



UNIVERSITY OF
APPLIED SCIENCES

DEGREE REGULATIONS OF HUMAK UNIVERSITY OF APPLIED SCIENCES

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GENERAL

Section 1: Mission of Humak University of Applied Sciences

Humak University of Applied Sciences (hereinafter referred to as “Humak”) is a highly profiled, nation-wide university of applied sciences, specialising in the development of expertise and operations in youth work and communality, organisation work, work communities and integration, interpreting and linguistic accessibility and cultural management and conveyance.

The nationwide network-based university of applied sciences, Humak, provides higher education aimed at professional expert roles in the humanities, education and cultural sectors and is engaged in applied research, development and innovation work in these fields in cooperation with national and international partners.

The provisions for the educational mission, degrees and arrangements of education have been laid down in the Universities of Applied Sciences Act (*Ammattikorkeakoululaki, 932/2014*) and the Government Decree on Universities of Applied Sciences (*Valtioneuvoston asetus ammattikorkeakouluista, 1129/2014*). The educational responsibilities of Humak have been defined in the operating licence decision issued by the Government.

The degree regulations clarify the definitions of the legislation on studies at universities of applied sciences. The regulations will clarify the principles and key guidelines for studies and teaching. The need to renew the degree regulations is evaluated annually. The President of Humak shall then decide about the reform, and any changes to the degree regulations must be approved by the Humak Board of Directors. When making changes to the degree regulations, the student union of Humak University of Applied Sciences, HUMAKO, shall be heard.

Section 2: Degrees, education programmes and language of instruction

Humak offers university of applied sciences-level bachelor’s and master’s degree programmes. The studies leading to a university of applied sciences’ bachelor’s and master’s degrees are arranged as degree programmes. (Appendix 1: Degree titles, degree programmes and durations of studies)

The extent of the degree programme leading to a UAS bachelor’s degree is 210 or 240 ECTS, and for the UAS master’s degree, 60 or 90 ECTS. The curricula accepted by the President of Humak.

The studies leading to a university of applied sciences-level degree consist of general and professional studies, optional studies, development-focussed practical training and the thesis or final project. The smallest study unit is a course, the extent of which is indicated in the study credits (ECTS).

The studies leading to a master’s degree at the university of applied sciences-level consist of advanced professional studies, optional studies and the thesis or final project. In addition to the degree programmes, Humak can offer training which contains parts of a degree as open

UAS studies or otherwise as separate studies as well as other professional specialisation programmes and extension studies. The language of instruction at Humak is Finnish. In addition, teaching may be provided in signed languages as well as in other languages in accordance with the curricula.

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TEACHING AND STUDIES

Section 3: Objectives of the studies

The objective of the studies in the degree programmes at universities of applied sciences is to give the students the ability to develop and work in professional expert-level tasks in accordance with the Government Decree on Universities of Applied Sciences (1129/2014).

The objective of the studies in the UAS master's degree programmes is to provide the student with the competence required for acting in demanding expert and managerial positions in the sector concerned in accordance with the Government Decree on Universities of Applied Sciences (1129/2014).

Section 4: Curriculum and competence development plan

Students have the opportunity to study in accordance with the curriculum of the year in which the studies are started, unless this is not possible due to reasons related to a reform of the curriculum or the student's absence periods. Studies are completed in accordance with the student's personal competence development plan.

The students prepare the competence development plan, which is discussed in the development discussions held between the students and their coaches.

Section 5: Final project or thesis and maturity test

At Humak, the objective of the final project and thesis is to develop and demonstrate the student's ability to apply their knowledge and competence to a practical expert task related to their professional studies. This requirement is demonstrated by the thesis and final project being a custom-made working-life development task. The aim of a UAS-level master's thesis is to develop and demonstrate the ability to apply research data and to use the select methods for the analysis and resolution of working-life problems and the ability to independently carry out demanding expert work.

For the purposes of a UAS degree, the student must write a maturity test in the field of the thesis, which shows familiarity with the field and proficiency in Finnish or Swedish language (Government Decree 1129/2014). The language of the maturity test is determined by the student's language of secondary education, i.e. the primary language used during their basic education or at high school. In their degree certificate, the student must have an accepted grade of Finnish or Swedish as a native language.

If the student has received their education in a language other than Finnish or Swedish, the maturity test is written in the language of the degree programme.

