



## **DEGREE REGULATIONS OF HUMAK UNIVERSITY OF APPLIED SCIENCES**

### **1 GENERAL**

#### **Section 1: Degree Regulations of Humak University of Applied Sciences**

The provisions for the educational mission, degrees, and arrangements of education have been laid down in the Universities of Applied Sciences Act (Ammattikorkeakoululaki, L932/2014) and the Government Decree on Universities of Applied Sciences (Valtioneuvoston asetus ammattikorkeakouluista, 1129/2014). The educational responsibilities of Humak University of Applied Sciences (Humak) have been defined in the operating license 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 a training.

(Picture 1: Degree titles, degree programmes and durations of studies)

The extent of studies 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 are accepted by the President of Humak.

Extent of the Degree	Title of the Degree	Completion Target Time	Right to Study
60 ECTS	Master of Culture and Arts Kulttuurituottaja (ylempi AMK)	1 year	2 years
90 ECTS	Master of Humanities Yhteisöpedagogi (ylempi AMK) Master of Humanities Tulkki (YAMK)	1,5 years	2,5 years
90 ECTS	Master of Humanities (EUMASLI) Tulkki (ylempi AMK)	2,5 years	3,5 years
210 ECTS	Bachelor of Humanities Yhteisöpedagogi (AMK)	3,5 years	4,5 years
240 ECTS	Bachelor of Culture and Arts Kulttuurituottaja (AMK) Bachelor of Humanities Tulkki (AMK)	4 years	5 years

The studies leading to a University of Applied Sciences degree consist of general and professional studies, optional studies, development-focused practical training, and the thesis. 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 consist of advanced professional studies, optional studies, and the thesis.

In addition to the degree programmes, a UAS can offer other training according to the Universities of Applied Sciences Act.

The language of instruction at Humak is Finnish. In addition, teaching may be provided in signed languages as well as in other languages by the curricula.

## 2 TEACHING AND STUDIES

### Section 3: Objectives of the Studies

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

#### **Section 4: Curriculum and Personal Study Plan**

Students have the opportunity to study by 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 by the student's personal study plan (PSP).

The students prepare the personal study plan, which is discussed in coaching discussions held between the students and their coaches.

#### **Section 5: Thesis and Maturity Test**

At Humak, the objective of the 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 being a work-related development task. A UAS-level master's thesis aims to develop and demonstrate the ability to apply research data and to use the select methods for the analysis and resolution of problems in the world of work and the ability to independently carry out demanding expert work.

For 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 the Finnish or Swedish language (Government Decree A 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 in 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-focused 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 separate practical training agreement will be drawn up, detailing the practices and objectives of the practical training.

The scope of the practical training in UAS degrees is at least 30 ECTS (Government Decree A 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 courses offered by Humak or from the courses offered by other institutes of higher education.

## **Section 8: Language Proficiency**

Section 7 of the Government Decree on Universities of Applied Sciences (Valtioneuvoston asetus ammattikorkeakouluista, A 1129/2014) provides 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 the school education in a language other than Finnish or Swedish (including sign language education), 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 proficiency 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.

## **3 STUDENT ADMISSION AND RIGHT TO STUDY**

### **Joint Application Procedure for Degree Programmes**

#### **Section 9**

As a rule, applications to degree programmes at Humak are submitted in a joint application procedure by the selection criteria decided by the President of the UAS. The right to study is established when the applicant accepts a study place offered in My Studyinfo service and registers as present or absent by the Humak guidelines. The Study Office is responsible for the administrative tasks related to the selection of students. By 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/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 to 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.

## **Degree Admissions through Separate Application System**

### **Section 10**

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 criteria for regranting the right to study are determined by the President of the University of Applied Sciences. The decision about admission is made by the Director of Education of the profit unit. If the decision is affirmative, the right to study will be reinstated as a rule at 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 11**

A person who has completed Humak path studies may apply for the right to attend a Humak degree programme. Admission criteria for the separate application system are determined by the President of the University of Applied Sciences, and the admission decision is taken by the Director of Education of the profit unit.

### **Section 12**

A transfer student is a student enrolled in a degree programme at an institution of higher education, who transfers from one Finnish higher education institution to another, or within the institution, from a 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.

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 that the student has used for studying in the degree programme on which the transfer is based are also included in the period granted in the right to study. When a transfer student receives a

new right to study, he or she loses the right to study in the degree programme on which the transfer was based (Universities of Applied Sciences Act, L 932/2014).

Students can apply for transfer after their first academic semester at the earliest. The decision to admit transfer students will be taken by the Director of Education of the profit unit. The selection criteria are decided by the President of the University of Applied Sciences.

