

Degree Regulations

Adopted at the meeting of the Collegiate Body of Haaga-Helia University of Applied Sciences Ltd on 11 March 2024.

The degree regulations are in force as of 1 August 2024 and replace any previous degree regulations. These degree regulations will be applied to all students regardless of their entrance year, unless otherwise specified.

Degree programmes are listed in the specifications to the degree regulations.

CHAPTER 1

General Regulations Concerning Studies at Haaga-Helia University of Applied Sciences

- 1 § Degrees
- 2 § Other Education Offered
- 3 § Curricula
- 4 § Decision-Making Related to Implementation of Education
- 5 § Enrolment and Access to Course Implementations
- 5a § Courses of Bachelor's Degree Programmes Which Have Started Before 2022
- 5b § Courses of Bachelor's Degree Programmes Which Have Started Since 2022 and Courses of the Bachelor's Degree Programme in the Field of Sports Which Has Started in the Autumn of 2021
- 5c § Courses of Master's Degree Programmes
- 6 § Course Completion and Assessment
- 7 § Resits
- 8 § Recognition of Learning
- 9 § Expiry of Studies
- 10 § Proficiency in Languages
- 11 § Student Registration as Attending or Non-Attending
- 12 § Work Placement
- 13 § Final Project
- 14a § Duration of Studies
- 14b § Curricula Applied to the Studies
- 15 § Admissions
- 16a § Changing the Degree Programme within Haaga-Helia
- 16b § Changing the Major Within a Degree Programme
- 17 § Transfer Students
- 18 § Double Degrees
- 19 § Joint Degrees
- 20 § Supplementing a Vocational Qualification Completed in Another Country to Earn a Degree at Haaga-Helia
- 21 § Application of International Exchange Students for a Degree Programme at Haaga-Helia
- 22 § Open UAS Studies and the Eligibility Conferred by Them
- 23 § Commissioned Education
- 24 § Regranting the Study Entitlement
- 25 § Degree Certificate and Awarding the Degree
- 26 § Assessment and Credit Transfer Appeals
- 27 § Personal Conduct at Haaga-Helia
- 28 § Obligation to Pay Tuition Fees
- 29 § Approval to a Major of a Curriculum
- 30 § Language of the Degree

CHAPTER 2

Regulations on the School of Vocational Teacher Education

1 § Admission Criteria and Studies

2 § Assessment

3 § Credit Transfer and Recognition of Learning

4 § Appeals

5 § Commercial Implementations of Teacher Education

6 § Other Rules and Regulations on Teacher Education

CHAPTER 1

General Regulations Concerning Studies at Haaga-Helia University of Applied Sciences

1 § Degrees

The degrees available at Haaga-Helia University of Applied Sciences are: Bachelor's degree in the field of business and ICT (Bachelor of Business Administration), Bachelor's degree in the field of culture (Bachelor of Culture and Arts), Bachelor's degree in the field of sports (Bachelor of Sports Studies), Bachelor's degree in the field of tourism and hospitality (Bachelor of Hospitality Management), Master's degree in the field of sports (Master of Sports Studies), Master's degree in the field of business and ICT (Master of Business Administration), Master's degree in the field of tourism and hospitality (Master of Hospitality Management) and Master's degree in the field of culture (Master of Culture and Arts).

The credit requirement of bachelor's degrees is 210 credits, with the exception of Bachelor of Culture and Arts, which comprises 240 credits. The credit requirement of master's degrees is 90 credits, with the exception of Master of Culture and Arts, which comprises 60 credits. A master's degree completed in international cooperation may comprise 120 credits.

2 § Other Education Offered

The University of Applied Sciences provides other education in accordance with the Universities of Applied Sciences Act (932/2014) as decided by the Steering Group or the Collegiate Body of Haaga-Helia.

3 § Curricula

Curricula are approved by the Collegiate Body of Haaga-Helia. Decisions about Haaga-Helia's common key competences as well as changes to majors and to the structure of the curricula are made by the Collegiate Body. Decisions about other smaller changes are made by the degree director. The degree director is responsible for the degree as a whole and for degree objectives.

4 § Decision-Making Related to Implementation of Education

The degree director determines and orders the educational offering for a degree. The competence area director is responsible for competencies provided by courses and for course contents.

5 § Enrolment and Access to Course Implementations

Degree students are required to make a personal study plan (PSP) based on the accepted curriculum which has got an approval by guidance counsellor. Students enrol according to their personal study plan for all course implementations via the study information system in accordance with schedules which are specified separately.

A study entitlement in a master's degree programme is required when completing courses of master's degree programmes. A study entitlement in a bachelor's degree programme does not entitle the student to study in the courses of master's degree programmes.

Open UAS students who are completing their studies leading to a degree enroll for courses in the second enrolment round.