Section 6: Practical training in UAS degree programmes

The aim of the development-focussed practical training included in the UAS degree programmes is to develop and demonstrate the student's ability to apply their knowledge and skills to practical expert tasks related to their professional studies. A supervisor oversees the practical training that is guided by the learning outcomes specified together with Humak, the practical training placement and the student. The scope of the practical training in UAS degrees is at least 30 ECTS (Government Decree 1129/2014).

Section 7: Optional studies

The number of optional studies is defined in each degree programme curriculum. Optional studies can be selected from the course offering at Humak or from the course offering of other institutes of higher education. The coach shall approve the student's course selections.

Section 8: Language proficiency

Section 7 of the Government Decree on Universities of Applied Sciences (*Valtioneuvoston asetus ammattikorkeakouluista, 1129/2014*) provides for the language proficiency requirements for the students. The Director of Education may, after a student's written request and having heard the language teacher in charge, exempt the student from either the language studies or the language proficiency requirements. For language studies, an exemption may be granted if the student has received his or her school education in a language other than Finnish or Swedish (including sign language education) or has been educated abroad or has been diagnosed by an expert as having severe dyslexia, of which a medical certificate is provided, or they have not completed prior studies in Swedish or English. In this case, the student must complete the corresponding number of study credits in other language studies, as dictated by the UAS.

Exemption from language requirements may be requested when the student has attended the courses of the other domestic language and/or foreign language and has not, despite two attempts, attained the written and/or oral language proficiency requirements (minimum grade 1, satisfactory) in the other domestic language or has not reached the language proficiency requirement (minimum grade 1, *satisfactory*) in the foreign language.

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STUDENT ADMISSION AND RIGHT TO STUDY

Joint application procedure for the degree programmes

Section 9: As a rule, admissions to education programmes leading to a bachelor's or master's degree are organised in an application procedure carried out jointly between higher education institutions. Some student places leading to a bachelor's degree must be reserved for applicants who have not previously completed a higher education degree under the Finnish education system and have not accepted a student place leading to a higher education degree. The President of Humak shall ensure compliance with the admission criteria and decide the quotas for first-time students. For any queries concerning admission, please contact the Admissions Office. The Director of Education shall decide about admission to the UAS degree programmes. The result of student admission is communicated to the applicants electronically via the "My studyinfo" service.

In accordance with section 26 of the Universities of Applied Sciences Act, Humak must inform applicants to the humanities and educational degree programmes about the health-related requirements and other prerequisites related to the studies. These requirements apply both to application to the degree programmes as well as the actual studies. As a general rule, factors relating to the health and functional capacity of an applicant may not preclude admission. However, in the humanities and educational sectors, students whose state of health or functional capacity makes him or her incapable of performing the practical tasks or practical training included in the studies cannot be admitted to the degree programmes. In the humanities and educational fields, admission may also be precluded due a previous cancellation decision of admission or the criminal history of the applicant, where considerations relating to the protection of the health and safety of other persons so require.

Section 10: The admission criteria for applicants to the master's degree programmes at the University of Applied Sciences are confirmed by the President of the University of Applied Sciences. The Director of Education shall decide about the admissions to the UAS master's degree programmes. In the Finnish-language master's degree programmes, student admission is made through the joint application procedure for higher education. For any queries concerning admission, please contact the Admissions Office. The result of student admission is communicated to the applicants electronically via the "My studyinfo" service.

Degree-admissions through the separate application system

Section 11: A person who has studied for a degree at Humak or another Finnish university of applied sciences may seek the right to complete the unfinished studies in the same degree programme with a new, fixed-term right to study. The application is organised twice a year.

The criteria for regranting the right to study right are determined by the President of the University of Applied Sciences. The decision about the admission is made by the Director of Education. If the decision is affirmative, the right to study will be reinstated no earlier than the beginning of the next semester from the semester of requesting the reinstatement. The student will be charged a fee of EUR 50 (Government Decree 1440/2014) for the processing of the application. A student who has had his or her right to study reinstated has no right of absence and no possibility for a discretionary extension of the study right.

Section 12: A person who has completed 60 ECTS of Humak path studies may apply for the right to attend a Humak degree programme. The application is open twice a year. Admission criteria for the separate application system are confirmed by the President of the University of Applied Sciences, and the admission decision is taken by the Director of Education.

