND STUDY ENTITLEMENT

Section 8 Academic year

Laurea's academic year begins on 1 August and ends on 31 July. Studies can be completed throughout the academic year.

Section 9 Registration for attendance or non-attendance

Students who have been admitted and who have accepted a student place must register with the University of Applied Sciences in the manner specified by the University of Applied Sciences, whereupon they are registered as a student. Students must register for attendance or non-attendance for each academic year in the manner specified by the University of Applied Sciences (Act 932/2014, Section 29). Students may change their previous registration for the academic year before the academic year begins.

For students obligated to pay yearly tuition fees and for commissioned education students, the registration for the following academic year will be valid only after the fee for the academic year has been paid in full.

Having accepted a student place, the student may register as a non-attending student during the first academic year, provided they

- 1) are in active service prescribed by the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the Act on Voluntary National Service for Women (194/1995);
- 2) take a maternal, paternal or parental leave; or
- 3) are unable to commence their studies due to illness or injury.

Students may register for non-attendance at the beginning of their studies for the aforementioned reasons only.

When registering for non-attendance, one should keep in mind that doing so is not allowed for students who have exceeded their study entitlement period. Students who have registered for non-attendance for one academic year may return to their studies by registering for attendance at the beginning of the spring semester. No academic achievements can be added to the student's study register during their non-attendance period. Upon request, students may receive guidance for planning the progress of their studies during their non-attendance period as well.

Continuing the studies is the responsibility of the student. It is possible that studies or degree programme in line with the student's study plan have terminated or are not offered each year.

Non-attendance due to service prescribed by the Conscription Act, Non-Military Service Act or the Act on Voluntary National Service for Women, or a maternal, paternal or parental leave does not reduce the study entitlement period. In addition to the above, other registered non-attendance of no more than two semesters in total does not reduce the study entitlement period.

Commissioned education students may not register as non-attending. The fee associated with the study entitlement must be paid according to the payment schedule, even if the student is absent from studies. If the student is absent from studies, it is possible that studies according to the student's curriculum may no longer be offered.

Section 10 Study entitlement period

The study entitlement period of studies leading to a bachelor's degree is determined according to the scope of the degree programme. The period for completing a bachelor's degree programme with a scope of 210 credits is 3.5 years and that of a degree programme of 240 credits is 4 years. The period for completing a 90-credit degree programme leading to a master's degree is 1.5 years.

Degree students in other than commissioned education must complete their studies within a period that is one year longer than the scope of the studies; in other words, within the study entitlement period. The non-attendance periods referred to in Section 11 will extend the study entitlement period by the duration of the non-attendance in question.

Commissioned education students must complete their studies within a predefined time.

The study entitlements of commissioned education students always pertain to the respective commissioned education group. If the studies have been delayed due to a justified reason, such as the student's own illness, the study entitlement may be agreed upon on a case-by-case basis. This requires that the specific education is available at Laurea and that a corresponding commissioned education group can be assigned to the student.

Section 11 Discretionary extension period

Students who are unable to complete their studies during their study entitlement period may request a discretionary extension period to complete their studies. The discretionary extension period may be applied for during the application period announced by the University of Applied Sciences. The student must present specific reasons for applying for an extension. The student must attach to their application a feasible plan and schedule for the completion of their studies.

An extension to the study entitlement period may be granted only if it is realistic that the student will graduate during the extension period. As a rule, an extension may only be applied for once and for the maximum duration of one year.

An extension will not be granted if the student has already completed all studies required for their degree or the scope of the completed credits is significantly higher than the scope of the degree.

The decision on granting an extension is made by the Vice President (Education) or a person designated by them.

The processing of the application is subject to a processing fee pursuant to Government Decree.

Discretionary extension period of a commissioned education student

An extension to the study entitlement period may be granted only for a justified reason and if it is possible for the student to graduate during the extension period. If a commissioned education student is granted an extension to their study entitlement, the fees for the extension period must be paid before the continuation of the studies. An extension may only be granted for six months at a time.

The decision on granting an extension is made by the Vice President (Education) or a person designated by them.

Section 12 Forfeiture of the study entitlement

a) Failure to comply with the obligation to register

Students who fail to register for attendance or non-attendance during their study entitlement period will forfeit their study entitlement. If these students wish to start or resume their studies at a later date, they must re-apply to the University of Applied Sciences for admission (Act 932/2014, Section 32).

