

NOVIA UNIVERSITY OF APPLIED SCIENCES

DEGREE REGULATIONS

TRANSLATION

The Swedish Degree Regulations are followed in cases of possible interpretation issues.

Degree Regulations at Novia UAS confirmed by the Board of "Ab Yrkeshögskolan vid Åbo Akademi"
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I GENERAL REGULATIONS

§ 1 Application

These Degree Regulations include regulations on University of Applied Sciences' degrees, their objectives, the structure of the studies and other foundations for studying at Novia University of Applied Sciences (hereafter referred to as the UAS).

In addition to these Degree Regulations the operation of the UAS is regulated by

- Universities of Applied Sciences Act (932/2014) and its amendments
- the Government Decree on Universities of Applied Sciences (1129/2014) and its amendments
- the Government Decree on Joint Application to higher education (293/2014)
- Act on national study register and degree register (884/2017) and its amendments
- Act on language skills required by public officials (424/2003)
- the Government Decree on evaluation of skills in Finnish and Swedish within the State management (481/2003)
- the Government Decree on fees collected by the universities of applied sciences (1440/2014)

Furthermore, the operation is regulated by the Government decision on license for the UAS, the valid performance agreement with the Ministry of Education and Culture and the Rules of Procedure at the UAS.

Nurse and midwife education as well as maritime education must meet the requirements stated in the European Union legislation. As to the maritime education, the STCW Convention on the Training, Certification and Watchkeeping for Seafarers must also be followed.

The degrees that are completed at a UAS are Bachelor's degrees (in Swedish: *yrkeshögskoleexamen*) and Master's degrees (in Swedish: *högre yrkeshögskoleexamen*). The Bachelor's degrees offered at UAS are equivalent to first level degrees (Decree 1129/2014, § 1). The Degree Regulations is valid for all degree programmes and students at the UAS, with exception of degree programmes offered as contract education where parts of the degree regulations apply according to separate decision made by the UAS.

§ 2 The Mission

According to the Universities of Applied Sciences Act (932/2014, § 4), the mission of a University of Applied Sciences is to:

- provide such higher education for professional experts as is based on the requirements set by working life and its development as well as research and cultural and artistic aspects
- support the individual's professional development
- pursue applied research and development activities that are beneficial to the education in a University of Applied Sciences, support working life and the regional development as well as take the regional industrial structure into account and engage in artistic activities
- provide opportunities for continuous learning when fulfilling their mission.

§ 3 Educational Responsibility and Extent of Studies

The educational task of UAS's are stated in the UAS Act (932/2014) § 8. The UAS degrees (*educational responsibility*) which an UAS need to issue are stated in the Government decision on license for UAS. The Master's degrees which an UAS can issue are also stated in the license. An UAS may arrange tuition in cooperation with another UAS or with a university or procure it from one of these institutions. The UAS itself shall provide most of the tuition that is included in the degrees and areas that belong to its educational responsibility (Act 932/2014, § 8a).

In the appendix to these Degree Regulations there is a list of the degree programmes offered by the UAS and their qualification titles.

II TUITION AND DEGREES

§ 4 Language of Instruction

According to the Government decision on license for the UAS the language of instruction at the UAS is Swedish.

In order to ensure the required competency or to make the attendance of foreign students possible, a study module, course, part of a course or course literature can be in another language than the language of instruction Swedish. Regarding examinations, other languages than the language of instruction can be used by agreement with the Course Coordinator.

In the degree programmes offered in English, the language of instruction is English. Regarding examinations, as a rule only English is to be used.

§ 5 Extent of Studies, Structure and Curricula

The studies leading to a Bachelor's degree and a Master's degree are organized in the form of degree programmes. In the Government decision on license for the UAS the educational responsibility of the UAS is determined. The license states which degrees and qualification titles that are included in the educational responsibility and the extent of the degree programmes in credits. The structure of the degree programmes is based on study modules and courses.

A degree programme leading to a Bachelor's degree comprises 210, 240 or 270 credits. An academic year generally comprises 60 credits, and is estimated to require an average work load of 1,600 hours of the student.

The following studies are included in a Bachelor's degree: core studies and professional studies, elective studies, student internship/practical training which promotes professional skills, as well as a degree thesis and a maturity test (Decree 1129/2014, § 2). The degree programmes may also offer specialisations determined by the UAS in connection to the curricula.

A degree programme leading to a Master's degree comprises 60 or 90 credits. The following studies are included in a Master's degree: advanced professional studies, elective studies, as well as a degree thesis and maturity test (Decree 1129/2014, § 2).

According to Section 14 in the UAS Act (932/2014) the UAS decides on the teaching plans (in Novia UAS the term curriculum is used). The Management Group approves the curricula, which should regarding degree programmes offered in Swedish be available in Swedish and in English. Degree programmes offered in English can have curricula only in English.

According to Section 14 in the UAS Act (932/2014) studies leading to a Bachelor's degree should to their duration correspond to fulltime studies during at least three academic years or a maximum of four academic years. On special grounds a degree programme may have a longer duration. Studies leading to

a Master's degree should to their duration correspond to fulltime studies during at least one academic year or a maximum of one and a half academic years. The UAS shall arrange studies leading to a degree so that a fulltime student may complete the studies within the above mentioned duration.

§ 6 Requirements and Objectives of Studies Leading to a Bachelor's Degree

Requirements for a Bachelor's degree are that the student has acquired such knowledge and skills (competences) determined in these degree regulations and in the curricula for the degree programme, passed the mandatory examinations included in the study modules and courses of the degree programme, completed the student internship included in the degree programme and completed a degree thesis as well as a written maturity test within the field of his/her degree thesis.

The studies at the UAS are in compliance with the general objectives of UAS education. The education is carried out on a scientific basis combined with practical professional skills. The general objective of studies leading to a Bachelor's degree can be found in the UAS Decree (1129/2014, § 4).

§ 7 Requirements and Objectives of Studies Leading to a Master's Degree

Requirements for a Master's degree are that the student has acquired such knowledge and skills (competences) determined in these degree regulations and in the curricula for the degree programme, passed the mandatory examinations included in the study modules and courses of the Degree Programme, has completed a degree thesis in the form of a development project comprising 30 credits, and has completed a degree thesis as a development project as well as completed a written maturity test within the field of his/her degree thesis.

The general objective of studies leading to a Master's degree can be found in the UAS Decree (1129/2014) § 5.