Section 13: A transfer student is a student enrolled in a degree programme at an institution of higher education, who transfers from one higher education institution to another, or within the institution, from one degree programme to another, such that the degree title changes. The transfer of a transfer student takes place on the student's application. The transfer requires that the completion of the degree is possible within the duration of the right to study. The admission of transfer students is always a discretionary decision of Humak. Applicants may be ranked according to a possible interview, entrance examination and/or previous study success. Upon accepting a transfer student place, the student loses his/her first-time admission status.

The right of transfer students to complete a degree depends on the right to study obtained in the degree programme after the transfer. Any periods of absence and presence which the student has used for studying in the degree programme on which the transfer is based are also included in the time period granted in the right to study. When a transfer student receives a new right to study, he or she loses the right of study in the degree programme on which the transfer was based (Universities of Applied Sciences Act, 932/2014).

Students can apply for transfer after their first full academic year at the earliest. The decision to admit transfer students will be taken by the Director of Education.

Section 14: Rectification of admission

Students who are dissatisfied with the admission decision may lodge a rectification request within 14 days from the publication of the admissions results. The request for rectification is addressed to the examination board at the university of applied sciences.

Section 15: Studying at other regional units

Students at Humak may complete studies at the other Humak regional units only if such studies have been agreed upon in the development discussion and if such studies are necessary in terms of the progress of the student's studies. Students must enrol in the courses and studies at the other regional unit at course-specific enrolment times.

Section 16: Change of regional unit or degree profile

The Director of Education may, for particularly weighty reasons, grant the student a transfer from one regional unit or from one profile of the the degree programme to another after the first year of attendance, at the earliest, if there is room in the study group.

Acceptance of a student place, student enrolment and registration, and the right to study

Section 17: Section 29 of the Universities of Applied Sciences Act (932/2014) lays down the provisions for student enrolment and registration and the right to enrol as a non-attendant. A student who has been admitted and has accepted a study place at Humak must register for attendance or non-attendance for the academic year. After this, the student is registered as a student and will be given the right to study at Humak.

After having accepted the study place, the student may, according to the Universities of Applied Sciences Act (932/2014), register for non-attendance during the first academic year only in the following cases:

1. the student is in active service in accordance with the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the Women's Voluntary Military Service Act (194/1995);
2. the student is on maternity, paternity or parental leave, or
3. the student is unable to begin studies owing to a medical condition.

Section 18: Students accepting the study place but registering for non-attendance must register for attendance or non-attendance in the following academic year in and during time and in the manner decreed by the university of applied sciences in question (Universities of Applied Sciences Act, 932/2014). Students who have registered for non-attendance in their first year of study may have to start their studies at another regional unit, as the places where the studies are implemented vary to some extent each year. Humak is not responsible for the costs of the transfer.

Section 19: The student must register for attendance or non-attendance for each academic year (Universities of Applied Sciences Act, 932/2014). The registration obligation applies to all students studying in the UAS bachelor's and master's degree programmes. Registration for attendance or non-attendance is carried out in the manner and schedule ordered by the University of Applied Sciences (Universities of Applied Sciences Act, 932/2014). Registration is made for a semester or for the entire academic year if the student has the right to study for the entire academic year.

Section 20: The degree student's right to study is provided for in section 30 of the Universities of Applied Sciences Act (932/2014). Students who have started their studies or registered as students prior to 1 August 2015 may register for non-attendance for a total of four semesters, i.e. two academic years, on the basis of their non-attendance registration.

Students who have started their studies or who have been registered on 1 August 2015 or after that can be registered for non-attendance for two semesters, i.e. one academic year. The period of non-attendance is not included in the duration of studies. Non-attendance which is caused by active service under the Conscription Act, the Non-Military Service Act or the Women's Voluntary Military Service Act, or maternity, paternity or parental leave, is not included in the duration of studies. A student who has been registered for non-attendance does not have the right to complete studies or to obtain guidance related to his or her studies at Humak, or to the register study attainments in the transcript. In addition, students registered for non-attendance are not entitled to social student benefits.

Section 21: In principle, students studying in professional specialisation programmes or students of other non-degree studies do not have the right to register for non-attendance. However, the Director of Education may, for a justified reason, grant the right for non-attendance if the educational arrangements for the implementation of the studies permit. The granted period of non-attendance does not consume the right of study.

