DIPLOMA SUPPLEMENT **1234567**

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free of any value-judgements, equivalence statements or suggestions about recognition. Information should be provided in all eight sections. Where information is not provided, a reason should be given.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1	Family name(s)	*XXXX*
1.2	Given name(s)	*XXXX*
1.3	Date of birth	*01.01.1990*
1.4	Student identification number or code	*1234567*

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1	Name of qualification and title conferred	*Liiketalouden ammattikorkeakoulututkinto* *Bachelor of Business Administration, Tradenomi*
2.2	Main field(s) of study for the qualification	*Business Administration, Business Management*
2.3	Name and status of awarding institution (in original language)	*HAAGA-HELIA ammattikorkeakoulu, (HAAGA-HELIA University of Applied Sciences), Decree on Higher Education Degree Structure 464/1998*
2.4	Name and status of institution (if different from 2.3) administering studies (in original language)	*N/A*
2.5	Language(s) of instruction/examination	*Finnish*

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1	Level of qualification	*Bachelor's level / first-cycle degree of higher education.*
3.2	Official length of programme	*210 ECTS credits, appr. 3.5 years of full-time study. Finnish credits are fully compatible with the ECTS.* *Studies leading to a university of applied sciences degree comprise:* *1) basic studies, 105 ECTS credits;* *2) professional studies, 45 ECTS credits;* *3) elective studies, 15 ECTS credits;* *4) practical training to enhance professional skills, 30 ECTS credits; and* *5) a final thesis, 15 ECTS credits*
3.3	Access requirement(s)	*The Finnish Matriculation examination gives general eligibility for higher education. General eligibility is also given by Finnish upper secondary vocational qualifications of at least three years' duration. All these qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education. There is numerus clausus, i.e. restricted entry, to all fields of study.*

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1	Mode of study	*Full-time*
4.2	Programme requirements	*The general aim of studies leading to a university of applied sciences degree is to provide the student with:* *1) the extensive practical basic knowledge and skills and theoretical basis necessary for performing expert duties in the field concerned;* *2) the preconditions for following developments in the field concerned and keeping up to date;* *3) the capacity for continuing training;* *4) sufficient communications and language skills; and* *5) the ability to participate in international activities in the field concerned.* *Students who have studied in the Liiketalouden koulutus-ohjelma Degree Programme in Business Administration, and graduated with a BBA degree (tradenomi) are able to work in expert duties in business life and as entrepreneur.* *After completing the Degree Programme in Business Administration the students understand the operations of enterprises and societies as a whole and can apply their know-how in business administration in practical working life situations. BBA graduates are quality-conscious, work with a development-oriented approach and take economic issues into consideration in their operations. They are customer-centred, skilled in networking and constructive as members of the working society.* *BBA graduates can exploit their skills in data acquisition and information technology in their everyday work. They have good command of different languages and can operate in an international environment.* *BBA graduates have completed at least one study module of specialisation studies in one of the areas of business administration.*
4.3	Programme details (e.g. modules or units studied), and the individual grades/marks/credits obtained	*See transcript of records.*
4.4	Grading scheme and, if available, grade distribution guidance	*5 = Excellent* *4 = Very good* *3 = Good* *2 = Satisfactory* *1 = Sufficient* *0 = Failed*
4.5	Overall classification of the qualification	*Not applicable*

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1	Access to further study	*Eligible for second-cycle higher education studies.*
5.2	Professional status	*Under the Finnish legislation, a person who has taken Liiketalouden ammattikorkeakoulututkinto is qualified for posts or positions in the public sector for which the qualification requirement is a first cycle higher education degree. In some cases, the qualification requirement also includes the completion of studies in certain specified fields of study.* *The degree falls under the Article 11 of the Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications, level d.*

6 ADDITIONAL INFORMATION

6.1	Additional information	*HAAGA-HELIA University of Applied Sciences* *Ratapihantie 13, FIN-00520 Helsinki, Finland*
6.2	Further information sources	*Ministry of Education http://www.minedu.fi,* *National Board of Education http://www.edu.fi*

7 CERTIFICATION OF THE SUPPLEMENT

7.1	Date	*Helsinki, Finland, 15.4.2014*
7.2	Name and signature	*Teemu Kokko*
7.3	Capacity	*Director*
7.4	Official stamp or seal	

8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The Finnish education system consists of basic education, general and vocational upper secondary education, higher education and adult education. The basic education consists of a 9-year compulsory school for all children from 7 to 16 years of age.

Post-compulsory education is given by general upper secondary schools and vocational institutions. The general upper secondary school provides a 3-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (ylioppilastutkinto/studentexamen). Vocational institutions provide 3-year programmes, which lead to upper secondary vocational qualifications (ammatillinen perustutkinto/yrkesinriktad grundexamen).

General eligibility for higher education is given by the Matriculation examination and the upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education.

The Finnish higher education system comprises 20 universities (yliopisto/universitet) and 27 universities of applied sciences (ammattikorkeakoulu, AMK/yrkeshögskola, YH). All universities engage in both education and research and have the right to award doctorates. The universities of applied sciences are multi-field institutions of professional higher education. Universities of applied sciences engage in applied research and development.

Higher education studies are measured in credits (opintopiste/studiepoäng). Study courses are quantified according to the work load required. One year of studies is equivalent to 1600 hours of student work on the average and is defined as 60 credits. The credit system complies with the European Credit Transfer and Accumulation System (ECTS).

8.1. University degrees

The Government Decree on University Degrees (794/2004) defines the objectives, extent and overall structure of degrees. The universities decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

8.1.1. First-cycle university degree

The first-cycle university degree consists of at least 180 credits (3 years of full-time study). The degree is called kandidaatti/kandidat in all fields of study except Law (oikeusnotaari/rättsnotarie) and Pharmacy (farmaseutti/farmaceut). The determined English translation for all these degrees is Bachelor's degree, the most common degrees being the Bachelor of Arts or Bachelor of Science.