§ 8 Core Studies

The aim of core studies is to give the student an overall picture of the significance of the professional field in society, in working life and in an international context, to familiarize the student with the theoretical fundamentals and the communication within the professional field as well as provide the student with such language skills as referred to in section 22 in the degree regulations.

§ 9 Professional Studies

The aim of professional studies is to familiarize the student with the primary issues and applications in the student's field of education, including their scientific or artistic basis, so that the student after completing his/her studies can work independently as an expert within his/her professional field, and as an entrepreneur participate in the development and promotion of the workplace community.

§ 10 Elective Studies

Elective studies are study modules or courses of the student's own choice, but the content of the courses must support the professional development of the student. The elective studies must be university level studies.

Within Maritime Studies elective studies can be courses which also support the student's professional development and are certified in accordance with STCW and approved by the International Maritime Organization IMO or by classification societies in the field of shipping or by other similar organizations, independent of the organizer of the studies.

§ 11 Advanced Professional Studies within Master's Degree Programmes

The goal of advanced professional studies is to create the conditions for the students to deepen the application of theory in practice and their analytical skills, the ability to lead projects and participate in research and development work and develop their social skills.

§ 12 Student Internship

The studies leading to a Bachelor's degree include practical training/student internships, the minimum extent of which is 30 credits (Decree 1129/2014, § 3).

The aim of the internship is that the student is tutored and instructed in performing tasks that are of essential importance for the student's professional studies and for the applying of knowledge and skills in working life.

The Head of Degree Programme/Head of Curriculum is responsible for how the supervision, assessment and evaluation of the internship are carried out. The student must hand in an internship report and a certificate on the completed internship for approval and registration.

According to instructions by the Ministry of Education and Culture, the UAS is responsible for providing the right to a safe study environment also during student internships. Necessary instructions for safety and emergency situations are given upon availability also for international student internships.

§ 13 Degree Thesis/Degree Project and Maturity Test

Studies leading to a Bachelor's degree and a Master's degree include a degree thesis/degree project and a maturity test (Decree 1129/2014, § 2).

13.1 Degree Thesis/Degree Project

In the degree thesis, the student demonstrates the maturity and competency required for a Bachelor's degree or Master's degree within his/her professional field, at the same time as the thesis process involves a deeper understanding of his/her field of profession.

The aim of the degree thesis for a Bachelor's degree is to develop and manifest the student's ability to apply his/her knowledge and skills in a practical context related to his/her own field. The aim of the degree thesis for a Master's degree is that students develop and demonstrate the ability to apply research data and use selected methods for specifying and solving problems in working life and the ability to work independently in demanding expert assignments.

The degree thesis constitutes an entity consisting of theory and applied research with working life as the basis. Upon assessing a degree thesis the following grades 1-5 are given. If the degree thesis is accredited, it will be assessed as approved (GK), as described in section 21.1 in the degree regulations.

For preventing unintentional or intentional plagiarism the thesis will be checked against various sources using anti-plagiarism software. If a student is suspected of being guilty of offending good scientific practice, the recommendation "*Good scientific practice and procedures for handling misconduct and fraud in science*" by the National Advisory Board on Research Ethics is applied (Ministry of Education, 2012).

In degree programmes leading to a Bachelor's degree, the extent of the degree thesis is 15 credits except for the Degree Programme in Construction Management where the extent is 10 credits. In degree programmes leading to a Master's degree, the extent of the degree thesis is 30 credits.

As a rule the language of the degree thesis is Swedish, except for the English degree programmes where the language of the degree thesis is English. The Head of Degree Programme/Head of Curriculum can, based on a well-motivated application, grant permission to complete the degree thesis in another language.

A degree thesis completed at another UAS/university within a degree programme leading to a double degree is accredited. A maturity test must always be completed at Novia UAS.

If a student's language of schooling is Finnish or Swedish, the student completing the degree thesis at a foreign partner university must complete a maturity test at Novia UAS to demonstrate the language skills required by officials in bilingual administrative districts, according to the Act about language skills required by public officials (424/2003).

A degree thesis completed earlier can be accredited by decision of the Dean. When accrediting a degree thesis, the requirement is that the competences of the degree programme are met. A maturity test must always be completed at Novia UAS. Students who complete a Bachelor of Health Care degree within the Degree Programme in Public Health Nursing or within the Degree Programme in Midwifery, and who have previously completed a Bachelor of Health Care degree within the Degree Programme in Nursing, can receive their previous degree thesis accredited as part of the new degree thesis.

The degree thesis is generally published in the web-based library Theseus. Separate instructions are given in the process description.

13.2 Maturity Test

For a degree, a student must take a written maturity test within the field of his/her degree thesis that shows that the student is familiar with the field and has language skills in Finnish or Swedish as follows (1129/2014, § 8).

a) students with Swedish as their language of schooling:

- the language of the maturity test is Swedish according to Government Decree on evaluation of skills in Finnish and Swedish within the State management (481/2003, § 15), or
- if the student has completed Finnish matriculation examination with at least grade magna cum laude approbatur in the test in Swedish as mother tongue, or has completed Finnish matriculation examination with at least grade eximia cum laude approbatur in the test in Swedish as their second language (which shows excellent knowledge in Swedish), the language of the maturity test can be either Finnish or the language of the degree thesis.

b) students with Finnish as their language of schooling:

- the language of the maturity test is Finnish, according to Government Decree on evaluation of skills in Finnish and Swedish within the State management (481/2003, § 15), or
- if the student has completed Finnish matriculation examination with at least grade magna cum laude approbatur in the test in Finnish as mother tongue, or has completed Finnish matriculation examination with at least grade eximia cum laude approbator in the test in Finnish as their second language (which shows excellent knowledge in Finnish), the language of the maturity test can be either Swedish or the language of the degree thesis.

c) students with other than Swedish or Finnish as their language of schooling, and who are not required to demonstrate language skills in Swedish or Finnish as in Section 22, write the maturity test in the language of the degree thesis.

§ 14 The Academic Year

The UAS academic year starts on 1 August and ends on 31 July. The autumn term begins on 1 August and ends on 31 December. The spring term starts on 1 January and ends on 31 July. Tuition is provided during periods determined by the UAS. Tuition is to be organized in a manner ensuring an efficient and orderly course of study so that a full-time student can complete the studies within the stipulated time.

III ADDITIONAL REQUIREMENTS FOR STUDIES AND STUDY ARRANGEMENTS

§ 15 Student Admission and Barriers for Admission

15.1 Admission Criteria and Student Admission

The UAS Board annually decide upon the degree programmes available at the UAS. The Management Group decide upon the admission criteria for the UAS. The same admission criteria shall prevail for all applicants in the same group.