Section 22: The student's failure to enrol and register in accordance with the instruction will forfeit their right to study at Humak (Universities of Applied Sciences Act, 932/2014). No separate decision on the forfeiture of the right to study is made. A student who has not fulfilled the enrolment obligation may re-apply to the university of applied sciences for admission without participation in the student admissions procedure. If the right to study is not granted at the beginning of the semester which the failure applies to, and the studies are continued in later semesters, the period of non-compliance shall be deducted from the time period allowed for non-attendance, provided that the student has statutory non-attendance left. However, if the student has no non-attendance left, the neglect of the obligation to enrol will consume the duration of the right to study. The right to study may be reinstated if it is considered that the student will be able to complete the studies during the remaining study period. The reinstatement of the right to study shall be applied for during the calculated duration of the right to study. The decision to reinstate the right to study is made by the head of Student Services. A fee of EUR 50 will be charged from the student for the processing of the application (Government Decree 1440/2014).

Section 23: Studies in the universities of applied sciences' degree programmes are arranged in such a way that full-time students are able to complete them in the duration of studies corresponding to the study credits awarded (Universities of Applied Sciences Act 932/2014). The computational accrual of study credits is therefore 60 credits per year and 30 credits per semester. The extent of the studies is determined by the scope of the degree and by the results of the possible RPL procedure. Students have the right to seek recognition of previously acquired competences as part of their degree.

Full-time students must complete the studies in the bachelor's degree in a university of applied sciences within a time period which exceeds the normative duration of studies by one year at the most. The studies

in the master's degree programmes at universities of applied sciences are organised in such a way that they can be completed as part-time studies while working. The duration of studies for students completing a master's degree at a university of applied sciences is the duration of the implementation of the studies plus one year.

During the last semester of the right to study, the student will receive notification of his or her period of right to study ending soon. When the time period for the student's right to study is exceeded, the student may no longer study at the University of Applied Sciences. However, the student may, on application, be granted an extension of the right to study at the discretion of the University of Applied Sciences. The grounds for granting the first discretionary extension of the right to study for the degree programmes at universities of the applied sciences are as follows: the student is lacking no more than 60 ECTS for the degree, the student presents justified reasons for the non-progress of the studies, and the student's plan for completing the studies is feasible. Special reasons pertaining to the health of the student, etc., may be considered good causes for alleviating the study credit criterion. A second discretionary extension period may be granted on application by the student on the basis of the new specific criteria, provided that the number of credits in the remaining studies is limited, the plan for completing the studies is up-to-date and feasible and the termination of the right to study would be unreasonable in terms of the student's life situation.

Additional discretionary extension periods may be granted for up to two semesters at a time. The student must submit the application while the right of study is still valid and in the period indicated by the University of Applied Sciences. The decision on awarding the discretionary extension period of the right to study is made by the Director of Education. A fee of EUR 50 will be charged for the processing of the application (Government Decree 1440/2014). Students may not register for non-attendance during the extension period.

The student may apply for a rectification for the decision about the discretionary extension period in writing from the President of the University of Applied Sciences within 14 days after having been notified of the decision.

Other studies than degree-awarding studies

Section 24: The studies at the Open University of Applied Sciences are open for all. Students are admitted to the Open University of Applied Sciences courses in the order of enrolment. There may be requirements of previous studies for some of the courses. The right to study is established once the student pays the tuition fee. The tuition fees for studies at open universities of applied sciences are governed by the Government Decree 1440/2014. Studies at the Open University of Applied Sciences studies can also be arranged as path studies which enable the application for degree programmes through the separate application system (see section 12). A person who is completing path studies at the Humak Open University of Applied Sciences, cannot be enrolled in any other degree programme at Humak at the same time.

Section 25: Professional specialisation programmes mean studies completed after a higher education qualification, intended for professionals already in working life to promote professional development and specialisation. The purpose of professional specialisation programmes is to produce competence in fields of expertise in which market-based education is not available. The scope of professional specialisation programmes is at least 30 study credits.

Students subject to tuition fees and the right to study

The same procedures related to the duration and the right for non-attendance are also applicable to students who have to pay annual tuition fees for their studies. The student may choose to register for non-attendance, in which case he or she will not to pay the tuition fee for the academic year. The rules for the non-attendance registration for the first academic year also apply to students who are subject to pay the annual tuition fee. Students who are required to pay the annual tuition fee may also apply for a discretionary extension period, in which case they will also pay for these semesters. The approved applicant shall accept the study place in the My studyinfo service, pay the annual tuition fee, and after that, can enrol and register for attendance. The student selection is provisory until the tuition fee has been paid in full. The accuracy of the applicant's documents (diploma, residence permit and identity certificate) will be checked at the beginning of the studies.