A student who pays a tuition fee is considered to have failed to comply with the obligation to register if they have not paid their tuition fee for the following academic year.

b) Expiration of the study entitlement period

Students who have not completed their studies during the study entitlement period and have not applied for a discretionary extension period for the completion of their studies will forfeit their study entitlement and be registered as resigned.

The study entitlement of students who have not been granted an extension will be declared expired and the student will be registered as resigned.

c) Accepting a student place at another higher education institution in the transfer application process

Pursuant to Section 32 of the Universities of Applied Sciences Act, transfer students will forfeit their study entitlement on which the transfer is based when accepting a new study entitlement. The new study entitlement begins on 1 August. Transfer students will forfeit their previous study entitlement at the end of the previous semester 31 July.

The study entitlement of a commissioned education student is agreed upon on a contractual basis between the buyer and the student, and the buyer and the University of Applied Sciences. Failure to pay the fees associated with commissioned education leads to the termination of the agreement between the buyer and the University of Applied Sciences. Failure to pay the fees between the student and the buyer results in the termination of the study entitlement.

The decision on terminating a commissioned education student's study entitlement due to failure to pay the fees is made by the President of the University of Applied Sciences. An appeal against the decision-making procedure may be filed with the Helsinki Administrative Court within 30 days of receiving the decision. Disputes between the buyer and the student are resolved in accordance with the buyer's local dispute resolution procedure.

Section 13 Re-admission

Students who have forfeited their study entitlement under the circumstances specified in Section 10 a) and b) of these degree regulations may apply for re-admission. The re-admission can be granted if the student is able to complete their studies within a reasonable period of time, considering the scope of the remaining studies to be completed. The decision on granting re-admission is made by the Vice President (Education) or a person designated by them.

The processing of the application is subject to a processing fee pursuant to Government Decree.

Students obligated to pay yearly tuition fees may be re-admitted by paying the yearly tuition fee and the application processing fee in accordance with Government Decree.

Students who are dissatisfied with the decision regarding the re-admission may file an appeal with the Laurea Management Team within 14 days of receiving the decision. Students may contest the decision made by the Laurea Management Team by filing an appeal with the Helsinki Administrative Court within 30 days of receiving the decision.

Section 14 Revocation and reinstatement of study entitlement in Social Services and Health Care

The University of Applied Sciences may revoke the study entitlement of a student in Social Services and Health Care when the student, by endangering the health or safety of another person, has proven to be unsuitable to perform practical assignments or work placement relating to the studies. Other grounds for revocation include the student having concealed an earlier decision to revoke their study entitlement at the application stage or the student having been sentenced for a crime that may be an obstacle to them working with minors.

The decisions on the revocation or reinstatement of study entitlement are made by the Laurea Board. Before revoking the study entitlement, the University of Applied Sciences must obtain the required account concerning the matter and provide the student with an opportunity to be heard. Together with the student, the University of Applied Sciences must explore the student's possibilities to apply for or to transfer to some other form of education in the University of Applied Sciences.

A revoked study entitlement may be reinstated upon the student's request if the study entitlement has been cancelled due to a factor relating to the student's state of health or functional ability and the applicant is able to prove that such factors no longer exist.

The student in question may file an appeal concerning the decision relating to the revocation or reinstatement of their study entitlement with the Legal Protection Board for Students within 14 days of receipt of the decision. Thereafter, the appeals may be filed with the Helsinki Administrative Court.

Section 15 Suspension of study entitlement

If a student refuses to undergo the checkups or examinations required by Laurea to ascertain their state of health and functional capacity, their study entitlement may be suspended until they consent to the checkups or examinations.

While the checkups or examinations to ascertain the student's state of health or functional capacity are pending, the student is not eligible to conduct work placement subject to requirements related to the safety of minors, patient or customer safety, or traffic safety.

At Laurea's request, the student must provide an extract of their criminal record if the student is given assignments during the studies or work placement included in the studies which require working with minors. If the student refuses to provide the extract of their criminal record, their study entitlement may be suspended until they have presented the extract.

4 COMPLETION OF STUDIES

Section 16 Student's personal study plan

Students draw up a personal study plan (PSP) according to their own career objectives within the framework of the degree structure and the curriculum of the education. Students are entitled to complete the studies leading to a bachelor's or master's degree in accordance with the relevant degree programme and their personal study plan within the period reserved for completing the studies. Students maintain their personal study plans and review them each semester with their personal tutors. Students are entitled to receive guidance in drawing up their personal study plan.

Practices and schedules related to PSP approval are defined when deciding on the schedule for the academic year.