If there are not enough students enrolled on the course, the course implementation may be cancelled. If need be, the course implementation type may be changed with the decision of the degree director.

Based on the first enrolment round the students are accessed to course implementations as regulated in sections 5a-5c.

5a § Courses of Bachelor's Degree Programmes Which Have Started Before 2022

Three types of courses are offered in curricula which have been introduced before 2022 and which lead to a bachelor's degree:

- 1) compulsory courses
- 2) elective courses included in the student's personal study plan (PSP), of which the student chooses courses as required
- 3) free-choice courses.

Students are accepted on course implementations as follows:

- Compulsory and elective courses
 - To become accessed to a course the requirement is that the course is included in the student's personal study plan (PSP), which has been accepted in the study information system.
- Free-choice courses
 - Priority is given to students who have the course in their personal study plan (PSP), which has been accepted in the study information system.
- Blended implementations
 - Priority is given to students of the blended learning education.
- Students are accepted on course implementations in a ranked order based on the number of completed credits so that the students who have earned the most credits are given priority. In case two or more students have the same number of completed credits, the order of enrolment will apply.
- Students who are not accepted on the course implementation in the first enrolment round are placed on a waiting list for the next available space.

Please note: In these programmes courses may have been substituted with the key and professional competences of the new system. In such a case, please see section 5b.

5b § Courses of Bachelor's Degree Programmes Which Have Started Since 2022 and Courses of the Bachelor's Degree Programme in the Field of Sports Which Has Started in the Autumn of 2021

There are two types of studies in the curriculum leading to a bachelor's degree:

- 1) key competences
- 2) professional competences.

Students are accepted on course implementations as follows:

- The requirement for acceptance on all course implementations is that the course is included in the student's personal study plan (PSP), which has been accepted in the study information system.
- Key competences

- Priority in implementations is given to students who belong to the target group of the implementation (degree programme, term, campus, blended implementation).
- Professional competences
 - Priority in implementations is given to students to whose major the course belongs.
 - Students studying in blended learning programmes are given priority in implementations aimed at students of blended learning programmes.
- Students are accepted on course implementations in a ranked order based on the number of completed credits so that the students who have earned the most credits are given priority. In case two or more students have the same number of completed credits, the order of enrolment will apply.
 - Students who are not accepted on the course implementation in the pre-enrolment are placed on a waiting list for the next available space.

5c § Courses of Master's Degree Programmes

Four types of courses are offered in curricula leading to master's degree programmes:

- 1) compulsory studies, and
- 2) common elective studies, and
- 3) major studies, which students choose according to their personal study plan, and
- 4) free-choice studies.

Students are accepted on course implementations as follows:

- The requirement for acceptance on all course implementations is that the course is included in the student's personal study plan, which has been accepted in the study information system.
- Compulsory and common elective course implementations
 - Priority is given to students to whose studies the course in question belongs based on their degree programme.
- Major studies
 - Priority is given to students to whose major the course belongs.
- Students are accepted on course implementations in a ranked order based on the number of completed credits so that the students who have earned the most credits are given priority. In case two or more students have the same number of completed credits, the order of enrolment will apply.
- Students who are not accepted on the course implementation in the pre-enrolment are placed on a waiting list for the next available space.

Second enrolment round (5 a-c §) and the confirmation of the study place on course implementation

If there remains free study places on a course implementation it can be opened for the second enrolment round. In the second enrolment round, acceptance on course implementations takes place in the order of enrolment, but the next exceptions.

- New students are given priority in implementations meant for new students.
- Priority is given to Open UAS students in implementations meant for Open UAS students.
- Students who move through 3AMK or any other higher education cooperation are accepted on courses by specifically agreed upon practices.

The lecturer accepts the confirmed maximum number of students on the course implementation when the course implementation starts, at the latest. The course acceptance is conditional until the prerequisites for participating in the course have been checked.

Each student confirms his or her enrolment by attending the first session or by another method announced by the lecturer, which can be, for example, the return of the first learning assignment. If the

student cannot attend the first session due to illness or other circumstance, he or she can confirm his or her enrolment in advance by contacting the lecturer.

6 § Course Completion and Assessment

Students' attainment of course objectives in degrees is assessed based on different types of learning assignments, exams and other demonstrations. Successful course completion requires that the student shows his or her competence in the skills defined in the assessment criteria of the course description. Courses with the same contents can be completed only once.

Students' performance is graded on the following scale:

- Excellent (5)
- Very good (4)
- Good (3)
- Satisfactory (2)
- Fair (1)
- Fail (0).