A paid tuition fee can be returned to the student if they are not granted a study permit. The student must then file an application to receive the money as a return payment. The application must include a copy of the denied study permit.

Section 26 Consequences of failure to pay to the tuition fee

If the student subject to a tuition fee who has received a study place does not pay the tuition fee by the time limit given by the University of Applied Sciences and does not register for non-attendance (which is possible in the first academic year only for statutory reasons like illness or disability), the student is considered to have neglected his or her enrolment and registration, the result of which is that the student loses his or her study place. The restoration of the right to study is conditional on payment of the annual tuition fee and the processing fee for the processing of the application in accordance with the applicable Government Decree. The obligation to pay the tuition fee applies to all the semesters in which the student is registered for attendance (also during a student exchange period). If the student does not pay the tuition fee by the time limit indicated by the University of Applied Sciences and does not register for non-attendance, he or she loses the right to study. The Finnish Immigration Service is informed of the loss of the right to study.

Section 27 Transfer students or students who have been regranted the right to study and the compulsory annual tuition fees

If the original right to study that the transfer is based on has been established in a degree programme in which the student has not been subject to paying the annual tuition fee, the student will not be required to pay the annual tuition fee even after the transfer. Students whose right to study has been reinstated at the same university of applied sciences where their studies, which were not subject to the annual tuition fee, were left unfinished, do not have to pay the annual tuition fee.

4. COMPLETION OF STUDIES

Section 28 Course enrolment

Students must enrol in courses in accordance with the instructions of the University of Applied Sciences. The main principle of course enrolment is that students whose degree programme curriculum contains the course have priority. In part-time studies, priority is given to the students who have been selected for the degree programme in question.

If, after taking the students who have priority into consideration, the number of students who have enrolled exceeds the maximum number of students allowed, the students will be accepted for the course in the order of enrolment.

Section 29: Accreditation of studies and the RPL procedure

The recognition of prior learning, or RPL, means that the student has the possibility to apply for recognition and accreditation of previously attained competences and to obtain an accreditation decision on the basis of such previously acquired learning. Recognition of prior learning can be applied irrespective of where or how competence was acquired.

Previously acquired competence may be accredited either by compensating for a course in the curriculum in part or in full, or by incorporating it into the degree as optional studies. At least half of a course can be accredited, however, the accreditation must be done by approving complete study credits. In the recognition of prior learning, the minimum number of credits to be accredited is 3 ECTS. For the purposes of preparing the Personal Development Plan (PDP), it may be clearest if the accredited competence corresponds to the learning outcomes of a course as a whole.

The students should apply for the recognition of learning acquired before starting the studies at Humak through the RPL procedure during their first semester. Recognition of prior learning can be applied for course-specifically. Despite the previous recommendation for the RPL schedule, it is possible to apply for the recognition of any new (missing) accreditations also in the later stages of studies.

After starting studies at Humak, the student can apply for the accreditation of prior learning on a separate form or by presenting certificates demonstrating the previously acquired competence.

The competence should correspond to the learning outcomes of the curriculum of the degree programme. Only studies completed within 10 years may be used to compensate for the courses in the degree programme. Studies included in completed degrees or study modules can be used to compensate for study attainments, even when more than 10 years have passed since completion. Studies in the same educational programme, completed either at an open university of applied sciences or at another university of applied sciences, may be accredited in full, regardless of whether the studies have been completed before or during the current degree programme.

The RPL procedure at Humak is described in the staff handbook as well as in the RPL guidelines for the students.

Section 30: In addition to the accreditation made in the RPL procedure, courses or parts of courses can be compensated for with other university-level studies. Furthermore, university-level studies which have no equivalents in the curriculum can be included in the optional studies of the degree programme.

Degrees or qualifications which provide general eligibility for higher education cannot be used to compensate for studies within UAS degree programmes.

According to the Universities of Applied Sciences Act (*Ammattikorkeakoululaki, 932/2014*), a student who is dissatisfied with the accreditation may lodge a rectification request orally or in writing to the teacher who has made the decision. The rectification request for accreditation shall be made within 14 days of being notified of the decision. A student dissatisfied with the decision on the rectification request may seek rectification from the Humak Examination Board within 14 days of receiving the notification of the decision.