### **Section 13: Verification of Certificates Used for Student Admission**

The certificates used in the student application are checked for all those accepted as students. The place of study is conditional until the degree certificates, certificate grades, and possible work experience of the application have been checked. The UAS may cancel the student's admission if the applicant has not submitted the certificates within the deadline specified by the UAS, or if the applicant has provided incorrect information about his/her degrees, grades, or work experience. The decision to cancel a student selection is taken by the Director of Education of the profit unit.

### **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: Change of Regional Unit or Degree Specialization**

The Director of Education of the profit unit may, for particularly weighty reasons, grant the student a transfer from one regional unit or one specialization of 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 Study Place, Student Enrolment and Register, and the Right to Study**

#### **Section 16**

Section 29 of the Universities of Applied Sciences Act (L 932/2014) lays down the provisions for student enrolment and the right to enroll 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. If a student who has been admitted and has accepted a study place at Humak does not enroll for the academic year, he/she loses the

right to study and is registered as a student who has failed to enroll. A student who fails to enroll may apply for a refund of the right to study.

After having accepted the study place, the student may, according to the Universities of Applied Sciences Act (L 932/2014), register for non-attendance during the first academic year only for statutory reasons. Non-attendance must be verified by official documents at the time of registration. If the documents are insufficient or not submitted at all by the enrollment deadline, the student will be marked as attending.

### **Section 17**

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 the time and in the manner decreed by the University of Applied Sciences in question (Universities of Applied Sciences Act, L 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 18**

The student must register for attendance or non-attendance for each academic year (Universities of Applied Sciences Act, L 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, L 932/2014). Registration is made for a semester or the entire academic year if the student has the right to study for the entire academic year.

### **Section 19**

The degree student's right to study is provided for in section 30 of the Universities of Applied Sciences Act (L 932/2014). Students who have started their studies or registered as students before 1 August 2015 may register for non-attendance for a total of four semesters, i.e., two academic years, based on 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 as a degree student, to obtain guidance related to his/her studies at Humak, or to register study attainments in the transcript. In addition, students registered for non-attendance are not entitled to social student benefits.

## Section 20

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 of the profit unit 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 is then not consuming the terms you have right to study.

## Section 21

The student's failure to enroll and register by the instruction will forfeit their right to study at Humak (Universities of Applied Sciences Act, L 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 reapply 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 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 enroll will consume the duration of the right to study. 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 advisor of Student Services. A fee of EUR 50 will be charged to the student for the processing of the application (Government Decree A 1440/2014).

## Section 22

Studies in the degree programmes at the Universities of Applied Sciences are arranged in such a way that full-time students can complete them in the duration of studies corresponding to the study credits awarded (Universities of Applied Sciences Act L 932/2014). The computational accrual of study credits is therefore 60 credits per year and 30 credits per semester. Students have the right to apply for the recognition of previously acquired competences as part of their degree.

Students must complete the studies for the bachelor's degree in a university of applied sciences within a period that exceeds the normative duration of studies by one year at the most. 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 a notification that his/her period of right to study is ending soon. When the 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



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 about 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 based on 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.

If the student does not complete the studies during the second additional period of discretionary study, the right to study will end. The student may apply for a re-grant of study right by section 10 to complete the studies. Additional discretionary extension periods may be granted for up to two semesters at a time. The student must apply 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 of the profit unit. A fee of EUR 50 will be charged for the processing of the application (Government Decree A 1440/2014). Students may not register for non-attendance during the extension period.

The student may apply for 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.

## **Open University of Applied Sciences Studies**

### **Section 23**

The studies at the Open University of Applied Sciences are open to 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 A 1440/2014. Studies at the Open University of Applied Sciences can also be arranged as path studies which enable the application for degree programmes through the separate application system (see section 11).

### **Students Subject to Tuition Fees and the Right to Study**

The same procedures related to the duration and the right to 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/she will not have to pay the tuition fee for the academic year. The rules for non-attendance registration for the first academic year also apply to students who are subject to paying 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, enroll 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 a residence permit will not be granted to him/her. The student must then apply to receive the money as a return payment. The application must include a copy of the denied residence permit.

#### **Section 24: Consequences of Failure to Pay 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/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 by 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/she loses the right to study. The Finnish Immigration Service is informed of the loss of the right to study.

#### **Section 25: Transfer Students or Students who have been Regranted the Right to Study and 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 26: Course Enrolment

Students must enroll in courses by the instructions of the University of Applied Sciences. The main principle of course enrolment is that priority is given to the students who have the right to study the curriculum to which the course belongs. If, after taking into consideration the students who have priority, 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 27: Accreditation of Studies and RPL Procedure

The recognition of prior learning (RPL) means that the student can apply for recognition and accreditation of previously attained competences and to obtain an accreditation decision based on 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, or by incorporating it into the degree as optional studies.