In joint application, the UAS must reserve a part of the study places in degree programmes leading to a Bachelor's degree for so-called first-time applicants according to the UAS Act § 28 b (932/2014).

Degree students are admitted by the President on proposal by the Head of Student Services.

A student may accept only one study place leading to a higher education degree in Finland starting the same term. The provision does not apply to the acceptance of a place of study upon transfer of the right to study (Act 932/2014, § 28 c). A term refers to the autumn term and the spring term.

Original educational certificates and original work certificates used in the application are checked during the studies against the copies submitted by the student no later than when accepting the study place. The UAS may withdraw the admission if the educational certificate is not submitted or if the original educational certificate or original work certificate is not demonstrated within a stipulated time or if the applicant has provided false information in the application form and the correct information would not be enough for admission.

Information about certain degrees completed in Finland can be checked directly from the national register of completed studies included in the Studyinfo portal. A student who has completed a Finnish matriculation examination degree in 1990 or later does not have to submit a copy nor show the original certificate. A student who has completed a vocational secondary school degree passed in Finland after 1.8.2015 does not have to show the original certificate if the information is entered in the national register of completed studies. A student who has completed a higher education degree in Finland does not need to show the original certificate if the degree is registered in the national register of completed studies. The Admission Services will contact students whose degrees are not registered in the national register of completed studies.

15.2 Barriers for Admission

Applicants cannot be admitted to studies which impose demands on the safety of minors, patient or client safety or traffic safety (Act 932/2014, § 33) if their state of health or functional ability prevents them from performing practical tasks or internships in relation to studies (according to the required safety regulations) and if this barrier cannot be eliminated with reasonable actions (Act 932/2014, § 26). Such

degree programmes are those which lead to a Bachelor's degree within Health Care or Seafaring, as well as the Degree Programme in Music and Performing Arts (qualification titles in Swedish: musikpedagog (YH), scenkonstpedagog (YH)).

Furthermore, as a barrier for admission as a student, decisions of revoking the right to study must also be considered according to Section 32 of the Vocational Education Act (630/1998), Section 11, paragraph 9 of the Vocational Adult Education Act, Section 33 of the Vocational College Act (932/2014) or Section 43 a in the University Act (558/2009), if circumstances that are related to the protection of the health and safety of others require it.

The applicant shall upon request from the UAS exhibit such information about his/her state of health that is necessary to assess the admission of a student, as well as information about a previously revoked right to study (Act 932/2014, § 27).

A student admitted to a degree programme within Seafaring is obliged to submit a valid medical certificate issued by the Seamen's Health Care Centre in Finland. A student admitted to the Degree Programme for Biomedical Laboratory Scientists is obliged to submit a medical statement by an eye doctor, optician or optometrist. Other requirements are stipulated in connection to the admission criteria.

The UAS may withdraw the admission if the certificate or statement has not been submitted within the stipulated time or if the student on the basis of the medical certificate or statement cannot be considered qualified for the education.

The University of Applied Sciences shall give the applicant information about which health requirements and other conditions that are related to the studies (Act 932/2014, § 26).

Regarding barriers that occur later during the studies, see the degree regulations section 29.

§ 16 Confirmation of Acceptance

An applicant who has been admitted as a degree student should within the specified time, mentioned in the UAS notification of admission, confirm that he/she accepts his/her study place. Otherwise the applicant will lose the study place offered to him/her.

§ 17 Right to Study and Duration of Studies

The UAS defines the right to study in accordance with the UAS Act, the UAS Decree, instructions by the Ministry of Education and Culture as well as in accordance with what is stated in the degree regulations and the curriculum for the degree programme.

A student has commenced his/her degree studies as he/she has confirmed his/her study place at a degree programme at the UAS.

Those who have been accepted as students and confirmed that they accept the place of study, shall enroll at the UAS according to instructions given by the UAS, where after they are registered as students. The duration of studies refers to the extent of studies in number of years. The duration expressed in number of years refers to all completed studies in the curriculum of the Degree Programme or the individual study plan divided by 60 credits. The studies should be completed within a time which is a maximum of one year longer than the normal duration of the studies.

As an exception, the UAS can assign a different duration of studies in the curricula for part-time studies leading to a Bachelor's degree or a Master's degree, studies for double degree or joint degree, contract studies or full-time studies of a different scope than 3.5-4 years.

For a transfer student, the right to complete a degree is determined on the basis of the degree according to the right of study received in connection to the transfer. The student's previous terms of attendance and non-attendance are taken into account when establishing the duration of his/her studies at the UAS (Act 932/2014, §30).

If a student has not completed his/her studies within the abovementioned time, the student will lose his/her right to study, unless the UAS grants additional time for completing his/her studies.

17.1 Tuition Fees

Tuition fees are collected from students who are required to pay tuition fees and who have been admitted to an degree programme given in a language other than Finnish or Swedish, leading to a Bachelor's degree or a Master's degree. The tuition fees are determined annually by the President, within the range set by the UAS Board.

Students who are required to pay tuition fees cannot register attendance for a term/an academic year before the tuition fee is paid (Act 1601/2015, § 13 a).

§ 18 Registration for Attendance and Non-Attendance

A degree student must register attendance (presence) or non-attendance (absence) for every academic year and every term (Act 932/2014, § 29). A newly admitted student is encouraged to register attendance or non-attendance in connection to confirmation of the study place. Registration of attendance ensures that the place of study is valid and allows the student to complete studies. A student who neglects to register his/her attendance or non-attendance, loses the right to study at the UAS. The decision on loss of the right to study is made by the Head of Student Services. Reinstating the right to study due to neglect of registration of attendance or non-attendance is stated in the degree regulations section 30.2.

The registration of attendance or non-attendance must be done either for the full academic year or only for the autumn term during 1 May - 10 September. The registration of attendance or non-attendance for the spring term must be done during 1 December – 10 January. The student can also change a previously made registration of attendance or non-attendance for the spring term during 1 December - 10 January.

Students who are required to pay tuition fees cannot register attendance for a term/an academic year before the tuition fee is paid (Act 1601/2015, § 13 a).

A student who has accepted his/her study place but has not commenced their studies due to being registered as absent is encouraged to register for the academic year according to the same schedule as newly admitted students. Newly admitted students and previously admitted students who have not yet commenced their studies due to being registered as absent have the right to change their registration of attendance until 10 September. From this date on, the registration is binding for all students.

