LAB UNIVERSITY OF APPLIED SCIENCES

DEGREE REGULATIONS

The degree regulations of the LAB University of Applied Sciences are based on the Universities of Applied Sciences Act (932/2014), the Government decree on universities of applied sciences (1129/2014), and the operating licence of the LAB University of Applied Sciences (in force as of 2 January 2020).

The degree regulations apply the president's decision on the delegation of duties (2 January 2020). If the delegation decision is amended during the validity period of these degree regulations, the most recent delegation decision will be observed.

Approved by the president of LAB on 1 June 2022.

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1. GENERAL PROVISIONS

Section 1 Educational mission

The mission of the LAB University of Applied Sciences under the Universities of Applied Sciences Act (932/2014) is to provide higher education for professional expert jobs, support the professional growth of students, carry out applied research, development and innovation activities and artistic activities that serve education in universities of applied sciences, and promote industry, business and regional development and take the industrial structure of the region into account. In carrying out their mission, universities of applied sciences shall promote lifelong learning and provide and develop adult education to maintain and promote transferable skills.

Section 2 Degrees

In accordance with the operating licence issued by the Finnish government on 24 October 2019, the following degrees can be completed at the LAB University of Applied Sciences:

Bachelor's degrees

Field	Title	Credits
Culture	Kuvataiteilija (AMK) Bachelor of Culture and Arts Medianomi (AMK) Bachelor of Culture and Arts Muotoilija (AMK) Bachelor of Culture and Arts	240 ECTS credits 240 ECTS credits 240 ECTS credits
Business	Tradenomi (AMK) Bachelor of Business Administration	210 ECTS credits
Hospitality Management	Restonomi (AMK) Bachelor of Hospitality Management	210 ECTS credits
Health Care and Social Services	Ensihoitaja (AMK) Bachelor of Health Care Fysioterapeutti (AMK) Bachelor of Health Care Sairaanhoitaja (AMK) Bachelor of Health Care Sosionomi (AMK) Bachelor of Social Services Terveydenhoitaja (AMK) Bachelor of Health Care	240 ECTS credits 210 ECTS credits 210 ECTS credits 210 ECTS credits 240 ECTS credits
Technology	Insinööri (AMK) Bachelor of Engineering Rakennusmestari (AMK) Bachelor of Construction Management	240 ECTS credits 210 ECTS credits

Master's degrees

Field	Title	Credits
Culture	Kuvataiteilija (ylempi AMK) Master of Culture and Arts Medianomi (ylempi AMK) Master of Culture and Arts Muotoilija (ylempi AMK) Master of Culture and Arts	60 ECTS credits 60 ECTS credits 60 ECTS credits
Business	Tradenomi (ylempi AMK) Master of Business Administration	90 ECTS credits
Hospitality Management	Restonomi (ylempi AMK) Master of Hospitality Management	90 ECTS credits
Health Care and Social Services	Ensihoitaja (ylempi AMK) Master of Health Care Fysioterapeutti (ylempi AMK) Master of Health Care Sairaanhoitaja (ylempi AMK) Master of Health Care Sosionomi (ylempi AMK) Master of Social Services Terveydenhoitaja (ylempi AMK) Master of Health Care	90 ECTS credits 90 ECTS credits 90 ECTS credits 90 ECTS credits 90 ECTS credits
Technology	Insinööri (ylempi AMK) Master of Engineering	60 ECTS credits

Students who have started their studies before 1 January 2014 may finish their studies at the LAB University of Applied Sciences even if LAB is no longer obligated to teach the student's subject area. In accordance with LAB's operating licence, students may complete and receive their degree pursuant to the legislation in force prior to the current operating licence.

Section 3 Degree programmes

Studies leading to a degree are arranged as degree programmes. Degree programmes designed and executed by the university of applied sciences focus on duties requiring practical professional expertise and the development of those duties.

Degree programmes may also be organised in collaboration with domestic or international universities based on agreements.

Section 4 Objectives of Bachelor's studies

Bachelor's studies aim to provide graduates with the following in accordance with the Government decree on universities of applied sciences (1129/2014, section 4):

1) wide-ranging basic knowledge and practical skills and theory that enable working in professional expert positions
2) the ability to follow and promote the development of one's own field
3) the ability for lifelong learning and continuous professional development
4) sufficient communication and language skills for working, operating and collaborating internationally in one's field.