Section 17 Recognition and accreditation of prior learning

Students are entitled to apply for recognition of prior learning regardless of where, when and how the competence has been acquired. Students may apply for recognition of prior learning throughout their studies. The level of the competence must meet the degree requirements (EQF6 according to the European Qualifications Framework for bachelor's degrees and NQF7 according to the National Qualifications Framework for master's degrees).

At Laurea, there are two different procedures for the recognition and accreditation of prior learning: a) accreditation of prior learning (competence acquired in higher education studies at another institution) and b) demonstration of competence (competence acquired in other ways). The recognition and accreditation of prior learning is initiated by the student themselves. The student is responsible for demonstrating and verifying their competence. The student is entitled to guidance for the recognition and accreditation of their competence.

a) Accreditation of prior learning

The student may, as determined by the University of Applied Sciences, have studies that they have completed at another Finnish or foreign higher education institution or other educational institution counted towards their degree. Studies are recognised by substituting when the studies completed elsewhere correspond sufficiently to the learning outcomes of modules and/or study units of the degree, and the studies are of higher education level.

Recognition through inclusion is implemented when the studies completed elsewhere are added as part of the degree's complementary competence studies. In this case, correspondence to Laurea's curricula is not required, but the level of the studies must meet the degree requirements (according to FiNQF, level 6 for bachelor's degrees and level 7 for master's degrees).

The decision on the recognition is made by the Vice President (Education) or a person designated by them.

b) Demonstration of competence

In demonstration of competence, the student recognises their own competence by comparing it to the learning outcomes and assessment criteria described in the curriculum. Competence outside the curriculum may also be recognised in relation to the student's personal goals that require higher education level competence and are related to the desired career path.

Demonstration of competence may either be agreed upon individually with the student or, depending on the degree programme or study unit, the demonstration method may be defined in advance. The student and the teacher accepting the demonstration assess the competence together. The assessment is carried out according to the same assessment criteria and, as a rule, same grading scale as that adopted for the corresponding study unit or module.

The competence is recognised and accredited by the teacher responsible for the study unit or another person designated to the position.

Section 18 Recognition of studies completed during an international exchange

Students participating in international exchange must sign a written agreement concerning the studies to be completed before their exchange period begins (the Learning Agreement forms).

Studies completed abroad by the student during their studies are recognised based on the transcript of records received. The application to have the studies recognised must be submitted within one month from receiving the transcript.

Section 19 Participation in instruction and guidance

The studies and the teaching included in the studies are arranged as either study units or project studies. The studies are arranged in a manner that enables students to complete their studies in an appropriate order, without interruptions and effectively.

Students have the right and obligation to participate in the degree programme's study units or projects in a manner that ensures that the learning outcomes are achieved. Compulsory attendance in a study unit must be specified and justified in the study unit's implementation plan.

If a student does not intend to participate in a study unit they have been admitted into, they must cancel their enrolment with the teacher in charge of the implementation before the study unit begins so that another student can take their place.

Students must be present for the first contact teaching session, or they must notify the responsible teacher of their absence to confirm they intend to participate in the study unit. Alternatively, the teacher may specify a different manner for the student to confirm that they intend to participate in the implementation. The completion of these measures may be required within one week of the start of the implementation. The application of the aforementioned approach requires that the teacher notifies the students accepted for the implementation of the practice and that the practice is specifically mentioned in the study unit's implementation plan.

If the student has a justified reason for not attending the first contact teaching session or for not confirming their intention to participate in the studies in the manner required by the teacher, the student must contact the responsible teacher to agree on participation in the implementation. Their enrolment will be rejected, if the student does not notify the teacher of being absent from the first contact teaching session or the reason for their absence cannot be considered justified. Another student may be selected in their place.

If prior competence has been specified as a requirement for the completion of a study unit/project, the student should, if needed, demonstrate this competence before the study unit/project begins.

Laurea's students are entitled to receive personal study guidance throughout their studies. A personal tutor is designated for each student at the beginning of the studies. The personal tutor will support the student in the progress of their studies throughout their study path. The student is obligated to participate in study guidance and to bear responsibility for the progress of their studies.

Section 20 Language skills

Students must demonstrate that they have acquired, through the studies included in the university of applied sciences degree or otherwise,

- 1) the necessary skills in Finnish and Swedish which are required in a bilingual area by the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) for practising a profession that requires a higher education degree and which are needed for further professional development (497/2004); and
- 2) the oral and written skills in one or two foreign languages required for practising the profession and for further professional development.