A degree student must be registered as present at the UAS even when he/she participates in exchange studies, completes internship related to the studies or completes distance learning. Exchange students from other universities must be registered as present at Novia UAS during the exchange period.

In addition to the period specified by the UAS, degree students have the right to change their registration of attendance or non-attendance during the academic year only for special reasons. A special reason is an unforeseen event that affects a student's life situation and his/her possibility to study. Students may submit a separate application including the statement of the specific reason to the Student Services. The UAS makes an overall assessment on the basis of what the student has submitted in his/her application. The UAS decides on a case by case basis if the special reason is of such nature that it should be considered in the decision. The decision made by the Head of Student Services.

A student who has accepted a study place before 1 August 2015 has the right to register non-attendance for a maximum of two academic years (four terms). The terms are not included in the time it takes to complete the degree, and the student does not need to provide a reason for absence.

A student who has accepted a study place 1 August 2015 or later, is entitled to register non-attendance during the first year of study (first academic year), if he/she:

- 1) completes military service (according to Act 1438/2007), civil service (according to Act 1446/2007) or voluntary military service for women (according to Act 194/1995)
- 2) is on maternity, paternity or parental leave, or
- 3) is unable to commence studies due to own illness or injury.

If a student, who has accepted a study place 1 August 2015 or later, is registered as absent due to a statutory reason (listed as 1-3 above), this reason shall be validated with a certificate in accordance with the UAS instructions. For statutory reasons, the student also has the right to register absence later during the studies.

After the first year of study (first academic year), a student who has accepted his/her place of study on 1 August or later, has the right to register as absent without providing a reason for a total of one academic year (two terms) except if the student in question has already been absent for one academic year (two terms) due to own illness or injury. Registered absence is not included in the maximum study time.

A student who intends to resume studies after being absent, should contact the Head of the Degree Programme/Head of Curriculum for revising the personal study plan in good time. The student should also take into account that study modules and courses may require special prerequisites or that the education and course offering may vary from year to year. Thus, the student cannot count on that the relevant degree programmes, study modules or courses are being arranged when returning to the studies.

§ 19 Personal Study Plan

The curriculum of the degree programme provides the basis for a student's personal study plan. The aim of the plan is to make individual solutions possible. The personal study plan is authorized by the Head of Degree Programme/Head of Curriculum.

The student has the right to complete courses and gain credits exceeding the extent of the degree. These studies may not, however, lead to an extension of the total duration of studies. Each Dean can limit the number of study modules and courses exceeding the extent of the degree.

§ 20 Student Counselling and Accessibility

Student counselling and accessibility concerns the whole higher education community and is a cooperation between students and different functions within the UAS. The aim of student counselling is to help the student to plan his/her studies. The UAS has recommendations for student counselling and accessibility. The Head of Degree Programme/Head of Curriculum is responsible for monitoring the progress of the students at the degree programme and that students are offered the opportunity for development talks.

§ 21 Credit Transfer

Application for credit transfer and recognition of prior learning can be made when the student has commenced his/her studies. Credit transfer can be made by substituting studies or recognition of previously obtained skills. Credit transfer by substituting studies or recognition of prior learning is possible for all types of education: degree studies, specialisation studies, non-degree right to study and studies at the Open UAS.

21.1 Credit Transfer by Substituting Studies

Credit transfer means firstly that *corresponding* studies or practical training that have been completed at another national or international higher education institution are accredited as a whole course, study module or degree part *in the curriculum for the degree programme*. Accredited studies are registered in the study register in connection to corresponding course, study module or degree part in the personal study plan and assessed with the grade approved (GK). The place and date where the studies have been completed is also registered.

Secondly, credit transfer can mean that compulsory and/or alternative courses which are included in the curriculum for the degree programme are *replaced by other studies* on corresponding level that are included in a degree at a national or an international higher education institution. Credit transfer by substituting studies is possible if the student will gain such knowledge, skill and competence as stipulated in the competences for a degree within their degree programme. When replacing a course, the course name and extent is registered in the study register. The grade is also registered in the study register if the course has been completed at Novia UAS, the Open UAS at Novia UAS, or at another higher education institution which uses the same five-point grading scale as Novia UAS and the institution in question also follows the ECTS system for specifying the extent of the course. In other cases, the course is assessed with the grade approved (GK).

Application for credit transfer should be made without delay by the student. This concerns both studies that have been completed before the studies commenced at Novia UAS as well as studies which the student completes while studying at Novia UAS. Application for credit transfer is made according to instructions by the UAS. The Head of Degree Programme/Head of Curriculum authorizes the decision on credit transfer.

The regulations concerning credit transfer of a degree thesis are specified in the degree regulations section 13.1.

21.2 Recognition of Prior Learning

A student may apply for recognition of competences, i.e. ungraded knowledge and skills. Application for recognition of prior learning is made according to instructions by the UAS.

Recognition of prior learning is done with appropriate methods. The decision of recognition of prior learning is made by the Course Coordinator or the Head of Degree Programme/Head of Curriculum. In connection to recognition of prior learning, the course competences must be met. If prior learning is recognized, credits are registered as if the course had been completed normally at Novia UAS. Recognized courses are assessed with the grade approved (GK), with the exception of courses in Finnish or Swedish where the competences are to be assessed with grades 1-5 according to the UAS course descriptions for language studies.

§ 22 A Student's Language Skills

As a part of the studies included in the Bachelor's Degree, or otherwise, the student must demonstrate

- 1) such skills in Finnish and Swedish which under the Act on language skills required by public officials (424/2003) are required by officials in bilingual administrative districts and for which a higher education degree is a requirement, and which are needed when the student exercises his/her profession and for professional development,

2) such written and spoken skills in one or two foreign language(s) which are needed when the student exercises his/her profession and for professional development.

1 and 2 listed above do not apply for a student who has received his/her general education in another language than Swedish or Finnish, nor if a student has received their general education outside Finland. The UAS can also exempt a student from demonstrating language skills as listed in 1 and 2 above on special grounds. Students who have completed a degree in an educational institution on the Åland Islands do not need to demonstrate the prescribed skills in Finnish (Government Decree on knowledge of Finnish required by students from the Åland Islands at universities and universities of applied sciences 841/2000).

A student who wishes to be exempted from the stipulated language requirements and/or language studies, can apply for an exemption according to instructions by the UAS. The Head of Student Services decides on the exemption on the proposal by the Head of Degree Programme/Head of Curriculum.