Competence can be marked also as approved (hyväksytty, H) or by the consideration of the competence area director adjusted (mukautettu, M), excluding the thesis. The use of an adjusted grade requires that the student has attended teaching and tried to complete the course in a goal-oriented way, including resits, and received a failing grade, or that the student has clear and demonstrable personal grounds for receiving an adjusted grade. Students can apply for an adjusted grade by contacting the competence area director. The application must include reasons why an adjusted grade should be granted. A student can have a maximum of 15 credits comprising adjusted grades in order to receive a degree certificate.

Grades for accredited studies completed at other institutions are transferred if the scale is congruent. Otherwise they are graded as approved (hyväksytty, H) and the grade issued by the host institution is included in the notes.

Grades for courses completed during a student exchange period are recorded as approved (hyväksytty, H), and the grade issued by the host institution is included in the notes. The grade needed for the language clause is transferred to the degree certificate. All completed courses are included in the student's transcript of records, and passing grades cannot be removed.

The lecturer must assess each course within three weeks after the end of the course or, in the spring semester, within two weeks after the end of the course. Teachers' leave periods are taken into account in the assessment schedule.

If there is a risk that a student's graduation would be unduly delayed, the competence area director may arrange for an alternative means to complete the course.

All completed courses are included in the student's transcript of records, and passing grades cannot be removed. If a student has proven a competence in a demonstration or if credits have been transferred, the student may not complete these again.

7 § Resits

Students may resit failed or passed course exams twice on dates announced at the beginning of the course during the period of validity of their study right. This does not apply to demonstrations, project works, learning assignments or other one-off learning situations. The highest of the achieved passing

grades will be awarded. If the period of validity of the study right has run out, a student may resit a failed course exam once in the next possible resit. Students cannot attempt to improve their grades after completing the degree.

If the student has enrolled for a resit and he or she fails to attend the resit without an advance notification, this will be considered a resit.

8 § Recognition of Learning

Students can include in their study plan studies at other Finnish or foreign higher education institutions, or studies completed at Haaga-Helia University of Applied Sciences with other study rights, provided that curriculum objectives are achieved. In addition, students may apply for the accreditation of work experience gained before enrolment at Haaga-Helia as specified in the instructions issued separately.

Competence corresponding to the studies may also be accredited based on skills acquired elsewhere, for example in the workplace or in voluntary activity. The competence is to be proven in a way determined by the University of Applied Sciences.

Master's degree students may include courses from other Finnish or foreign higher education institutions at the equivalent or higher level in their personal study plan, provided that the objectives of the education are met and the student reports on the studies as specified by the degree. Credit may be issued for courses completed after the first cycle higher education degree.

9 § Expiry of Studies

The expiry of studies is determined in relation to the competence objectives specified in the curriculum. Individual study units generally expire in ten years from the date on which the grade for the study unit was obtained, unless the competences can otherwise be demonstrated through their recognition.

As a rule, studies older than ten years cannot be recognised as part of a degree. However, students are given an opportunity to demonstrate their competence by a skills demonstration or in a manner agreed upon with the lecture.

10 § Proficiency in Languages

In demonstrating language proficiency, sections 7 and 8 of the Government Decree on Universities of Applied Sciences (1129/2014) and the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) are observed.

On special grounds, the competence area director of languages and internationality may grant the student full or partial exemption from the language proficiency requirements.

11 § Student Registration as Attending or Non-Attending

Students must register as either attending or non-attending in each academic year. Students register as attending for one academic year at a time by the deadline set by the University of Applied Sciences. Only attending students are entitled to complete studies.

Students who fail to register lose their study entitlement.

A student who has lost his or her study entitlement due to failure to register as attending or non-

attending may apply to the degree director to have his or her study entitlement regranted without participating in the student admissions procedure (Act 932/2014, section 32). The application is subject to a processing fee in accordance with the Decree (1440/2014, section 3).

Students may register as non-attending for one semester at a time as well. Non-attendance registrations must be submitted within the time limits set by the University of Applied Sciences.

Students are able to register as non-attending during the first academic year only on the reasons based on law: Service under the Conscription Act (1438/2007), Non-Military Service Act (1446/2007), or Act on Women's Voluntary Military Service (194/1995), maternity, paternity or parental leave or in case the student cannot begin his or her studies due to being incapacitated by personal illness or injury.

Students may register as non-attending due to reasons other than military service, non-military service, women's voluntary military service, maternity, paternity or parental leave for a total of two study semesters. Registration as non-attending is not possible for a period shorter than one semester.

A student may register as non-attending for a total of two academic years during his or her studies if the studies have begun before 1 August 2015.

12 § Work Placement

Bachelor's degree programmes include a work placement period that is worth 30 credits and involves tasks approved by Haaga-Helia.

13 § Final Project

Bachelor's degrees include a final project of 15 credits and master's degrees a final project of 30 credits, which are carried out as individual work or in pairs. The final project is usually assessed by the supervising teacher and another assessor. Candidates cannot attempt to improve passing grades earned for the final project. The University of Applied Sciences has joint instructions for the final project and for its assessment.