The provisions of Subsection 1 shall not apply to students whose language of school education is one other than Finnish or Swedish or who have received their formal education abroad. These students should provide an account of the formal education received in a language other than Finnish or Swedish or abroad and submit an application presenting the grounds for exemption from the language skills requirement. The student's language skills are specified on the degree certificate.

A higher education institution can adopt a decision to exempt students partially or completely from the language requirements for special reasons. The exempted students must complete an equivalent number of credits in other agreed studies.

Section 21 Enrolment in studies

The student must enrol in an implementation during the enrolment period defined. The enrolment in individual projects takes place in accordance with the projects' schedules. Only students registered for attendance may enrol in study units or projects.

Students are admitted into study units and projects after the enrolment ends. As a rule, the order of enrolment does not determine the student selection. The requirement for participation is always that the competence prerequisites set in the curriculum for the study unit or project are met. The criteria for admission into study units or projects are confirmed by the Vice President (Education). The admission criteria are published on the student intranet and, where necessary, on Laurea's website. Studies provided through cooperation between higher education institutions may apply different processes for selecting students for the implementations other than the method confirmed by the Vice President.

If there is still room on the implementation, it may be opened for post-enrolment. In post-enrolment, students are always accepted in the order of enrolment, taking any prior competence requirements into consideration.

The scope of the degree may only be exceeded in exceptional cases based on an approved personal study plan (PSP) and provided that graduation is not delayed. A student's enrolment on a study unit or project may be rejected if they have already completed all studies required for their degree. As a general rule, studies exceeding the scope of the degree are not accredited.

A study unit implementation or project may be cancelled if the number of enrolled students is not sufficient or there is an insurmountable obstacle to organising the study unit/project. The responsible teacher will notify students of the implementation's cancellation.

As a general rule, commissioned education students do not enrol for studies. If necessary, study unit enrolment is instructed separately.

Section 22 Competence assessment

Competence assessment is based on the descriptions of objectives in the curricula, and the level of competence is assessed according to the assessment criteria listed in the implementation plan for the studies.

Study units, elements of implementation as well as projects are graded using a scale of 1–5. The grade for a study unit/project will be Fail (HYL) if a student does not meet the learning outcomes set for the study unit/project. A study unit, element of implementation, or project may also be assessed on a Pass/Fail (HYV/HYL) scale, if the nature of the implementation specifically requires it. Primarily, the aim is to give a numerical grade. The assessment criteria of study units and projects are described in their respective implementation plans. Work placement included in the degree is registered as completed with the Pass (HYV) grade.

The assessment of competence acquired elsewhere than during a study unit/project can also target learning outcomes other than those described in Laurea's curriculum. In this case, the student and supervising teacher will agree on the assessed working life-relevant learning outcomes.

The grade for an accreditation is the grade the student has received previously in their higher education studies. If competence of a study unit is recognised based on several previous studies, the grade recorded will be HYV.

The competence of each student admitted into a study unit or project is assessed. The teacher is responsible for assessing the work completed during the study unit or project no later than four weeks from the completion date. However, the aforementioned must make it possible for the responsible teacher to enter the overall grade of the study unit or project in the study register no later than three weeks from the completion of the implementation (cf. Section 4, the actual end date of the study unit or project stated in the implementation plan), unless the teacher's worktime arrangements dictate otherwise. The teacher must inform the students of their time off or other worktime arrangement if these impact the assessment period. In any case, the grades for studies completed in the spring semester must be entered in the study register no later than the end of July of the same year. The grade of students who fail to complete the study unit in question by the deadline will be failed (HYL). The completion date is the date on which the student completed the studies. The grades of each student's study attainments are published in Pakki in their respective personal study plans.

Students are given an opportunity to review the assessments of their study attainments in a written form or otherwise stored. The study attainments stored in a written form or otherwise must be retained for at least six months after the publication of the results (Act 932/2014, Section 37). At their discretion, the teacher may return the assessed study attainments after the period of six months has elapsed.

Passed study attainments will not be removed from the study register, nor can assessments given as numerical grades (1-5) be changed later to a passing grade, for example.

Section 23 Re-assessment request

A student dissatisfied with the assessment of their competence or with the accreditation of studies completed elsewhere, may lodge a re-assessment request orally or in writing; in the case of assessment, the request is submitted to the teacher who decided on the assessment or, in the case of accreditation of studies, to the person who made the decision on accreditation. Re-assessment may be requested for the overall assessment of the study unit.