A student's language skills must be noted in the degree certificate. When the language skills are noted, section 19 in the Government Decree on evaluation of skills in Finnish and Swedish within the State management (481/2003) must be taken into account. When a language course in question, in Finnish or Swedish, is subject to credit transfer by substituting studies or by recognition of prior learning, the competences must be assessed with a grade according to the course description of the language studies at the UAS. A student studying for a Master's degree, who has not previously completed a higher education degree in Finland can, in order to secure their position compared with persons who have completed a Master's degree at universities, demonstrate that they have acquired

1) such skills in Finnish and Swedish which under the Act on language skills required by public officials (424/2003) are required by officials in bilingual administrative districts and for which a higher education degree is a requirement, and which are needed when the student exercises his/her profession and for professional development,

2) such written and spoken skills in one or two foreign language(s) which are needed when the student exercises his/her profession and for professional development.

The degree certificate clauses that specify student's oral and written language skills are registered in the study register.

§ 23 Assessment and Evaluation of Completed Studies

A continuous assessment of the student's knowledge and skills promotes the process of learning and ensures the achievement of competences (learning outcomes). Assessment encourages the student towards self-directed learning and the setting of objectives, towards professional growth and the development of personal competences.

The assessment of completed courses is based on the study module plan and course plan as well as the description of the realization (until 31 July 2019 the realization plan).

The student demonstrates achievement of the competences or learning outcomes by completing the assignments, examinations or other requirements or combinations of these as stated in the description of the realization (until 31 July 2019 the realization plan).

For assessment the grading scale 0 – 5 is used according to the following distribution: 0 (fail), 1 (satisfactory), 2 (most satisfactory), 3 (good), 4 (very good) and 5 (excellent). On special grounds stated in the description of the realization (until 31 July 2019 realization plan), certain study modules and courses can be assessed on a pass/fail scale. For credit transfer by substituting studies or by recognition of prior learning, see the degree regulations section 21.

The coordinator of the study module or the course is responsible for the grades being entered into the study register not later than three weeks after the realization has ended. The Head of Degree Programme/Head of Curriculum is responsible for monitoring that credits are registered within the stipulated time.

A student is entitled to information on the assessment not later than three work weeks after the last deadline for submission or the examination date. The student should be given an opportunity to attend a written or otherwise preserved study achievement when it has been assessed. Written and otherwise preserved study achievements shall be kept at least six months from the date of publication of the results (Act 932/2014, § 37).

§ 24 Retaking and Supplementing an Examination

A student who has failed a study module or a course has the right to retake the examination twice on scheduled dates for retaking or supplementing examinations. No-show on scheduled examination dates is also regarded as retaking an examination. The scheduled dates and times for retaking or supplementing examinations are annually confirmed in the academic year calendar of the UAS.

Additional dates for retaking or supplementing an examination can be arranged by each course coordinator.

A student who has failed a study module or course and who has not completed the necessary supplementing assignments within the assigned time or has failed when retaking or supplementing the examination, must retake the entire study module or course.

A student has the right to try to improve the grade for a passed (grade 1-5) study module or course once. A student may not re-enroll in a course or study module which has already been approved. An attempt to try to improve the grade cannot lower the grade.

An approved grade (1-5) in a degree thesis or degree project cannot be improved.

Failed study modules or courses which are no longer part of the course offering must be replaced by another study module or course of corresponding content and extent. The Head of Degree Programme/Head of Curriculum decides how the failed study module or course should be substituted.

§ 25 Degree Certificate

The UAS issues a degree certificate when the student has completed his/her studies and applies for the degree certificate. The UAS Management Group annually confirms the graduation dates.

The student should apply for the degree certificate in writing according to instructions by the UAS. A student can apply for a degree certificate when all the studies included in the degree are approved and entered into the study register. A student who has claimed adjustment of the assessment of a completed course cannot apply for a degree certificate before the claim for adjustment has been processed.

The Student Services prepares the degree certificates according to the routine description in question. The Head of Degree Programme/Head of Curriculum is responsible for that the completed studies correspond to the requirements for a degree to their extent and level.

The degree certificate consists of a title page in English and in Swedish, a Transcript of Records issued in English and in Swedish, and a Diploma Supplement which is intended for international use. The degree certificate is signed by the President after the degree certificate has been checked by the Dean together with the Head of Degree Programme/Head of curriculum. The degree certificate for an examinee completing a Bachelor's degree in Seafaring (*yrkeshögskoleexamen i sjöfart*) is checked by the STCW Compliance Manager together with the Head of Degree Programme.

Original degree certificates are issued electronically or on paper according to instructions by the UAS. When the original degree certificate is electronically signed, a paper copy of the degree certificate is given to the examinee.

Students completing a double degree follow the same process description where possible. The degree certificate states that the certificate is issued for a double degree.

§ 26 Transcript of Records over Completed Studies

While enrolled at the UAS, a student can get an official transcript of records over completed studies by the Student Services. If a student terminates his/her studies, the Student Services sends an official transcript of records to the person by post.

If a former student wishes to obtain a transcript of record after their degree or their termination of studies, there is a fee for issuing the documents.

§ 27 Extended Duration of Studies

On application by the student, according to instructions by the UAS and a personal study plan attached, the Head of Student Services can grant an extension of the right to study, for the student to be able to complete his/her studies. If the remaining studies correspond to a maximum of 60 credits and the student has not previously been granted an extension, an appointed officer at Student Services can grant an extension of the right to study, for the student to be able to complete his/her studies.

The student should apply for extended duration of studies while his/her right to study is still in force. The application should be submitted not later than 15 November if the right to study expires at the end of the year, and not later than 15 May if the right to study expires at the end of the academic year. As a rule, the right to study can be extended once and for a maximum of one year if the extension is based on a realistic plan for completing the studies within the granted extension.

A student who has been granted an extension does not have the right to register as non-attending (absent). A student who has neglected to apply for an extension will lose their right to study at the UAS as the right to study has been consumed according to the degree regulation section 17. About the reinstatement of the right to study when the studies has been terminated by neglect is stated in the degree regulations section 30.3.

§ 28 Termination of Studies

A student intending to terminate his/her studies at the UAS must register the termination according to instructions by the UAS. A student who terminates his/her studies at the UAS, can apply for reinstatement of the right to study according to the degree regulations section 30.3.

The Student Services register the termination of studies in the study register and sends an official transcript of records by post to the person in question.