14a § Duration of Studies

The normative duration of the studies for a bachelor's degree is 3 ½ years, however for the degree of Bachelor of Culture and Arts it is 4 years. The normative duration of the studies for a master's degree is 2 years.

Each student follows the curriculum which was in force at the time of his or her first registration as an attending student. The curriculum is in force at the minimum for the normative duration of the studies (3 ½ - 4 years / bachelor's degree and 2 years / master's degree). After this the student can be transferred to follow the most recent curriculum. After that, a new personal study plan (PSP) following the most recent curriculum is drafted for the remaining studies.

If the student does not complete the studies within the maximum duration of the studies (normative duration of the studies + one year), the degree director may grant an extension for the student to complete the studies. The student must apply for the extension of study time with an application which is subject to a processing fee in accordance with the Decree. An extension can be granted for a justified reason and, as a rule, only for the period of one semester. After this, an extension can only be granted for a particularly weighty reason and provided that the student's studies have progressed according to the study plan during the previous extension.

14b § Curricula Applied to the Studies

A student whose study entitlement has been regranted will follow the curriculum in force at the time when the student starts his or her studies again. This also applies to degree students who have been accepted in student admission processes and who have had a previous study right in Haaga-Helia. A student who has used his or her right to enroll for absence can be transferred to follow the most recent curriculum which is in force at the time when the student starts the studies after the absence. If necessary due to changes in the curricula, a new, personalised study plan can be drawn up for students who return after a period of non-attendance or deregistration.

Changing the curriculum during the period of validity of the study entitlement may lead to a change in the degree programme, in case completing the studies by following the earlier curriculum is no longer possible.

15 § Admissions

Admission criteria are decided by the Collegiate Body of Haaga-Helia.

The admissions services are responsible for the receipt and processing of applications addressed to the UAS, general communication of matters pertaining to the application and admission procedures as well as other practical arrangements of the joint and separate application processes. The UAS checks the original certificates and diplomas at the beginning of the studies.

If the student has given false information in connection with the application or provided incomplete information or failed to submit the required information before the stated deadline, the admission is withdrawn. The forfeiture decision is made by the head of study affairs. Appeals concerning student selection are processed by the Collegiate Body of the University of Applied Sciences.

16a § Changing the Degree Programme within Haaga-Helia

A student may, on special grounds, apply for a change from one degree programme to another degree programme in the same field, provided that the principle of one study place per term in higher education is observed and the title of the degree does not change due to the change of the degree programme. The student must submit an application stating the grounds for the request to the degree director in charge of the desired degree programme, who will then decide on the student's admission.

In addition, if there are strong grounds for doing so, a student may change from a programme conducted in English to a programme in the same field conducted in Finnish, or vice versa. The decision concerning the change is made by the degree director.

The applicant must meet the following criteria in order to be eligible for the change:

- The applicant has made systematic progress in his or her studies.
- The applicant attends and passes an interview when needed.
- The applicant meets the admission criteria of the degree programme or degree in question.
- The change does not create additional study entitlement and the remaining study time is sufficient for the student to earn the degree.

Decisions on changes between degree programmes can be appealed to the Collegiate Body of Haaga-Helia.

A student may have only one study right in force in the same degree programme or degree.

16b § Changing the Major Within a Degree Programme

Within the same degree programme, a student may change from one major to another for a justified

reason by getting his or her new personal study plan approved by the guidance counsellor. Changing the major may not lead to the study time exceeding the normative duration of the studies.

17§ Transfer Students

Students who are registered at another Finnish institutions of higher education, or at Haaga-Helia, and who have a valid study entitlement may be admitted to Haaga-Helia as transfer students. A student is an inner transfer student within Haaga-Helia if the title of the degree changes due to the transfer of the degree programme. The applicant is required to have been registered as an attending student in his or her studies for at least two semesters before starting the studies in the degree programme in question after the transfer.

When a student applies for transfer from another institution of higher education, he or she may transfer to an equivalent degree programme at Haaga-Helia, if the programme in question has available study places. Transfer students must also have good command of the language of instruction of the degree programme in question. The general requirement is that the student has completed enough studies at the original institution of higher education in order for him or her to be able to earn the degree within the normative duration of the studies, considering the studies already completed at the original institution. Transfer application is possible during designated transfer application periods. The decision on student admission in the transfer application process is made by the degree director.

A transfer student's study entitlement will be transferred to the new degree programme and he or she will lose the study entitlement in the original degree programme. Transfer students must register as attending students during their first semester at Haaga-Helia.

Decisions on transfers to Haaga-Helia can be appealed to the Collegiate Body of Haaga- Helia.