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STUDY ATTAINMENTS AND ASSESSMENT

Section 31: Studies leading to a bachelor's degree at a university of applied sciences

At Humak, the assessment, as well as feedback received by the students, is both qualitative and numerical. In addition to numerical assessment, verbal (written, spoken or signed) assessment may be given. The criteria and methods of course assessment are described to the students in the course instructions based on the course implementation plan.

Courses and the final project/thesis subject to numerical evaluation will be assessed on three levels and with the following grades, on a scale of 1 to 5: satisfactory (1–2), good (3–4), or excellent (5). Competence in the second national language is assessed on the following scale: satisfactory (1–3) and good (4–5). Any complementary assignments required to meet the objectives of the course must be completed by the date indicated by the lecturer in charge of the course. For specific reasons and upon request, the student may apply for an extension for the completion of a course up to the end of the academic year at the most.

If the course includes an examination, there will be two possibilities to resit the exam. The re-examination can be attended on a general exam day. The student has the opportunity to improve the grade of the exam. Exams for the interpreting degree programme, which include functional competence demonstrations, cannot be retaken on the general exam day, which is why the possibility to redo such exams must be agreed separately.

Course assessment must be given within four weeks after the end of the course or in accordance with any other agreed schedule, provided that the student has completed the required course assignments on time. The evaluation of a thesis or final project follows the schedule laid down in the graduation process.

Students who are dissatisfied with the assessment of their study attainments may, in accordance with the Universities of Applied Sciences Act, request a rectification, orally or in writing, from the lecturer who has assessed the study attainment. The rectification request for an assessment of a study attainment must be made within 14 days of the date on which the student has had the opportunity to obtain the results of the assessment as well as the information about the application of the assessment criteria for their study attainment. A student dissatisfied with the decision on the rectification request may seek rectification from the Examination Board within 14 days of receiving the notification of the decision.

In addition to the numerical evaluation, a written statement is provided for the thesis or final project.

Section 32: Studies leading to a master's degree at a university of applied sciences

Courses are assessed qualitatively and numerically as follows: satisfactory (1–2), good (3–4), or excellent (5). The criteria and methods of course assessment are described in the course implementation plan.

In course assessment, also the representatives of working life can be heard. The students must complete the assignments required for the course primarily within one month after the end of the course, but not later than the end of the academic year.

The assignments required for complementing a course must be completed within the duration of the degree studies.

The lecturer must provide the course assessment within four weeks after the end of the course.

Section 33: Examination Board

To process requests for the rectification of study attainments, the University of Applied Sciences has an examination board. Section 19 of the Universities of Applied Sciences Act lays down the provisions on the examination board, its composition and duties (932/2014). The chairperson of the examination board must be a principal lecturer or a senior lecturer, and the other members of the board must include teachers at the University of Applied Sciences as one student enrolled in a degree programme. The chairperson and the members shall each have a personal deputy. The term of office of the chairperson of the examination board and of the lecturer is two years and one year for the student member. The Humak Board of Directors appoints the members of the Examination Board per each term of office. The student representative is appointed after proposal by the student union.

When the Examination Board processes rectification requests concerning admissions, the President of Humak shall be Chair of the Board.

The tasks of the Examination Board are defined in the Guidelines for the Examination Board approved by the Board of Directors.

Section 34: Degree certificate

Graduates from the Finnish language degree programmes are given a degree certificate in Finnish, accompanied by a transcript of records in Finnish and English, as well as a diploma supplement intended for international use. Graduates who have completed their degree in English language degree programmes, receive the degree certificate both in Finnish and English as necessary.

Students must apply for the degree certificate with the e-form no later than four weeks before the graduation date.

Students from the Open University of Applied Sciences and students in the international student exchange and practical trainee exchange programmes will be given a transcript of records for studies completed. In addition, the Open University of Applied Sciences may offer separately defined study modules, the completion of which may award the student a certificate in addition to the transcript of records.

6. OTHER PROVISIONS

Section 35: Disciplinary procedure and security

Sections 38 and 39 of the Universities of Applied Sciences Act (932/2014) applies to students who act under false pretences or otherwise cause disorder at the University of Applied Sciences.

A student may be issued a written caution if he or she:

1. disrupts teaching;
2. behaves threateningly or violently;
3. acts under false pretences or otherwise causes disorder at the University of Applied Sciences;
4. refuses to present the drug test certificate, as referred to in section 36 of the Universities of Applied Sciences Act; or
5. has used narcotics, based on the account referred to in section 36 of the said Act, for purposes other than medical treatment in a way which undermines his or her functional capacity.