§ 29 Revoking the Right to Study

A student's right to study can, as a last resort, be revoked in such studies which are controlled by safety regulations for minors, patient or client security or traffic safety. The revoking of right to study can only be implemented on students who have commenced their studies 1 January 2012 or later.

Revoking a study place is possible according to the decree on universities of applied sciences within studies which lead to a Bachelor's degree within Health Care or Seafaring, as well as the Degree Programme in Music and Performing Arts (qualification titles in Swedish: musikpedagog (YH), scenkonstpedagog (YH)).

The right to study can be revoked according to UAS Act (932/2014, § 33) if the student

- in their studies repeatedly or seriously endangered someone's health or safety and thereby proven themselves to be inappropriate for studies or internship in connection to studies,

- in cases where state of health or functional ability obviously does not meet the requirement for student admission,
- in their application have withheld such information about decisions of previously revoked right to study, which could have been a barrier to admission, or
- in their studies or in practice in connection with the studies it is assumed that they work with minors and the student has been sentenced to punishment for a moral offense, sexual offenses, crimes against life and health or for minor or serious drug crimes (see details in Act 932/2014, § 33).

Before a decision on revoking the right to study, the UAS will investigate the possibilities available, in cooperation with the student, for him/her to apply for another degree programme. A student can be transferred to another degree programme at the UAS to which the student meets the requirements if he/she approves the transfer.

If necessary, the student will be counselled to the student health care or other services for students. The UAS is regardless of the confidentiality regulations obliged to inform the National Supervisory Authority for Welfare and Health Valvira about any processes and decisions regarding revoking the right to study within the fields of education that they are responsible for (Act 932/2014, § 34).

The decisions on revoking the right to study are made by the UAS Board. Before deciding on revoking the right to study, the matter must be investigated thoroughly, and the student given the opportunity to be heard on the matter. At the same time that a decision is made to revoke the right to study, it must be decided on enforcement before the decision has gained legal force and on the date of enforcement (Act 932/2014, § 39).

§ 30 Reinstatement of the Right to Study

30.1 Reinstating the Right to Study after Revoking due to State of Health or Functional Ability

A student has according to the UAS Act (932/2014, § 35) the possibility to apply for the reinstatement of the revoked right to study if the right to study has been revoked due to his/her state of health or functional ability. The student shall submit a certificate about his/her state of health, out of which it is evident that the reasons for the revoking of the right to study no longer is justified.

The UAS is regardless of the confidentiality regulations obliged to inform the National Supervisory Authority for Welfare and Health Valvira about any processes and decisions regarding reinstating the right to study within the field of education that they are responsible for.

Decisions on reinstatement of the right to study after revoking due to state of health or functional ability are made by the UAS Board at the student's request.

30.2 Reinstating the Right to Study after Loss of Right to Study due to Neglecting to Register for the Academic Year

If students have lost their right to study at the UAS due to neglecting registration for the academic year, they can generally have their right to study reinstated based on their application if it is possible to complete the remaining studies within the remaining duration of study or within the duration of the granted extension. The application for reinstatement of the right to study should be made according to instructions by the UAS. The decision on reinstatement is made by the Head of Student Services. The right to study is generally reinstated from the beginning of the following term.

30.3 Reinstating the Right to Study after Loss of Right to Study due to Terminating the Studies

A student who has intentionally terminated his/her studies can generally, based on their application, have their right to study reinstated if it is possible to complete the remaining studies within the remaining duration of study or within the duration of the granted extension. The application for reinstatement of the right to study should be made according to instructions by the UAS. The decision on reinstatement is made by the President on proposal by the Head of Student Services and statement by the Head of Degree Programme/Head of Curriculum. The right to study is generally reinstated from the beginning of the following term.

A student who has intentionally or by neglect terminated his/her studies when it is no longer possible to complete the remaining studies within the remaining duration of studies, can apply for reinstatement of right to study. The right to study can be granted for a maximum of one academic year to complete the studies. The application for reinstatement of the right to study should be made according to instructions by the UAS. The decision on reinstatement is made by the President on proposal by the Head of Student Services and statement by the Head of Degree Programme/Head of Curriculum. The right to study is generally reinstated from the beginning of the following term.

§ 31 Fees for Handling Application for Extension of Right to Study or Reinstatement of Right to Study

If a student has lost his/her right to study due to neglecting registration for the academic year (as referred to in section 29 of the UAS Act 932/2014) and he/she applies for reinstatement of the right to study as referred to in section 32 of the UAS Act, a fee is collected for handling the application.

According to the Decree on fees collected by the universities of applied sciences (1440/2014, 3 §) the same procedure is followed if the student applies for an extended duration of studies or if the student has lost his/her right to study as a consequence of not completing the studies within the time as stipulated in section 30 (Act 932/2014).

§ 32 Change of Degree Programme or Specialisation within the UAS (same qualification title)

An enrolled degree student can apply for change of degree programme or specialisation within the UAS. A change can as a rule be granted for completing the same Bachelor's degree with the same qualification title. Regarding changes where the qualification title also changes, see section 33 with information about transfer students.

By a statement by the Head of Degree Programme/Head of Curriculum, the Head of Student Services can grant the student a change of degree programme or specialisation within the UAS. A change can be granted if there is available study places within the receiving degree programme and if the number of internship places is considered sufficient.

The above mentioned changes can take place if the student has been registered as attending for a minimum of one academic term at the sending degree programme. When the decision is made, the unused right to study is considered in relation to the studies which are to be completed. The duration of studies (terms of attendance and non-attendance) is calculated from the time when the student first enrolled at the sending degree programme. Changes within the UAS can take place at the beginning of an academic term. An application should be submitted not later than 15 May or 15 November before the desired change, according to instructions by the UAS. Applications submitted during an ongoing academic term are in general processed after the final submission date.

A student who has been granted any of the changes mentioned above can apply for credit transfer of previous studies in accordance with a decision made by the Head of the Degree Programme/Head of Curriculum. Alternatively, the personal study plan can according to decision by the Head of the Degree Programme/Head of Curriculum be revised according to the courses which previously are registered in the study register.

§ 33 Transfer Students

A degree student, who has the right to study at a higher education institution in Finland can apply for transfer of his/her right to study is transferred from one higher education institution to another, or within Novia UAS from one degree programme/specialisation to another so that the qualification title to be gained from the studies changes. Transfer students within the UAS can be admitted separately from transfer students outside Novia UAS. Regarding changes within Novia UAS where the qualification title does not change, see section 32 of the degree regulations.