18 § Double Degrees

A double degree refers to an arrangement whereby a student from a partner university from another country earns as a rule a minimum of 60 credits at Haaga-Helia (bachelor's degree) or as a rule a minimum of 30 credits (master's degree). The scope, level and content of the required studies and requirements concerning the final project and work placement as well as other criteria for earning a degree from Haaga-Helia are agreed on a case-by-case basis with the partner university.

As a rule, before starting to earn a double degree, a bachelor's degree student must have at least three semesters' worth of studies and a master's degree student at least two semesters' worth of studies at a partner university in another country. The student may be issued a double degree certificate by Haaga-Helia only if he or she is also awarded a degree certificate by a partner university in another country.

The Diploma Supplement specifies that the studies were completed as double degree studies. Correspondingly, students of Haaga-Helia can earn double degrees at partner universities in other countries. Haaga-Helia students apply for double degree programmes in the student exchange application process.

19 § Joint Degrees

A joint degree refers to a degree programme which is offered in cooperation with another institution or several other institutions of higher education according to a curriculum agreed upon by the institutions. Students complete their studies in the participating institutions. The student receives a degree certificate in the form agreed upon by the participating institutions.

20 § Supplementing a Vocational Qualification Completed in Another Country to Earn a Degree at Haaga-Helia

A student can supplement a vocational qualification completed at a partner institution in another country to earn a bachelor's degree. The partner institution is either a vocational institution (higher education) or a higher education institution in another country. Students apply for a degree programme in accordance with the admission criteria of Haaga-Helia and they must earn a vocational qualification at their home institution before their admission to Haaga-Helia. Supplementing a vocational qualification completed in another country to earn a bachelor's degree requires, as a rule, approximately one year of studies at Haaga-Helia. After the studies have been completed with a passing grade, the degree is awarded by Haaga-Helia.

21 § Application of International Exchange Students for a Degree Programme at Haaga-Helia

Students of foreign higher education institutions who have been in an international student exchange at Haaga-Helia can apply for studies leading to a degree at Haaga-Helia through a separate application process. The Collegiate Body of Haaga-Helia University of Applied Sciences decides the admission criteria.

22 § Open UAS Studies and the Eligibility Conferred by Them

Open UAS education is subject to these degree regulations as applicable.

Courses that are components of master's degree programmes can only be completed at the Open UAS by individuals who have completed a higher education degree which grants eligibility to master's degree programmes.

Studies completed at the Open UAS may grant eligibility to apply for studies leading to a degree. When an Open UAS student, or a former student of a Finnish University of Applied Sciences with an incomplete degree, has earned the number of credits defined in the admission criteria from courses applicable to the degree programme or degree he or she is seeking admission to in Haaga-Helia, the student may apply for admission as a degree student. Students are selected based on criteria defined in the admission criteria. The decision on student admission in the open path application process is made by the degree director.

The credits earned at Open UAS must be included in the degree where applicable, and they cannot be removed. Student who have been accepted to a degree programme through the open path application process and included the Open UAS credits, which were a requirement for their eligibility, in their degree, cannot use these same credits to apply in any further open path application process.

23 § Commissioned Education

University of Applied Sciences degrees can be earned by completing commissioned education programmes (Universities of Applied Sciences Act 932/2014, Section 13). Commissioned education is fee-based and organised for groups. Standard eligibility requirements in force at the time of applying for student admission apply to commissioned education. In order to graduate from a commissioned education programme and receive a degree certificate, students are required to achieve the learning objectives of the degree.

24 § Regranting the Study Entitlement

In accordance with section 32 of the Universities of Applied Sciences Act (932/2014), students who have started their studies on 1 August 2015 or thereafter and who have not finished their degree during the period of validity of their study entitlement or during a discretionary extension of the study entitlement may apply for the regranting of their study entitlement without taking part in the student admissions procedure. The decision on regranting the study entitlement is made by the degree director. The study entitlement may be regranting for a maximum of two semesters. A student whose study entitlement has been regranting does not have right to register as non-attending nor the possibility to apply for extension of the study entitlement.

25 § Degree Certificate and Awarding the Degree

In order to be awarded a degree, students must successfully complete the courses in the curriculum and write a maturity test.

The maturity test is conducted in the language of instruction of the degree in question. However, students who have completed their school education in Finnish or Swedish write their maturity test in the language of their school education (Finnish or Swedish, as applicable). The degree director makes the decision about the completion of the maturity test in a language other than the language of instruction of the degree.

A degree certificate is awarded when the above-mentioned requirements have been met. If a student wishes to graduate on a predetermined graduation day, he or she must apply for the degree certificate using the standard form no later than two weeks before the intended graduation day. At other times, students must apply for the degree certificate, as a rule, three weeks before the intended graduation day, taking into account public holidays.

