

Degree Regulations for Tailored Degree Programs

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Specifications of the degree regulations

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CHAPTER 1

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

1 § Degrees

The degrees available at Haaga-Helia University of Applied Sciences are: Bachelor of Business Administration, Bachelor of Culture and Arts, Bachelor of Sports Studies, Master of Sports Studies, Bachelor of Hospitality Management, Master of Business Administration, Master of Culture and Arts and Master of Hospitality Management.

The credit requirement of Bachelor's degrees is 210 credits, with the exception of Journalism in koulutus (Bachelor of Media), which comprises 240 credits. The credit requirement of Master's degrees is 90 credits, with the exception of Uudistuvan journalism in koulutus (Master), which comprises 60 credits.

2 § Curricula

The curricula are approved by the Collegiate Body of Haaga-Helia. The degree director is responsible for degrees as a whole and for degree objectives.

3 § Decision-Making Related to Implementation of Education

The degree director determines and orders the educational offering for a degree. The competence area director is responsible for the implementation of courses in cooperation with the degree director.

4 § Course Completion and Assessment

Students' attainment of course objectives in degrees is assessed based on different types of learning assignments, exams and other demonstrations. Successful course completion requires that the student shows his/her competence in the skills required in the course description. The same competence may be shown only once.

Students' performance is graded on the following scale:

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

Competence can be marked also as approved (hyväksytty, H) or adjusted (mukautettu, M). The use of an adjusted grade always requires that the student has actively participated in regular course sessions and evaluations, including resits, and received a failing grade, or that he or she has clear and demonstrable personal grounds to receive an adjusted grade. Students can apply for an adjusted grade by contacting the competence area director. A student can have a maximum of 12 credits comprising adjusted grades in order to receive a degree certificate. The application must include reasons why an adjusted grade should be granted.

Grades for accredited studies completed at other institutions are transferred if the scale is congruent. Otherwise the course is graded as approved (hyväksytty, H) and the grade issued by the host institution is included in the notes without scaling.

Grades for courses completed during a student exchange period are recorded as "completed at another institution" (suoritettu muualla, S), and the grade issued by the host institution is included in the notes. The grade needed for the language clause is transferred to the degree certificate.

All completed courses are included in the student's transcript of records, and passing grades cannot be removed.

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

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

5 § Resits

Students may resit failed or passed course exams twice on two general course re-examination dates announced at the beginning of the course or by another arrangement (e.g. using an online examination system). This does not apply to demonstrations, project works or other one-off learning situations. The highest of the achieved grades will be awarded.

If the student has enrolled for a resit and s/he fails to attend the resit without a notification in advance, this will be considered a resit. Students cannot attempt to improve their grades after degree completion.

Students' written coursework is kept on file for six months after the publication of the grades. Incomplete coursework has to be completed during the six months as agreed with the teacher.

6 § Prior Learning

Students can include studies at other Finnish or foreign higher education institutions, or studies completed at Haaga-Helia University of Applied Sciences prior to enrolment, in their study plan,

provided that curriculum objectives are achieved. Accredited studies from other higher education institutions can include studies completed while attending Haaga-Helia or prior to enrolment. In addition, students may apply for the accreditation of prior learning from work placements or work experience gained before enrolment at Haaga-Helia as specified in the instructions issued separately.

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

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

7 § Expiry of studies

If the studies and credits completed at some other higher education institution or at Haaga-Helia have been completed more than 10 years ago, they cannot be included in the study plan as such. In such a case, it is possible to prove the skills in a demonstration.

8 § Proficiency in languages

In demonstrating language proficiency, sections 7 and 8 of the Government Decree on Universities of Applied Sciences (1129/2014) is observed.

According to the Act 424/2003 on the Knowledge of Languages Required of Personnel in Public Bodies, the required proficiency in domestic languages will be demonstrated by completing the language courses included in the degree requirements in these languages. The relevant language courses are determined in detail in the curriculum. On special grounds, the competence area director of languages and internationality may grant the student full or partial exemption from the language proficiency requirement.

9 § Work Placement

Bachelor's degree programmes include a work placement period that is worth 30 credits and involves tasks approved by Haaga-Helia. Haaga-Helia has a joint model for work placement and there may be special degree-specific instructions to it.

10 § Final Project

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

11 § Duration of Studies and the Applicable Curricula

The statutory study time for completing a Bachelor's degree is 3 ½ years, however for the degree of Bachelor of Culture and Arts it is 4 years. The statutory study time for a Master's degree is 2 years.

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

A student who has been registered as non-attending for a period exceeding one year can be

transferred to follow the most recent curriculum which is in force at the time when the student starts the studies after the absence. If necessary due to changes in curricula, a personalized curriculum can be drawn up for students who return after a period of non-attendance or deregistration.

12 § Admissions

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

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

If the student has given false information in connection with the application or provided incomplete information or failed to submit the required information before the stated deadline, the admission is cancelled. The cancellation decision is made by the head of study affairs. The head of study affairs submits the decision proposals on admission appeals for approval to the Collegiate Body of Haaga-Helia.

13 § Double Degrees

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

A student of a tailored degree programme may complete a double degree if he or she studies in a programme defined as a double degree programme. The student must have at least two semesters' worth of studies completed with a passing grade at his/her home institution. The student may be issued a double degree certificate by Haaga-Helia only if he or she is also awarded a degree certificate by a partner university in another country. The Diploma Supplement for double degree students specifies that the studies involved a double degree.

14 § Joint Degrees

A joint degree refers to a degree programme that is offered in cooperation with another institution or several other institutions of higher education. The curriculum is drawn up jointly by the institutions, and students can take courses in the participating institutions. The student receives one degree certificate. The cooperating institutions of higher education agree upon the form of the degree certificate between themselves.

15 § Tailored Degree Programmes

University of applied sciences degrees can be earned by completing tailored programmes (Polytechnics Act, Section 13, 932/2014). Tailored programmes are fee-based and organised for groups. Standard admission criteria apply to tailored programmes. Students in tailored programmes do not apply in the standard admission process, but are admitted on a case-by-case basis by the degree director. Students graduating from tailored programmes are required to achieve the learning objectives of the degree and they are awarded the standard degree certificate. Students of tailored degree programmes may not apply in the transfer application between Universities of Applied Sciences nor may they apply for changing of the degree programme within the University of Applied Sciences.

16 § Degree Certificate and Awarding the Degree

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

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

A degree certificate is awarded when the above-mentioned requirements have been met. If a student wishes to graduate on a regular graduation day, he or she must apply for the certificate using the standard form no later than two weeks before the intended graduation day. At other times, students must apply for the certificate, as a rule, three weeks before the intended graduation day, taking into account public holidays. During the course of study, students are entitled to receive a copy of their transcript upon request, including completed courses and the grades.

17 § Assessment Appeals and the Examination Board

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

Students who are dissatisfied with the lecturer's decision on the re-assessment request may appeal in writing to the Examination Board within 14 days of receiving the decision.

Written applications must be addressed to the Examination Board and submitted to the degree director.

18 § Personal Conduct at Haaga-Helia

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

Cheating in examinations and plagiarism of assignments, thesis reports or other existing materials are strictly forbidden. If a student is found guilty of cheating, he or she is will be removed from the exam session or learning assignment and the course exam or other performance is failed. Plagiarism will result in failure of the course in question. Proved cheating will be entered into the study register.

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