Section 5 Objectives of Master's studies

Master's studies aim to provide graduates with the following in accordance with the Government decree on universities of applied sciences (1129/2014, section 5):

1) extensive and deep knowledge and necessary theoretical knowledge to act as a developer in demanding professional expert and management duties
2) a profound view of one's own profession, its societal importance and situation in the working world, and the ability to follow and analyse the development of research data and professional practices
3) the ability for lifelong learning and continuous professional development
4) good communication and language skills for working, operating and collaborating internationally in one's field.

Section 6 Scope of studies

The Bachelor's degrees at the LAB University of Applied Sciences require 210 or 240 ECTS credits. The Master's degrees require 60 or 90 ECTS credits. Bachelor's studies include a practical training that promotes professional skills and is worth at least 30 ECTS credits.

The scope of studies is measured in ECTS credits. One credit refers to an average input of 27 hours of work by a student regardless of the teaching methods or arrangements. Full-time studies for one academic year, without significant credit substitutions, amount to 60 ECTS credits, corresponding to 1600 hours of work.

Section 7 Other education

The LAB University of Applied Sciences may arrange professional specialisation programmes, open university of applied sciences instruction, and other continuing education in the form of individual courses or integrated into basic education based on a decision by the president or a person assigned by the president.

The university of applied sciences may arrange free-of-charge education providing immigrants with the language and other skills needed for degree studies at the university of applied sciences. The university of applied sciences may also provide student groups tailored education leading to a higher education degree and subject to a fee.

Section 8 Language of instruction and degrees

The language of instruction and degrees at the LAB University of Applied Sciences is Finnish. In addition, the university of applied sciences teaches certain degree programmes in English. Finnish-language degree programmes may contain courses or modules taught in English if it is relevant to the field and supports the student's internationalisation. Correspondingly, English-language degree programmes may include courses or modules taught in Finnish if they support the student's integration into the Finnish working world.

Each degree programme curriculum defines the language of instruction for the programme. Assignments are primarily completed in the language of the course or module.

2. ADMISSION

Section 9 Student admissions

The board of directors of the university of applied sciences decides on the annual student intake. The vice president for education annually decides on the admission procedures and criteria after hearing each faculty and approves the admission of new degree students.

Students are admitted to complete a Bachelor's or Master's degree or professional specialisation programmes.

Students are admitted to Bachelor's or Master's studies in a joint application system for higher education institutions.

The university of applied sciences may opt to apply a separate application system when admitting:

1) students to programmes for a limited target group where the eligibility of applicants has been defined separately by the university of applied sciences and where the application process cannot be organised within the timeframe of the joint application procedure

2) students to programmes in a foreign language

3) students to programmes in Finnish or Swedish, the application process for which is organised in connection with the application process for an equivalent foreign-language programme

4) transfer students

5) students based on their previous open higher education studies

6) students to student places that remain unfilled after the joint application process.

Section 10 Revocation of admission

Admission decisions are contingent on the receipt of the applicant's original diplomas and work certificates or on the application of so-called SORA legislation. The university of applied sciences may revoke admission if the applicant has not submitted the required diplomas and certificates within the timeframe set by the university of applied sciences or the applicant has provided false information on his or her grades or professional experience. The decision to revoke admission is made by the president or a person assigned by the president.

Section 11 Admission of transfer students

A student of another university of applied sciences may apply for transfer to a programme in the same or a similar field at the LAB University of Applied Sciences. The vice president for education decides annually on the admission procedures and criteria for transfer students after hearing the faculties and decides on the admission of transfer students.

Section 12 Transfers between degree programmes

Students may apply for transfer from one degree programme to another within the university of applied sciences. The vice president for education decides annually on the transfer procedures and criteria after hearing the faculties. Decisions regarding transfers between programmes are made by the faculty director in question.

Section 13 Appealing an admission decision

Applicants dissatisfied with an admission or transfer decision may lodge a written appeal with the president of the LAB University of Applied Sciences within 14 days of the publication of the admission decisions. When decisions are released, applicants must be provided information on how the admission or transfer criteria were applied to them and how they can appeal the decision.