The re-assessment request must be made within fourteen (14) days of the date on which the information about the grades and the application of the assessment criteria to the student's study attainment became accessible to the student or the student received the decision regarding the accreditation of studies completed elsewhere. The teacher will provide a reply to the re-assessment request within 14 days of having received the request.

Students who are dissatisfied with the decision made on the basis of the aforementioned re-assessment request may appeal to the Laurea Board of Examiners within 14 days of receiving the decision. (Act 932/2014, Section 57). No appeals may be filed for decisions made by the Board of Examiners.

Any possible problems related to the guidance relationship between the student and the teacher will be discussed in talks between the parties. If necessary, the student may contact the teacher's supervisor. The parties may also seek support for the resolution of the matter from the director of the higher education unit or a person appointed by them.

Section 24 Retaking study attainments and improving grades

Students who have failed to demonstrate their competence in accordance with the approved level must supplement or retake their study attainment in a manner and schedule defined by the teacher of the study unit. In project studies, students must supplement the competence missing from the project's learning outcomes until their competence can be assessed as passing. Retaking or improving the grade is not possible on entrance exam study units or in situations where the student's study entitlement has ended.

The teacher of the study unit determines when and how a study attainment may be retaken. If the student does not pass the assessment despite the opportunity to complete their study attainment, they must complete the study unit in question in full as specified by the teacher.

Students have one attempt to improve their passing grades for a study unit/project/competence demonstration within six months of the assessment. The attempt to improve a passing grade is targeted at the competence that was deemed insufficient in the previous assessment, and whose re-demonstration and assessment allows for grade improvement. Before attempting to improve a passing grade, the student must draw up a plan to demonstrate the missing competence, including a schedule. The plan can be refined by the teacher during its approval stage. Improving the grade does not apply to those entrance exam study units which are used as a basis for student admission to degree or Open UAS path studies.

Improving a grade is always a new attainment. The old grade will remain in the student's attainment history and cannot be changed. The higher of the two grades will remain in effect. A student who receives a passing grade may not attend a new implementation of the same study unit. The grade of a passed thesis cannot be improved.

Section 25 Expiry of studies

The expiry of the studies is determined against the learning outcomes defined in the curriculum. A student may be asked to supplement their competence with a demonstration, if the competence requirements for working life have changed significantly.

Section 26 Degree certificate

Once all study attainments required for the degree have been entered in the register and the student has submitted their notice of graduation, Laurea issues the student a degree certificate on the degree they completed and provides a report of the completed study attainments as a degree certificate appendix. The degree certificate is issued in the language of the degree programme. The degree certificate is signed electronically by the President or Vice President.

Graduates of Finnish-language degree programmes will be issued degree certificates in Finnish, with English translations of the certificates. Graduates of English-language degree programmes will be issued Finnish-language degree certificates as well.

The degree certificate appendix included in the degree certificate lists the study attainments and their grades.

Decisions on any other appendices to the degree certificate are made by the Vice President (Education).

All graduates receive an international Diploma Supplement, which includes the information on the University of Applied Sciences, the completed degree and the studies and study attainments included in it (a Transcript of Records) as well as their level and position thereof in the Finnish higher education system.

5 OTHER REGULATIONS

Section 27 Student communication

General matters concerning the studies are communicated to students via Laurea's student intranet and newsletters. Matters related to individual study units and projects are communicated through a channel mutually agreed with the teacher. The students are obligated to follow these communication channels throughout their studies. The students should ensure that their contact information is up to date throughout their studies.

Section 28 Accessible learning and operating environment

Laurea is committed to promoting accessible and equal studying in a manner required by the Non-Discrimination Act, Ethical Guidelines, Laurea's Rules of Order, and Laurea's Accessibility, Equality and Non-Discrimination Plan. The measures related to these promote the equality of members of the higher education community as well as the physical, psychological, social, and pedagogical accessibility of operations and facilities. Accessibility is considered in communication, learning environments, interaction, and teaching and guidance methods.

Section 29 Security, safety and discipline

All students are entitled to a safe and secure study environment. The University of Applied Sciences may approve rules of order or issue other regulations to promote internal discipline, accessible studies as well as the safety, security and comfort of the University of Applied Sciences community.

Each member of Laurea's work and study community has the obligation to do their part to ensure the safety, security and comfort of the working and learning environment by complying with the guidelines concerning general safety and the principles of good conduct.

Rules of order of Laurea University of Applied Sciences

The rules of order concern all members of the Laurea community and are applied in the daily operations of the University of Applied Sciences. The rules of order ensure a safe and secure working and study environment for all members of the Laurea community.