During the course of study, students are, upon request, entitled to receive a certificate of their transcript of records, including grades.

26 § Assessment and Credit Transfer Appeals

Course assessment can consist of one completion or several partial completions. A student dissatisfied with a course assessment or a decision on a credit transfer application may request, verbally or in writing, re-assessment from the lecturer who carried out the assessment or the person who made the credit transfer decision. The re-assessment request must be made within 14 days of the day when the student had the opportunity to view the results of the assessment and details of how the assessment criteria were applied to him or her.

A student dissatisfied with the decision on the re-assessment request may appeal in writing to the Examination Board within 14 days of receiving the decision.

A student dissatisfied with the assessment of his or her final project may request a re-assessment by a third assessor. The request is to be made to the thesis coordinator within 14 days of the date when the student had the opportunity to view the result of the assessment.

Written appeals must be addressed to the Examination Board and submitted to the chairperson of the Examination Board.

27 § Personal Conduct at Haaga-Helia

Students must behave appropriately in the premises of Haaga-Helia, learning environments and service situations. Disruptive behaviour towards other students, during study situations or towards staff members is not permitted. The use of alcohol or drugs or being under the influence in Haaga-Helia premises and in learning and service situations is not permitted. Students who behave violently or threateningly or who endanger the life or health of another person or who disrupt teaching may be ordered to leave a teaching facility or event organised by the University of Applied Sciences.

Cheating in examinations, assignments and other performances which are subject to evaluation is forbidden. Copying of materials and presenting them as the student's own material is forbidden. If a student is found guilty of the aforementioned forms of cheating, the student's performance will be interrupted and the course or performance in question will be failed. Proved cheating will be entered into the study information system.

The punitive measures for the above-mentioned violations are governed by Section 38 of the Universities of Applied Sciences Act (932/2014).

28 § Obligation to Pay Tuition Fees

A student who has an obligation to pay tuition fees must make the payments according to the instructions of the UAS. If the student neglects the payment, he or she forfeits the study right.

29 § Approval to a Major of a Curriculum

Study success (grade point average) and study progress (credits earned) in the normative duration of the studies or, in the case of master's degrees, success in entrance examinations may affect the student's approval to a major.

30 § Language of the Degree

Degrees with Finnish as the language of instruction must include a sufficient number of credits completed in Finnish, following the guidelines of the degree, and the final project must as a rule be completed in Finnish. Bachelor's degrees with English as the language of instruction may include a maximum of 30 credits of studies completed in other languages than English. However, the final project must be completed in English. The aforementioned limits do not apply to language studies, work placement or studies completed in a student exchange.

In master's degrees with Finnish as the language of instruction, at least 20 credits of the entire degree (90 credits) must be completed in Finnish. The final project may be completed either in Finnish or in English. In master's degrees with English as the language of instruction, at least 70 credits of the entire degree (90 credits) must be completed in English, including the final project (30 credits).

CHAPTER 2

Regulations on the School of Vocational Teacher Education

1 § Admission Criteria and Studies

The School of Vocational Teacher Education can provide vocational teacher education (Act 932/2014), guidance counsellor education (Decree 986/1998) and special needs teacher education (Decree 986/1998).

The starting point for student admission consists of the eligibility criteria and principles provided for in the Act 932/2014 and the Decree 986/1998. The Collegiate Body of Haaga-Helia University of Applied Sciences approves the application period, admission criteria and scoring principles.

Students are admitted primarily based on the information provided in their application forms. In addition, assignments and entrance examinations related to the admission criteria may be used. If necessary, candidates may be interviewed. Decisions on the organisation of entrance examinations are made by the Collegiate Body of Haaga-Helia. Decisions on student admissions are made by the director of the School of Vocational Teacher Education.

Students are able to register as non-attending during the first academic year only on the reasons based on law: Service under the Conscription Act (1438/2007), Non-Military Service Act (1446/2007), or Act on Women's Voluntary Military Service (194/1995), maternity, paternity or parental leave or in case the student cannot begin studies due to being incapacitated by personal illness or injury. A student may enroll for non-attendance due to reasons other than military service, non-military service, women's voluntary military service, maternity, paternity or parental leave for a total of two study

semesters. Registration as non-attending is not possible for a period shorter than one semester.

The extent, structure and objectives of vocational teacher education are governed by the Decree 1129/2014 and the Decree on Qualification Requirements for Teaching Staff (986/1998). The Collegiate Body of the University of Applied Sciences approves the curricula of the School of Vocational Teacher Education.

Vocational teacher education (60 credits) is implemented in such a way so as to allow students to complete the studies in a time required for the scope of the programme. Studies completed on a part-time basis must be completed in three years.

On special grounds, the School of Vocational Teacher Education may grant an extension to the study time. The decisions are made by the competence area director of teacher education. The application is subject to a processing fee as defined in chapter 1, section 14, of the degree regulations.