Studies leading to the degree provide the student with: (1) knowledge of the fundamentals of the major and minor subjects or corresponding study entities or studies included in the degree programme and the prerequisites for following developments in the field; (2) knowledge and skills needed for scientific thinking and the use of scientific methods or knowledge and skills needed for artistic work; (3) knowledge and skills needed for studies leading to a higher university degree and for continuous learning; (4) a capacity for applying the acquired knowledge and skills to work; and (5) adequate language and communication skills.

Studies leading to the degree may include: basic and intermediate studies; language and communication studies; interdisciplinary programmes; other studies and work practice for professional development. The degree includes a Bachelor's thesis (6 – 10 credits).

8.1.2. The second-cycle university degree

The second-cycle university degree consists of at least 120 credits (2 years of full-time study). The extent of studies required for a programme leading to the second cycle university degree which is geared towards foreign students is a minimum of 90 credits. The degree is usually called maisteri/magister. Other second-cycle degree titles are diplomi-insinööri/diplomingenjör (Technology), proviisori/provisor (Pharmacy) and arkkitehti/arkitekt (Architecture). The determined English translation for all these degrees is Master's degree, the most common degrees being the Master of Arts or Master of Science. The second-cycle university degree title in the fields of Medicine, Veterinary Medicine and Dentistry is lisensiaatti/licentiat, the English title being Licentiate. The admission requirement for the second-cycle university degree is a first-cycle degree.

In the fields of Medicine and Dentistry the university may arrange the education leading to the second-cycle university degree without including a first-cycle university degree in the education. In Medicine the degree consists of 360 credits (6 years of full-time study) and in Dentistry the degree consists of 300 credits (5 years of full-time study).

Studies leading to the second-cycle university degree provide the student with: (1) good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subject or good knowledge of the advanced studies included in the degree programme; (2) knowledge and skills needed to apply scientific knowledge and scientific methods or knowledge and skills needed for independent and demanding artistic work; (3) knowledge and skills needed for independently operating as an expert and developer of the field; (4) knowledge and skills needed for scientific or artistic postgraduate education; and (5) good language and communication skills.

The studies leading to the second-cycle university degree may include: basic and intermediate studies and advanced studies; language and communication studies; interdisciplinary study programmes; other studies; and internship improving expertise. The degree includes a Master's thesis (20 – 40 credits).

8.2. Doctoral degrees

Students can apply for doctoral studies after the completion of a relevant second-cycle degree. The aim of doctoral studies is to provide student with an in-depth knowledge of their field of research and capabilities to produce novel scientific knowledge independently.

A pre-doctoral degree of lisensiaatti/licentiat (Licentiate) may be taken before the Doctor's degree and in general it takes 2 years of full-time study to complete.

The Doctor's degree takes approximately 4 years to complete after the second-cycle degree or 2 further years following the pre-doctoral degree. A student who has been admitted to complete the Doctor's degree must complete a given amount of studies, show independent and critical thinking in the field of research and write a Doctor's dissertation and defend it in public.

8.3. University of applied sciences degrees

The government decree on universities of applied sciences (352/2003 including amendments) defines the objectives, extent and overall structure of university of applied sciences degrees. The Ministry of Education confirms the degree programmes of universities of applied sciences, and within the framework of these regulations, the universities of applied sciences decide on the content and structure of their degrees in more detail. The universities of applied sciences also decide on their annual curricula and forms of instruction.

8.3.1. First-cycle university of applied sciences degrees

The first-cycle university of applied sciences degree consists of 180, 210 or 240 credits (3 to 4 years of full-time study) depending on the study field. For specific reasons, the Ministry of Education may confirm the scope of the degree to exceed 240 credits. The first-cycle university of applied sciences degree is called ammattikorkeakoulututkinto/yrkeshögskoleexamen. The determined English translation for the degree is Bachelor's degree. The degree titles indicate the field of study, e.g. Bachelor of Engineering or Bachelor of Health Care.

Studies leading to the degree provide the student with (1) broad overall knowledge and skills with relevant theoretical background for working as expert of the field; (2) knowledge and skills needed for following and advancing developments in the field; (3) knowledge and skills needed for continuous learning; (4) adequate language and communication skills; and (5) knowledge and skills required in the field internationally.

The first-cycle university of applied sciences degree comprises basic and professional studies, elective studies, a practical training period and a Bachelor's thesis or a final project.

8.3.2. The second-cycle university of applied sciences degrees

The second-cycle university of applied sciences degree consists of 60 or 90 credits (1 or 1.5 years of full-time study). The degree is called ylempi ammattikorkeakoulututkinto/högre yrkeshögskoleexamen. The determined English translation for the second-cycle university of applied sciences degree is Master's degree. The degree titles indicate the field of study, e.g. Master of Culture and Art or Master of Business Administration. Eligibility for second-cycle university of applied sciences degrees is given by a relevant first-cycle degree with at least 3 years of relevant work or artistic experience.

Studies leading to the degree provide the student with (1) broad and advanced knowledge and skills for developing the professional field as well as the theoretical skills for working in demanding expert and leadership positions in the field; (2) profound understanding of the field, its relation to work life and society at large as well as the knowledge and skills needed for following and analysing both theoretical and professional developments in the field; (3) capacity for life-long learning and continuous development of one's own expertise (4) good language and communication skills required in work life; and (5) knowledge and skills needed to function and communicate in the field internationally.

The second-cycle university of applied sciences degree comprises advanced professional studies, elective studies and a final thesis or a final project.