Transfer students are admitted to Novia UAS or within Novia UAS by the President on proposal of the Head of Student Services. A transfer student can be admitted if there is available study places within the receiving degree programme/specialisation and if the number of internship places is considered sufficient.

The above mentioned transfer can take place if the student has been registered as attending for at least one academic year at the sending UAS/degree programme/specialisation. The admission criteria are set

by the UAS Management Group. When the decision is made, the unused right to study is considered in relation to the studies which are to be completed. The duration of studies (terms of attendance and non-attendance) is calculated from the time when the student first enrolled at the sending UAS/degree programme/specialisation. Transfer means that the student transfers his/her right to study from the sending UAS/degree programme/specialisation to the receiving UAS/degree programme/specialisation. Transfer can take place at the beginning of an academic year. If a transfer student accepts a new right to study, he/she loses the earlier right to study on which the transfer was based. Application for transfer is made in the national Studyinfo service.

A transfer student can apply for credit transfer of previous studies in accordance with a decision made by the Head of the Degree Programme/Head of Curriculum. Alternatively, the personal study plan can according to decision by the Head of the Degree Programme/Head of Curriculum be revised according to the courses which previously are registered in the study register.

Prior to a decision on transfer, the UAS has the right to obtain the necessary information, despite confidentiality regulations, from another educational facility about on-going process of or previous decision about revoking of a study place (Act 932/2014, § 34).

§ 34 Claim for Adjustment

34.1 Claim for Adjustment of Student Admission

As the result of student admission is published, the applicants should be informed about how they can find out how the admission criteria has been applied to them and how they can claim for adjustment (Act 932/2014, §57). If an applicant to the UAS is of the opinion that the admission has not taken place according to the admission criteria, he/she should firstly contact the Admissions Service at the UAS.

If the problem cannot be solved at the Admissions Services the applicant can claim for adjustment in writing to the UAS Committee for Student Affairs within 14 days from receiving the decision on student admission. The decision on student admission may not on the basis of the claim for adjustment be changed to the disadvantage of an admitted student.

If the applicant's claim for adjustment is rejected by the UAS Committee for Student Affairs, the applicant can appeal against the decision through a complaint placed at the Vaasa Administrative Court.

34.2 Claim for Adjustment of Assessment

A student has the right to learn about the criteria used for assessing the student's studies. The student must be given the possibility to acquaint himself/herself with the assessment of a written or otherwise completed examination.

A student, who is not satisfied with the assessment of studies or with how previously completed studies have been transferred or how previously acquired knowledge has been recognized, has the right to

request a correction orally or in writing from the teacher who has made the assessment or the person who has decided upon credit transfer.

A student who is not satisfied with the response to the request can further claim for adjustment in the matter to the UAS Examination Committee. A student who has claimed adjustment of the assessment of a completed course cannot apply for a degree certificate before the claim for adjustment has been processed.

The procedure for placing a claim for adjustment of assessment is the following:

1. The student contacts the teacher/person who has assessed, transferred or recognized the studies and requests a claim for adjustment either orally or in writing. This must take place within 14 days from the time the student has received information about the assessment results and the application of the criteria for assessment, or regarding credit transfer within 14 days from receiving the decision on credit transfer (Act 932/2014, § 57).
2. The teacher/Head of Degree Programme/Head of Curriculum in question acquaints himself/herself with the claim for adjustment and gives the student his/her response in writing within 14 days.
3. If the student is still not satisfied, he/she can claim for adjustment in writing from the UAS Examination Committee. This must take place within 14 days from receiving the response by the teacher/Head of Degree Programme/Head of Curriculum.
4. The UAS Examination Committee makes a decision based on the claim for adjustment. If necessary, new experts can be heard.
5. Claims for adjustment are not processed with between 15 June and 15 August.
6. Changes to decisions made by the Examination Committee cannot be sought by appeal at an Administrative Court.

34.3 Claim for Adjustment of Loss of Right to Study due to Neglected Registration for the Academic Year

A student, who is not satisfied with a decision on loss of right to study due to neglect of registration for the academic year, can claim for adjustment to the UAS Committee for Student Affairs within 14 days from receiving the decision on loss of right to study.

If the student's claim for adjustment is rejected by the UAS Committee for Student Affairs, the student can appeal against the Committee's decision through a complaint placed at the Vaasa Administrative Court.

34.4 Claim for Adjustment of Loss of Right to Study due to Exceeded Maximum Duration of Studies

A student who is not satisfied with the decision on the loss of the right to study due to exceeded maximum duration of studies can claim for adjustment to the UAS Committee for Student Affairs within 14 days after receiving information of the decision.

If the student's claim for adjustment is rejected by the UAS Committee for Student Affairs, the student can appeal against the decision through a complaint placed at the Vaasa Administrative Court.

34.5 Claim for Adjustment of Revoking and Reinstating the Right to Study

Appeals to decisions regarding revoking or reinstating the right to study according to sections 29—30.1 in these degree regulations can be submitted to the committee for student legal protection within 14 days from being served (Act 956/2011, § 8 a).

A decision on revoking the right to study, temporary suspension or suspension from studies can be executed despite an appeal, as long as the appeal court does not prohibit the execution of the decision (Act 932/2014, § 59).

An appeal over decisions relating to revoking or reinstating the right to study, warnings, temporary suspension or suspension from studies shall be dealt with promptly (Act 932/2014, § 58).

IV OTHER STUDIES

§ 35 Specialisation Studies

Specialisation studies at Novia UAS are intended to be carried out after a higher education degree by persons who have already been working professionally. Specialisation studies promote professional development and specialisation, aiming at creating competence in areas of expertise lacking education on the open market.

Specialisation studies may be organized only when universities of applied sciences have agreed on the terms.

During the agreement process, cooperation will be conducted with representatives for the industry and business community. A public list of the agreement on specialisation studies shall be maintained. (Act 932/2014, § 11 a)

According to the UAS Decree (1129/2014, § 6 c), specialisation studies requires that the UAS is a party to an agreement under section 11a paragraph 3, in the UAS Act (932/2014). In order for such an agreement to arise, the contracting parties shall make a majority of the universities of applied sciences providing such education leading to Bachelor's degree, but with an associated qualification title within the field of specialisation studies arranged. The parties representing the working life and the manner in which they have participated in the contract shall be noted in the agreement.

In a specialisation studies agreement, at least the terms of specialisation studies must be agreed upon scope, objectives and target group and the way in which a student will demonstrate his/her expertise (Decree 1129/2014, § 6 b). The extent of specialisation studies is at least 30 credits (Decree 1129/2014, § 3).