In accordance with section 32 of the Universities of Applied Sciences Act (932/2014), students who have started their studies on 1 August 2015 or thereafter and who have not finished their teacher education studies during the period of validity of their study entitlement or during a discretionary extension of the study entitlement may apply for the regranting of their study entitlement without taking part in the student admissions procedure. The decision on regranting the study entitlement is made by the competence area director of teacher education. The student may be asked to provide further clarifications to support the decision on regranting the study entitlement. The study entitlement may be regranting for a maximum of two semesters. A student whose study entitlement has been regranting does not have right to register as non-attending nor the possibility to apply for discretionary extension of the study entitlement.

Vocational special needs teacher education and guidance counsellor education are subject to the same regulations as vocational teacher education.

2 § Assessment

Student assessment is based on the principles of continuous personal development. Courses are assessed on a Pass-Fail basis.

3 § Credit Transfer and Recognition of Learning

Students can include courses taken at other institutions in their study plan, provided that they meet the requirements of the School of Vocational Teacher Education. The curriculum of the School of Vocational Teacher Education provides detailed criteria on eligible studies and the recognition of prior learning. Recognition of learning and the process of accreditation are carried out by the student and his or her tutor. Accreditation decisions are made by the tutor.

4 § Appeals

Admission appeals are reviewed by the Collegiate Body of Haaga-Helia

Students who are dissatisfied with an assessment or a decision on credit transfer may appeal, in writing or verbally, to the lecturer who carried out the assessment or made the credit transfer decision. The appeal request must be made within 14 days of the student becoming aware of the grounds for the assessment.

Students who are dissatisfied with a decision on their appeal request may appeal in writing to the Examination Board of Haaga-Helia within 14 days of being notified of the decision (Act 932/2014). The composition of the Examination Board is provided for in the regulations of Haaga-Helia.

5 § Commercial Implementations of Teacher Education

The 60-credit teacher education programme can be completed as a commercial implementation. If necessary, this section may also apply to guidance counsellor education and special needs teacher education. Commercial implementations are subject to a fee and they are organised for groups. Standard eligibility criteria apply to commercial implementations. In training programmes provided in other countries, the eligibility criteria are used as applicable. Students of commercial implementations do not participate in the normal application system process. Instead, they are admitted on a case-by-case basis at the discretion of the director of the School of Vocational Teacher Education. Students who complete a 60-credit teacher education programme in a commercial implementation receive a standard certificate for the completed studies. The School of Vocational Teacher Education may also implement other fee-based training.

6 § Other Rules and Regulations on Teacher Education

In other respects, the School of Vocational Teacher Education observes the regulations of the Universities of Applied Sciences Act (932/2014) and the Government Decree on Universities of Applied Sciences (1129/2014).

Degree Regulations/Specifications

1 § Degrees

Bachelor's Degrees (University of Applied Sciences)

Degree	Abbreviation	Title Degree	Degree Programme
Liikunnanohjaaja (AMK)	LOT	Liikunnan ammattikorkeakoulututkinto	Liikunnan- ja vapaa-ajan koulutusohjelma
Liikunnanohjaaja (AMK)	LIIKO	Liikunnan ammattikorkeakoulututkinto	Liikunnanohjaaja
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	SPORT	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports and Leisure Management
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	SPOCMA	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports Coaching and Management
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	COACH	Liikunnan ammattikorkeakoulututkinto	Sports Coaching and Management
Medianomi (AMK)	JOURA	Kulttuurialan ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Medianomi (AMK)	MEDIA	Kulttuurialan ammattikorkeakoulututkinto	Medianomi, journalismi
Restonomi (AMK)	RUOKAT	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Ruokatuotannon johtamisen koulutusohjelma
Restonomi (AMK)	RESRU	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Restonomi, ruokatuotanto
Restonomi (AMK)	RESTO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Restonomi
Restonomi (AMK)	HOTRA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hotelli- ja ravintola-alan liikkeenjohdon koulutusohjelma
Restonomi (AMK)	POMO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun koulutusohjelma
Restonomi (AMK)	MATKA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun liikkeenjohdon koulutusohjelma