Higher education studies can be accredited if they are completed within 10 years, and correspond to the level and the learning outcomes of the course. The higher education studies leading to general eligibility for admission to a University of Applied Sciences cannot be accredited. Lower-level studies cannot be accredited to a higher education degree. Non-formal education (competences) that is of short duration, part-time, or more than 10 years old is demonstrated by a presentation in addition to a certificate. The RPL application must be submitted according to the instructions in the Student's Guide. Pending RPL applications will be deleted four months after the request for correction has been submitted.

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.

The RPL procedure of Humak is described in the Intra for the staff and in the Student's Guide.

## 5 STUDY ATTAINMENTS AND ASSESSMENT

### Section 28: Studies Leading to a Degree

At Humak, the assessment, as well as feedback to the students, is both qualitative and numerical. In addition to numerical assessment, verbal (written, spoken, or signed) assessment may be given. The format and criteria of course assessment are described in the curriculum.

The numerically assessed courses and the thesis are assessed at four levels and with the numbers 0-5 as follows: excellent (5), good (3-4), satisfactory (1-2), and fail (0). Second national language skills are assessed on a scale of 5-4 good, 3-1 satisfactory. A course may also be assessed verbally on a pass/fail basis.

The course period will be announced in Peppi. The course must be completed during this period. For special reasons, the responsible teacher may grant the student additional time up to the end of the academic year. If the student is unable to complete the course during the academic year, he/she must enroll in the course for the following academic year.

It is possible to raise the grade recorded in the Student Register (Peppi) once (1), subject to the following restrictions. If the assessment of the course is based on a method of assessment that cannot be repeated (e.g., pair, group, or work-based assignment), the student will not be able to raise the grade. The grade for the thesis cannot be raised.

Course assessment must be given latest within four weeks after the end of the course or by any other agreed schedule, provided that the student has completed the required course assignments on time.

Students who are dissatisfied with the assessment of their study attainments may, by 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 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.

### Section 29: 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 for the examination board, its composition, and duties (L 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 a teacher at the University of Applied Sciences as one student. The chairperson and the members shall each have a personal deputy. The term of office of the chairperson of the examination board and 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 a 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 30: Degree certificate**

Graduates of the degree programmes conducted in the Finnish language 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 the English language receive the degree certificate both in Finnish and English, accompanied by a transcript of records in English and a Diploma Supplement for international use.

Students can apply for a degree certificate when all their studies have been completed, the credits have been entered in the study register and the thesis has been saved in Theseus. The application for the certificate must be submitted as a current student within the period of validity of the right to study. The date of the certificate application is recorded as the student's 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.

## **6 OTHER PROVISIONS**

### **Section 31: Disciplinary Procedure and Security**

Sections 38 and 39 of the Universities of Applied Sciences Act (L 932/2014) apply to students who act dishonestly or otherwise cause disorder at the University of Applied Sciences.

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

- 1) disrupts teaching;
- 2) behaves threateningly or violently;
- 3) acts under false pretenses 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 that undermines his/her functional capacity.

If a student deliberately acts fraudulently when doing his or her coursework, the teacher has the right to reject the coursework in its entirety. In the case of joint Universities of Applied Sciences, selection examinations are conducted according to the guidelines of the Student Selection Consortium. In Humak entrance exams, the applicant may be removed from the examination and the examination may be rejected. If necessary, the teacher will discuss the matter with the Director of Education in question.

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/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 offensively, threateningly, or violently, or endangers the life or health of another person may be ordered to leave the premises or the event where teaching takes place. The acts that violate another's privacy or damage Humak's reputation in the study, work, and online environment will always be addressed. Humak residents must follow the guidelines and rules for Humak activities. Inappropriate behaviour or treatment will always be followed by an internal intervention procedure to determine possible further action. All serious incidents will be reported to the police.

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/her state of health referred to in section 34 (1), the student may be banned from studies until he/she consents to undergo the necessary examinations. If a student refuses to provide an extract

of entries on him/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 a relevant investigation carried out, and the student must be allowed 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 by 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.

### **Section 32: Revocation and Restoration of the Right to Study in the Humanities and Education Sector**

By section 33 of the Universities of Applied Sciences Act (L 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 33: Appeals and the Rectification Procedure**

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

### **Section 34: Transitional Provisions and Entry Into Force of the Degree Regulations**

The degree regulations of Humak University of Applied Sciences were approved at the board meeting of 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, February 22, 2017, March 1, 2017, August 28, 2018, December 11, 2019, December 15, 2020, June 15, 2023, August 24, 2023, and will enter into force on August 24, 2023.