Appropriate conduct

Disruptive, offending or threatening behaviour is prohibited in all activities at Laurea. Inappropriate behaviour or treatment will always result in internal disciplinary measures, in which any further action is determined. All serious offences will be reported to the police.

Any acts violating the privacy of others or damaging Laurea's reputation in the study, working and online environment will always be intervened with. In addition to the rules and regulations, everyone at Laurea must comply with other instructions and rules issued on Laurea's operations.

Intoxicant- and smoke-free environment

Laurea is an intoxicant- and smoke-free study and working environment. The possession, use or acting under the influence of intoxicants are prohibited in teaching and placement situations. The use of alcohol with the intention of becoming intoxicated is not allowed in the activities of the higher education institution community. Laurea adheres to a programme to ensure an intoxicant-free environment. In accordance with the Tobacco Act, smoking is prohibited in indoor areas and in the immediate vicinity of entrances.

Cheating, plagiarism and inappropriate behaviour

Laurea applies the guidelines of the National Advisory Board on Research Ethics in Finland, set up by the Ministry of Education and Culture, concerning good scientific practices and the processing of violations thereof.

Reproducing assignments, theses and other existing materials as one's own work is prohibited and will result in a failed study attainment. A student who has committed plagiarism, disorderly conduct or inappropriate behaviour may also be subjected to a disciplinary action in the form of either a written warning or a suspension for a fixed period of time, not to exceed one year. Before the issue is resolved, the act or neglect that is the reason for the disciplinary action must be specified, the necessary investigation must be carried out and the student must be given an opportunity to be heard in the matter. The decision to give a student a written warning is made by the President of the University of Applied Sciences and the decision on the fixed-term suspension is made by the Board of the University of Applied Sciences (Act 932/2014, Section 39).

If a student is suspected of cheating, the performance or exam will be interrupted. The exam supervisor will notify the teacher responsible for the exam and the contact person appointed by the higher education institution. Cheating on an exam will always result in the failure of the exam and the loss of a completion attempt.

Section 30 Student union

The Laureamko student union of Laurea University of Applied Sciences is a statutory and independent student union, the purpose of which is to be a contact point for its members and to promote their social and intellectual pursuits and those related to society, studies and the status of students in society. The mission of the student union is to, for its part, prepare students for active, enlightened and critical citizenship. A special duty of the student union is to select the student representatives to Laurea's working groups and management teams.

Section 31 Entry into force of the degree regulations

These degree regulations will enter into force as of 1 January 2024 and will replace the previous degree regulations of Laurea University of Applied Sciences.

APPENDIX 1 DECISION ON CHANGING THE OPERATING LICENCE OF LAUREA UNIVERSITY OF APPLIED SCIENCES

FINNISH GOVERNMENT

Decision on changing the operating licence of the university of applied sciences 13 January 2022 Dnro VN/24957/2021

Laurea University of Applied Sciences Ltd.
Ratatie 22
01300 Vantaa

Application:

Laurea University of Applied Sciences Ltd. has applied for a change to the university of applied sciences operating licence granted on 11 December 2014 so that a Bachelor's Degree in Health Care, Kuntoutuksen ohjaaja (AMK), Bachelor of Social Services and Health Care be added to its educational responsibilities

Decision:

Pursuant to section 2, subsection 4 of the Universities of Applied Sciences Act (932/2014), the Finnish Government has hereby decided to change the operating licence of the university of applied sciences as of 1 August 2023 as follows:

2. Educational responsibility of the university of applied sciences

The University of Applied Sciences should offer the following Bachelor's degrees and the attendant titles:

Degree in Business Administration

- Tradenomi (AMK), Bachelor of Business Administration

The educational responsibility for the Bachelor of Business Administration degree and the attendant title of Tradenomi (AMK) are specialised further into the following fields:

Business Management, Business Information Systems, Security Management

Bachelor's Degree in Health Care

- Fysioterapeutti (AMK), Bachelor of Health Care
- Kuntoutuksen ohjaaja (AMK), Bachelor of Social Services and Health Care
- Sairaanhoitaja (AMK), Bachelor of Health Care
- Sosionomi (AMK), Bachelor of Social Services
- Terveystieteiden ohjaaja (AMK), Bachelor of Health Care

Degree in Beauty and Cosmetics

- Estenomi (AMK), Bachelor of Beauty and Cosmetics

Bachelor's Degree in Hospitality Management

- Restonomi (AMK), Bachelor of Hospitality Management

3. The Master's degrees at the University of Applied Sciences and the attendant titles that the University of Applied Sciences may grant