Decisions regarding appeals may be brought before the Administrative Court of Eastern Finland in accordance with the Administrative Judicial Procedure Act (808/2019). No appeals may be made against an administrative court ruling.

Decisions on appeals shall not prejudice any student accepted to the university.

3. RIGHT TO STUDY AND ENROLLMENT

Section 14 Academic year

The autumn semester of the university of applied sciences starts on 1 August and ends on 31 December. The spring semester starts on 1 January and ends on 31 July.

Section 15 Right to study and its validity period

All students whom the university of applied sciences has admitted and registered as a student have a right to study.

Studies leading to a degree are designed as follows: the normative duration of Bachelor's degrees worth 210 ECTS credits is 3.5 years, and that of Bachelor's degrees worth 240 ECTS credits is 4 years.

The normative duration of Master’s studies of 60 ECTS credits is two years, and that of Master’s studies of 90 ECTS credits is 2.5 years. The normative duration of Master’s programmes arranged fully online may be 2 years.

Students who are unable to complete their degree within the normal duration may continue their studies for one more year (+1 year). Students discuss the completion of the studies with their tutor teacher and prepare a study plan and schedule for the courses missing from their degree. The plan is approved by the tutor teacher.

The duration of the studies starts when the student first enrols for studies at the university of applied sciences.

Absences due to service under the Conscription Act, the Non-Military Service Act or the Women’s Voluntary Military Service Act or to leave due to the birth of a child or adoption are

excluded from the normative duration of studies. However, such leaves will be included in the duration of the studies if students enrol as attending during them. Other absences of no more than two semesters will not be included in the total duration of the studies if the student enrols as non-attending for the duration of the absence.

To maintain their right to study, students must enrol each academic year as attending or non-attending in a way defined by the university of applied sciences.

Students who have started their studies before 1 August 2015 may enrol as non-attending for a maximum of two academic years, but only for one academic year at a time.

Section 16 Discretionary extension to the right to study

Students who have not completed their studies in the time specified in the Universities of Applied Sciences Act (normative duration + 1 year) may apply for a discretionary extension from the degree manager. Students must apply for the extension before the maximum duration of their studies elapses. Granting an extension requires that the student presents a realistic plan, including a schedule and goals, for the completion of his or her studies. The student's situation in life will be taken into account in granting an extension. As a general rule, the right to study can be extended for up to one academic year. The student may not enrol as non-attending during the extension.

The application for an extension is subject to a processing fee of 50 euros in accordance with the Government decree 1440/2014, section 3.

Section 17 Fixed-term right to study

Students whose right to study has expired or who have relinquished their right to study may, in order to complete their degree, apply for a fixed-term right to study to the same programme in which they had their previous right to study or to an equivalent programme.

In such cases, no more than 60 ECTS credits may be missing from an incomplete Bachelor's degree and no more than 30 ECTS credits from an incomplete Master's degree. Also open university of applied sciences courses and other prior learning may be included.

The fixed-term right to study is awarded from the beginning of a semester and may span no more than two semesters. Students with a fixed-term right to study may not enrol as non-attending. No discretionary extensions to the right to study will be granted without an especially important reason. Students who are unable to graduate while their fixed-term right to study is valid must reapply to the university of applied sciences through regular admission channels.

Decisions on fixed-term rights to study are made by the vice president for education.

The study right application is subject to a processing fee of 50 euros in accordance with the government decree 1440/2014, section 3.

Section 18 Enrolment as attending or non-attending

In the first year of studies, students may enrol as non-attending only if compulsory or voluntary military service, the birth or adoption of their child, or their own illness or disability prevents them from starting their studies.

Degree students must enrol as attending or non-attending every academic year between 1 May and 31 August. Students can enrol as non-attending for only the autumn semester by 31

August and for only the spring semester by 31 December. Enrolment as non-attending can be changed to attending at any time during the academic year in question.

Only attending students may complete studies, have study attainments entered into their student file, and graduate. The insurance policies of the university of applied sciences only cover attending students.

Non-attending students must take into consideration how their absence affects their study-related benefits. Students enrolled as attending have access to a LAB University of Applied Sciences username and email account.

Section 19 Forfeiting one's right to study and applying for its reinstatement

Students who neglect their enrolment for the academic year or enrol as non-attending for the first academic year without a statutory reason forfeit their right to study.