If the student's deed or negligence is serious in nature or if the student continues to behave inappropriately, in the sense referred to in subsection 1, after having been cautioned, he or she may be suspended from the University of Applied Sciences for a fixed period of one year at most.

A student who disrupts teaching, behaves threateningly or violently or endangers the life or health of another person may be ordered to leave the premises where teaching takes place or from an event organised by the University of Applied Sciences. A student may be suspended from attending instruction for a maximum of three days when there is a risk that the safety of another student or a person working in the University of Applied Sciences or some other teaching facility is threatened as a result of the student's threatening or violent behaviour or where the disruptive conduct of the student makes teaching and associated activities unduly difficult.

Where a student refuses to undergo the examinations for ascertaining his or her state of health referred to in section 34(1), he or she may be banned from studies until he or she consents to undergo the necessary examinations. If a student refuses to provide an extract of entries on him or her in the criminal records referred to in section 34(4), he or she may be banned from studies until he or she consents to present the extract.

The decision to give a student a written warning is made by the President of the University of Applied Sciences and the decision on suspension by the Board of the University of Applied Sciences. Before any such decision can be taken, the deed or negligence resulting in the disciplinary measure must be specified and a relevant investigation carried out, and the student must be given an opportunity to be heard.

The President of Humak, the teacher and the practical training instructor may work together or separately in such matters as are referred to in section 38(3). The disciplinary measures must be recorded. The Board of Directors shall adopt a decision in accordance with section 38(4) of the Universities of Applied Sciences Act.

The decision on the enforcement of an appealable decision and on the date on which the enforcement is implemented must be made at the same time as the decision to suspend the student or to ban the student from studies.

At Humak, the ethical guidelines approved by the President of Humak are observed in matters related to study fraud. As regards the revocation of the right to study, the disciplinary proceedings have been described in the instructions for revocation and restoration of the right to study at Humak, which have been confirmed by the Board of the University of Applied Sciences.

Section 36: Revocation and restoration of the right to study in the humanities and education sector

In accordance with section 33 of the Universities of Applied Sciences Act (932/2014), the revocation of the student's right to study in the degree programmes of the humanities and education sector in the universities of applied sciences is the last resort disciplinary measure that can be adopted. If the right to study has been revoked due to reasons related to the health or functional ability of the student, and the student demonstrates that the reasons for the revocation have been eliminated, the student's right to study can be reinstated upon application. The grounds for revoking and reinstating the right to study, the progress of the process, and the responsibilities and procedures for processing, disclosing and retaining sensitive data related to the process are described in the Humak instructions for revoking and reinstating the right to study.

The decision to revoke and reinstate the right to study is made by the board of the University of Applied Sciences upon the proposal of the President of Humak. The decision on revocation and reinstatement of the right to study may be appealed to the students' legal protection board within 14 days of having learned about the decision and, as necessary, to the Helsinki Administrative Court.

Section 37: Appeals and the rectification procedure

Appeals and the rectification procedure are provided for in the Universities of Applied Sciences Act (932/2014) and the Students' Legal Protection Board Act (*Laki opiskelijoiden oikeusturvalautakunnasta, 956/2011*).

Section 38: Transitional provisions and entry into force provisions of the degree regulations

The degree regulations of the Humak University of Applied Sciences have been approved at the board meeting of the Humak University of Applied Sciences on May 17 2005 and subsequently on September 17 2007, September 8 2010, June 4 2012, December 11 2013, August 31 2015, December 12 2015 and February 22 2017, March 1 2017, and August 28 2018, and will come into effect on January 1 2020..

APPENDIX 1: DEGREE TITLES AND DURATION OF STUDIES

1. Cultural Manager (UAS bachelor's degree), 240 ECTS, 4 years
2. Cultural Manager (UAS master's degree) 60 ECTS, 1 year;
for groups starting after January 1 2016, 1.5 years
3. Community Educator (UAS bachelor's degree) 210 ECTS, 3.5 years
4. Bachelor of Humanities 210 ECTS, 3.5 years
5. Community Educator (UAS master's degree) 90 ECTS, 2 years
6. Interpreter (UAS bachelor's degree) 240 ECTS, 4 years
7. Interpreter (UAS master's degree) 90 ECTS, 1.5 years
8. Degree Programme in Sign Language Interpreting, Master of Humanities 90 ECTS, 2.5 years



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