Master's Degree in Business Management

- Tradenomi (ylempi AMK), Master of Business Administration

Master's Degree in Health Care

- Fysioterapeutti (ylempi AMK), Master of Health Care
- Kuntoutuksen ohjaaja (ylempi AMK), Master of Social Services and Health Care
- Sairaanhoitaja (ylempi AMK), Master of Health Care
- Sosionomi (ylempi AMK), Master of Social Services
- Terveystenhoitaja (ylempi AMK), Master of Health Care

Master's Degree in Beauty and Cosmetics

- Estenomi (ylempi AMK), Master of Beauty and Cosmetics

Master's Degree in Hospitality Management

- Restonomi (ylempi AMK), Master of Hospitality Management

APPENDIX 2 GUIDELINES FOR LAUREA'S OPEN UNIVERSITY OF APPLIED SCIENCES

These guidelines for Laurea's open university of applied sciences (hereinafter open UAS) apply to all students of Laurea's Open UAS. In addition to these guidelines, the rules and the rights and obligations of students presented in the degree regulations also apply to students of Laurea's Open UAS, unless otherwise stated in these guidelines for Laurea's Open UAS.

1 EDUCATIONAL TASK

1.1 Laurea's Open University of Applied Sciences

Open university of applied sciences studies are open to everyone, regardless of educational background or age. The content and requirement level in all studies at the open university of applied sciences is in accordance with degree requirements. Open UAS studies are offered from both bachelor's and master's degrees. Studies cannot be limited to a certain group or organisation, but some study units may have prerequisites.

2 FEES AND ENROLMENT

2.1 Fees

The Vice President (Education) decides on the fees for the Open UAS studies and their possible exemption of charges. Laurea reserves the right to change the prices within the maximum price framework defined by the Ministry of Education and Culture. The current price list is presented on Laurea's website/online store.

2.2 Enrolment

Enrolment for Open UAS studies is always done in the manner and at the time determined by Laurea Open UAS. Generally, Open UAS students are accepted in the order of enrolment. The enrolments of path students are processed according to the guidelines for degree students.

Laurea's degree students may not enrol as Open UAS students at their own university of applied sciences nor for implementations that are only targeted at Open UAS students. Path students may take advantage of all the Open UAS study offering.

2.3 Cancellation policy

Written enrolment for a study unit is always binding. An Open UAS student will enrol according to Laurea's guidelines and is responsible for their own enrolment and the fulfillment of any prerequisite conditions. The student is advised to read the cancellation policy, and the terms are accepted at the time of enrolment. Laurea is not responsible for the student's enrolment. Cancellation of enrolment must be made in writing to avoinamk(at)laurea.fi. Cancellations made to the teacher of the study unit are not accepted. If the enrolment for individual Open UAS study units is cancelled at least 14 days before the teaching begins, 80% of the fee may be refunded to the student upon request.

Otherwise, the fee is not refunded. The start of teaching is considered to have begun according to the date marked in the study unit's implementation plan. An online study unit's teaching is considered to have

started when the student has received instructions for starting the studies. The fee for Open UAS path studies may be refunded if the student has obtained a student place leading to a degree at Laurea University of Applied Sciences during the same semester. A negative support decision from TE Services or a place as a degree or path student in another UAS does not entitle the student to a refund. In broader study entities, case-specific cancellation terms apply.

Laurea reserves the right to make changes to the implementation or cancel the study unit due to an insufficient number of participants. If the study unit is cancelled by Laurea and the student has paid a fee for the studies, the student will be refunded the full amount paid. The completion time of the studies or the fee cannot be transferred due to the cancellation; instead, the student must re-enrol for Open UAS studies when it is next possible.

Laurea reserves the right to make changes to the studies in exceptional situations. Laurea's common safety guidelines are followed during the studies and an exceptional situation is not a reason for refunding the study fee. In cases of serious illness or injury, which can be proven in writing with a medical certificate, it may be possible to deviate from the general cancellation terms on a case-by-case basis.

3 STUDY ENTITLEMENT AND COMPLETION OF STUDIES

3.1 Study entitlement

An Open UAS student is granted a study entitlement only for those study units for which they have enrolled or for which they are entitled to according to their student profile. A person who has paid the annual fee is granted a study entitlement for one year from the time of registration. Otherwise, the study entitlement is determined by the duration of the implementation of the educational product. Path students are granted a study entitlement for two semesters and pathway students (secondary education) for one semester. The study entitlement for path and pathway studies begins at the start of the semester, either on 1 January or 1 August.