Students who subsequently wish to start or continue their studies submit a written application to be reinstated as a student and pay a statutory re-enrolment fee. The degree manager may grant the right to study if the student is able to complete the courses missing from the degree during that right to study.

If a student obligated to pay a tuition fee does not pay it in the manner and by the date announced by the university of applied sciences, his or her right to study will be revoked. If the student subsequently wishes to restart or continue his or her studies, he or she shall submit a written application to be reinstated as a student and pay a re-enrolment fee. The degree manager may grant the right to study if the student is able to complete the courses missing from the degree during that right to study.

The study right of students who have not completed their studies within the normative duration under the Universities of Applied Sciences Act and who have not received an extension to complete their studies will be considered terminated, and the students will be deemed to have discontinued their studies.

Nevertheless, these students are entitled to apply for a fixed-term right to complete their studies in accordance with section 17 or complete the studies in open higher education. After having completed their studies through open higher education, the students may apply for the reinstatement of their right to study in order to graduate.

Transfer students who accept a new right to study forfeit the study right based on which the transfer was made.

A degree student's right to study ends when he or she has completed the degree based on which the right was granted.

The application for the reinstatement of the right to study is subject to a processing fee of 50 euros in accordance with the government decree 1440/2014, section 3. If a student proves that the need to reinstate the right to study is the result of being on a sickness allowance with a limited ability to study, the university of applied sciences may, at its own discretion, waive the processing fee.

Section 20 Appealing a forfeiture decision

Students may submit a written request to the president of the university of applied sciences for the correction of a decision concerning the forfeiture of their study right within 14 days of having received the decision.

Decisions regarding appeals may be brought before the Administrative Court of Eastern Finland in accordance with the Administrative Judicial Procedure Act (808/2019).

Section 21 Revocation and reinstatement of the right to study in health care and social services programmes

The university of applied sciences may revoke a health care and social services student's right to study when the student has, by endangering the health or safety of others, proven unfit for professional duties or practical training related to the studies.

A student's right to study may also be revoked if the student during the application stage concealed a previous revocation decision or the student has been sentenced for crimes that pose an obstacle to working with minors, or it is evident that the student's health or operating capacity do not meet the requirements of the studies.

Decisions to revoke or reinstate a right to study are made by the board of directors of the LAB University of Applied Sciences. Before making the decision to revoke a right to study, the matter must be investigated sufficiently and the student must be given the opportunity to be heard in the matter. The university of applied sciences must together with the student explore possibilities to start in or transfer to other programmes.

The university of applied sciences is obligated to inform the National Supervisory Authority for Welfare and Health Valvira of decisions to revoke rights to study in a field concerning Valvira and grounds for them.

A revoked right to study may, upon the student's application, be reinstated if the revocation was based on the student's health or operating capacity and the student is able to prove that those reasons no longer exist.

Students may lodge an appeal against the revocation decision with the national board for students' legal protection within 14 days of the receipt of the decision, and after that with the Helsinki Administrative Court. The revocation decision may be enforced despite appeals unless the national board for students' legal protection or the Helsinki Administrative Court expressly forbids it.

The process of revoking the right to study is described in LAB's guidelines on the application of SORA legislation.

Section 22 Waiving the right to study

Students may waive their right to study by submitting a written notification. The notification is binding. The right to study ends on the receipt date of the notification. An entry thereof will be made to the university records.

The student will be issued a certificate concerning the waiver and a transcript of records (in Finnish and English).

Section 23 Tuition fees and scholarship system

Under the Universities of Applied Sciences Act (932/2014, section 13 a), universities of applied sciences must charge a minimum tuition fee of EUR 1 500 per academic year from students admitted to a Bachelor's or Master's degree programme taught in a language other than Finnish or Swedish.

The amount of the tuition fee is decided by the president of the university of applied sciences. The university of applied sciences has separate guidelines concerning tuition fees.

The university of applied sciences has a statutory scholarship system to aid students participating in fee-charging degree programmes. The rules of the scholarship system are defined in separate guidelines issued by the president of the university of applied sciences.