Restonomi (AMK), Bachelor of Hospitality Management	TOBBA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (AMK), Bachelor of Hospitality Management	TEMPO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism and Event Management
Restonomi (AMK), Bachelor of Hospitality Management	HOTEM	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Hospitality, Tourism and Experience Management
Restonomi (AMK), Bachelor of Hospitality Management	EXPER	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hospitality and Tourism Experience Management
Restonomi (AMK), Bachelor of Hospitality Management	STEM	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Sustainable Tourism and Event Management
Tradenomi (AMK)	ASSI	Liiketalouden ammattikorkeakoulututkinto	Johdon assistenttityön ja kielten koulutusohjelma
Tradenomi (AMK)	LIIDI	Liiketalouden ammattikorkeakoulututkinto	Liiketoiminnan palveluratkaisujen ja kielten koulutusohjelma
Tradenomi (AMK)	HELI	Liiketalouden ammattikorkeakoulututkinto	Liiketalouden koulutusohjelma
Tradenomi (AMK)	LIIPO	Liiketalouden ammattikorkeakoulututkinto	Liiketalouden koulutusohjelma
Tradenomi (AMK)	TRALI	Liiketalouden ammattikorkeakoulututkinto	Tradenomi, liiketalous
Tradenomi (AMK)	HETI	Liiketalouden ammattikorkeakoulututkinto	Tietojenkäsittelyn koulutusohjelma
Tradenomi (AMK)	TRATI	Liiketalouden ammattikorkeakoulututkinto	Tradenomi, tietojenkäsittely
Tradenomi (AMK)	MYYN TI	Liiketalouden ammattikorkeakoulututkinto	Myyntityön koulutusohjelma
Tradenomi (AMK)	FINA	Liiketalouden ammattikorkeakoulututkinto	Finanssi- ja talousasiantuntijan koulutusohjelma
Tradenomi (AMK), Bachelor of Business Administration	MUBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme for Multilingual Management Assistants
Tradenomi (AMK), Bachelor of Business Administration	SEBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Business Service Solutions and Languages
Tradenomi (AMK), Bachelor of Business Administration	BITE	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Business Information Technology

Tradenomi (AMK), Bachelor of Business Administration	ITBBA	Liiketalouden ammattikorkeakoulututkinto	Business Information Technology
Tradenomi (AMK), Bachelor of Business Administration	GLOBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Business
Tradenomi (AMK), Bachelor of Business Administration	INTBBA	Liiketalouden ammattikorkeakoulututkinto	International Business
Tradenomi (AMK), Bachelor of Business Administration	SAMPO	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Sales and Marketing
Tradenomi (AMK), Bachelor of Business Administration	IBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Business Administration
Tradenomi (AMK), Bachelor of Business Administration	DIGIBBA	Liiketalouden ammattikorkeakoulututkinto	Digital Business Innovations
Tradenomi (AMK)	VIMA	Liiketalouden ammattikorkeakoulututkinto	Myynnin ja visuaalisen markkinoinnin koulutusohjelma
Tradenomi (AMK)	ABBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Aviation Business
Tradenomi (AMK)	AVIBBA	Liiketalouden ammattikorkeakoulututkinto	Aviation Business

Master's Degrees (University of Applied Sciences)

Degree	Abbreviation	Title Degree	Degree Programme
Restonomi (ylempi AMK)	YPA	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen koulutusohjelma
Restonomi (ylempi AMK), Master of Hospitality Management	YMA	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (ylempi AMK), Master of Hospitality Management	ATB	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Aviation and Tourism Business
Restonomi (ylempi AMK), Master of Hospitality Management	ATBUM	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Aviation and Tourism Business
Tradenomi (ylempi AMK)	YTI	Liiketalouden ylempi ammattikorkeakoulututkinto	Tietojärjestelmäosaamisen koulutusohjelma
Tradenomi (ylempi AMK)	YLIK	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan kehittämisen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business administration	IBMA	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in International Business Management
Liikunnanohjaaja (ylempi AMK)	LIIKU	Liikunnan ylempi ammattikorkeakoulututkinto	Liikunta-alan kehittämisen ja johtamisen koulutusohjelma
Liikunnanohjaaja (ylempi AMK)	LIVA	Liikunnan ylempi ammattikorkeakoulututkinto	Liikuntajohtamisen ja valmennuksen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business Administration	COMMA	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Communication Management
Tradenomi (ylempi AMK), Master of Business Administration	ISM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Information Systems Management
Restonomi (ylempi AMK), Master of Hospitality Management	YCU	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Culinary Management and Innovation
Medianomi (ylempi AMK)	YJO	Kulttuurialan ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Tradenomi (ylempi AMK)	LITEM	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan teknologiat -koulutus
Tradenomi (ylempi AMK)	LUJOM	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan uudistamisen ja johtamisen koulutus

Tradenomi (ylempi AMK), Master of Business administration	LEBUM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Leading Business Transformation
Tradenomi (ylempi AMK), Master of Business Administration	BUTEM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Business Technologies
Tradenomi (ylempi AMK), Master of Business Administration	MBATUT	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Education Management
Restonomi (ylempi AMK)	PAKEM	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen ja kehittämisen koulutus
Tradenomi (ylempi AMK)	STROM	Liiketalouden ylempi ammattikorkeakoulututkinto	Strategiatyö organisaatioissa