The curricula and admission criteria for specialisation studies are set by the UAS Management Group. In connection to setting the curricula, the name of the specialisation studies are also set both in Swedish and in English.

Application to specialisation studies is done through a separate application process. Students are admitted to specialisation studies by the President on proposal by the Head of Student Services.

§ 36 Studies at the Open UAS

At the Open UAS it is possible to complete study modules or courses, including practical training/student internship and degree thesis/degree project, which are part of a degree programme. Studies at the Open UAS are generally subject to a fee. The number of participants in studies at the Open UAS can be limited.

The UAS can stipulate requirements for previously acquired knowledge and/or work experience which are prerequisites for entering studies included in a Bachelor's degree or Master's degree. The Head of Degree Programme/Head of Curriculum decides whether the applicant fulfils the requirements.

The right to study at the Open UAS is granted for separate courses or larger entities.

Applications for right to study are processed throughout the academic year. The right to study is granted by the Coordinator for the Open UAS, in consultation with the Head of Degree Programme/Head of Curriculum. The right to study is always limited timewise. Degree students at Novia UAS are not granted right to study at the Open UAS.

If a person, who has conducted studies at the Open UAS wishes to complete a Bachelor's or a Master's degree, he/she must apply for a study place within the degree programme through joint application or separate application.

§ 37 Non-degree Right to Study

Non-degree right to study can be granted on application for completing study modules or courses which are part of a degree programme. Applications are processed throughout the academic year. Studies conducted within a non-degree right to study are chargeable. The right to study is limited regarding both time and content. Right to study can be granted for completion of individual courses/study modules and parts of degrees.

Non-degree right to study is granted by the Head of Student Services. If a person, who has conducted studies within a non-degree right to study wishes to complete a Bachelor's or a Master's degree, he/she must apply for a study place within the degree programme through joint application or separate application.

§ 38 Certificate for Non-degree Studies

For studies completed at the Open UAS or within a non-degree right to study, a transcript of records is issued.

In addition, the UAS may issue a certificate of completed studies within the Open UAS or within a non-degree right to study, if the studies comprise at least 30 credits, which together form a defined whole. The UAS also issues certificates of completed studies in a specialisation studies.

For completed continuing education studies, which are not part of a degree programme, and for separate courses and minor parts of a degree programme, the UAS can issue a certificate.

V SPECIAL REGULATIONS

§ 39 Demand to Exhibit Extract on Criminal Background or Drug Test Certificate

39.1 Extract on Criminal Background

A student who has commenced his/her studies 1 January 2012 or later within degree programmes which lead to a Bachelor's degree within Health Care or Seafaring, as well as the Degree Programme in Music and Performing Arts (qualification titles in Swedish: musikpedagog (YH), scenkonstpedagog (YH)), can according to Decree 1129/2014, § 11 be requested to show an extract of their criminal background if the student during his/her studies or student internship is given tasks which entails work among minors to a substantial extent (Act 932/2014, § 34).

39.2 Drug Test Certificate

The UAS can request that a student exhibits a drug test certificate if there is grounded reason to suspect abuse according to UAS Act 932/2014, § 36. The UAS has written instructions for the prevention of drug use and intervention in addiction of intoxicants among students.

§ 40 Disciplinary Measures

Students have the right to a safe study environment according to section 31 in the UAS Act 932/2014, where the internal order, uninterrupted studies and safety and wellbeing in the UAS community is promoted. If the safety or order in the study environment is threatened by a single student's acts, disciplinary measures may be taken.

40.1 Request to Leave the Educational Facility

A student who

- disturbs the lectures,
- acts violently or threateningly, or
- endangers someone's health or safety,

can be requested to leave the room where lectures are given or an event that is arranged by the UAS.

A student can be withheld the right to participate in the education for a maximum of three working days, if there is a safety risk for another student or person working at the UAS, or if their health and safety is endangered by the student's violent or threatening behaviour in another educational facility, or if the

lectures or other educational activities are nearly impossible to accomplish due to the student's disturbing behaviour (Act 932/2014, § 38).

The President, a teacher or an internship counsellor can act jointly or independently, and the actions taken must be registered (Act 932/2014, § 39). The actions taken are reported to the President and each Dean and Vice Dean. The actions taken are documented so that they can be verified subsequently.

If a student disturbs the order during an examination or other similar assessment situation and if the inappropriate behaviour continues despite reprimand, the supervisor can request that the student leaves the facility. When a student's examination or other performance is disrupted due to cheating or other disturbing behaviour, the supervisor informs the Head of Degree Programme/Head of Curriculum about the reason for the disruption.

40.2 Written Warning

A written warning can be given to a student if he/she

- disturbs the lectures,
- acts violently or threateningly,
- is found guilty of cheating or otherwise disturbs the order of the UAS,
- refuses to show a certificate of drug test according to UAS Act 932/2014 § 36, or
- has used narcotics according to investigation (Act 932/2014, § 38).

The decision on written warning is made by the President. Before a case is decided, the act or omission that is the cause of the disciplinary measure must be specified, the necessary investigation obtained and the student given the opportunity to be heard on the matter (Act 932/2014, § 39).

40.3 Suspension from Studies

A student can be suspended from studies until the student accepts the controls and tests required to determine their state of health in connection to revoking the right to study or until the student agrees to exhibit their extract on criminal background in situations where studies or practical training/student internship entail extensive work among minors. The decision to suspend a student from their studies is made by the UAS Board.

At the same time as decision is taken regarding suspension from studies, it should be decided on enforcement before the decision has gained legal force and on enforcement time. (Act 932/2014, §§ 38-39)

40.4 Temporary Suspension

Temporary suspension can be given to a student for a maximum of one year, whose action or negligence is serious or if the inappropriate behaviour, which is the reason for the written warning continues. Before a case is decided, the act or omission that is the cause of the disciplinary measure must be specified, the necessary investigation obtained and the student given the opportunity to be heard on the matter (Act

932/2014, § 39). The decision to temporarily suspend a student is made by the UAS Board. At the same time as decision is taken regarding temporary suspension, it should be decided on enforcement before the decision has gained legal force and on enforcement time. (Act 932/2014, §§ 38-39)

§ 41 Separate guidelines

The UAS can, if necessary, issue more detailed guidelines on the application of these Degree Regulations.

§ 42 Enforcement Regulations

The degree regulations has been confirmed by the Board of "Ab Yrkeshögskolan vid Åbo Akademi" on 16 December 2020 and comes into force 16 December 2020.