The student must complete the studies during their study entitlement period. If the completion of studies is delayed due to a retake exam or grade improvement, the study entitlement may be extended to complete the retake or improvement. The student is not entitled to complete other studies during the additional study entitlement period.

Path studies must be completed within two semesters. If a path student does not complete 60 credits during the path study year, they can accumulate the missing credits by selecting study units from the Open UAS study offering and by paying a new Open UAS fee (per credit or annual fee). If the completion of path studies is delayed, the student cannot continue the studies with the group they were originally placed in.

3.2 Starting the studies

After enrolment, the student will receive instructions for activating their Laurea user ID and access to Laurea's systems. The student must be present during the first contact session of the study unit or notify the teacher responsible for the study unit of their absence. Alternatively, the teacher may determine another method by which the student confirms their participation in the implementation as presented in the degree regulations. If the student fails to notify the teacher of their absence at the start of the study unit, their enrolment will be rejected. If prior competence has been specified as a requirement for the completion of a study unit/project, the student must demonstrate this competence to the teacher before the study unit/project begins.

3.3 Study guidance

Laurea provides guidance and counselling for students completing individual study units. The teacher of study unit guides the students in matters related to the content of the study unit.

Entrance exam study units are exceptional in terms of guidance due to their entrance exam nature. The guidance is pre-designed into the module and page structure in Canvas. The students are able to progress in their studies based on the information provided.

At the beginning of their studies, path students are assigned a personal tutor teacher who guides them in planning their studies (PSP discussion). Additionally, path students are assigned a head of student affairs, from whom they can request guidance for their studies.

3.4 Discontinuation of studies

Notification of the discontinuation of studies must be made in writing by email to either avoinamk(at)laurea.fi or opintotoimisto(at)laurea.fi. Discontinuation notifications made by phone will not be accepted. Path students are directed to discuss with their personal tutor or the head of student affairs before discontinuing.

3.5 Retaking a study attainment and improving a grade

The student has the opportunity to retake a failed study attainment and to improve a passing grade in the manner presented in the degree regulations. Retaking a study attainment and improving the grade is not possible in studies that are used as a basis for student admission to degree programmes or path studies.

4 RESPONSIBILITIES, BENEFITS AND RIGHTS OF THE STUDENT

4.1 Right to recognition and accreditation of prior learning

At Laurea, there are two different procedures for the recognition and accreditation of prior learning: a) accreditation of prior learning and b) demonstration of competence.

- a) It is possible to apply for accreditation of prior learning in path studies or other broader Open UAS entities. Recognised credits are not counted towards the credit accumulation that grants eligibility in the separate application based on Open UAS studies. Accreditation of prior learning may only be included in the credit accumulation if it is based on Open UAS studies that meet the other criteria described in the selection criteria for the separate application process.
- b) Demonstration of competence is possible when the student has an Open UAS study entitlement at Laurea University of Applied Sciences. Demonstration of competence is counted towards the credit accumulation that grants eligibility in the separate application based on Open UAS studies.

Recognition and accreditation of prior learning is done on a case-by-case basis. Guidance supports the student to apply for recognition and accreditation of prior learning when it is appropriate and timely from the perspective of the smooth progression of the student's studies.

Studies completed in the Open UAS can be recognised as part of the degree within the limits allowed by the degree structure and objectives, as Open UAS studies are equivalent in terms of learning outcomes and requirements to the degree requirements.

4.2 Student services

The following services are available to path students: the library, the student affairs office, IT support, dCELL (support for online working), university chaplain, special needs teacher, counselling psychologist, and student union Laureamko. Students completing individual Open UAS study units and trainings are entitled to the services of the library, university chaplain, student affairs office, Laurea ServiceDesk, and Laureamko. Open UAS students, excluding secondary education students, are insured with statutory accident insurance. Open UAS students are entitled to guidance for their studies.

4.3 Right to cross-institutional studies

Path students may utilise the cross-study offerings in designated networks in addition to Laurea's study offerings to accumulate the credits required for separate application. The cross-study networks themselves decide what kind of study entitlements are available within the network.

4.4 Right to separate application based on Open UAS studies

It is not possible to complete a degree in the Open UAS, but based on the studies completed in the Open UAS, one can apply for degree programmes through a separate application process. The specific admission criteria and application periods, approved by the Laurea Management Team, are described on Laurea's website.