4. STUDYING AND TEACHING

Section 24 Curriculum

The vice president for education provides instructions on the preparation of a curriculum that apply to the university of applied sciences as a whole. Curricula are prepared in accordance with the strategy of the university of applied sciences. Curricula and their possible amendments are approved by the vice president for education. The education is mainly carried out as courses, which are grouped into larger modules. The courses may be compulsory, optional or elective.

The learning outcomes and scopes of courses are defined in course descriptions. Teachers define the content and assessment criteria for the courses they teach.

Studies leading to a Bachelor's degree include basic, professional and elective/supplementary studies, practical training that promotes professional skills, and a final thesis.

The Master's degree includes advanced professional studies, elective studies and a final thesis.

Students follow the curriculum that is in force when they first register as attending. When a curriculum expires, a student returns after a period of absence or when the validity of completed courses expires, students may be assigned to follow the most recent curriculum. A new personal study plan may be prepared for the student because of changes to the curriculum.

Section 25 Recognition of prior learning and credit transfer

Students completing a degree may, based on a decision given by the university of applied sciences, transfer credits from studies they have carried out at another higher education institution in Finland or abroad or another educational institution and thus substitute studies in the degree with other studies of the same level.

The university of applied sciences also allows students to transfer credits or substitute courses included in their degree by otherwise demonstrating their knowledge. In such cases, the student's knowledge may be demonstrated orally or in writing or e.g. with a portfolio based on which the student's performance can be evaluated.

Students must submit a related application to the teacher tutor before the course starts. The teacher tutor decides what content is recognised and how many ECTS credits are

transferred. The teacher tutor may also consult the specialist teacher of the course in question, who will assess the student's skills in relation to the learning outcomes of the course.

The recognition of language skills acquired in a context other than formal education is decided by a representative of the Language Centre. The assessment of the application takes the level, credits, content, and completion date of the transfer studies into consideration as well as the requirements of the degree the student is completing. Students may also be given the chance to demonstrate that they have the skills required in studies at the university of applied sciences.

Studies that date back no more than ten years may be included in the degree. As a rule, studies that exceed the required credit limit will not be included in the degree.

Double degrees produced in collaboration with foreign universities must include at least 60 ECTS credits of studies carried out at the LAB University of Applied Sciences.

If credits for a course have been transferred to a LAB University of Applied Sciences degree, the course cannot be completed again at the LAB University of Applied Sciences nor can credits for the course be transferred again.

Section 26 Procedure for correction of credit transfer

Students who are dissatisfied with a credit transfer decision may orally or in writing request correction from the person who made the decision. The request must be presented within 14 days of the date on which the student received the decision.

Students dissatisfied with the decision regarding the correction request may request correction from the degree board of the LAB University of Applied Sciences within 14 days of the date the decision was made known. No appeals may be made against the final correction decision.

Section 27 Study guidance

All students are entitled to study guidance. Students are obligated to take part in study guidance and bear responsibility for the progress of their studies.

Study guidance at the university of applied sciences aims to help students to plan and complete their studies and support students in career planning and finding employment. The vice president for education gives more detailed instructions on the content and implementation of study guidance.

Section 28 Personal study plan

Students prepare their personal study plan at the beginning of their studies and are responsible for maintaining and updating it. The plan supports the goal-oriented completion of studies within the normative duration of the studies. It contains the courses included in the student's degree and their position in the degree structure in accordance with the requirements in the curriculum and within the limits of the student's freedom of choice.

Section 29 Registration and acceptance to courses

Students register for courses in accordance with a schedule decided and announced by the vice president for education. The teacher in charge of the course announces possible exceptions to the registration dates. As a rule, precedence is given to students whose

compulsory studies include the course in question. Students admitted to adult and multi-modal education and Master's studies take precedence on related courses.

When instruction starts, the teacher may accept the confirmed maximum number of students to a course. Students accept their seat by attending the initial lesson or in another way agreed with the teacher, such as by submitting the first learning assignment.

Students unable to take part in the start of instruction due to illness or another hindrance may also confirm their place in the course by informing the teacher of their absence in advance. Admission to a course is contingent on whether the student has been verified to meet the prerequisites for the course.

Students may not re-register for a course they have already completed and passed.

Section 30 Course examinations

The university of applied sciences assesses continuous learning in a variety of ways. Teachers define the assessment requirements and related examination practices for their courses before the course begins. Students receive a failing grade for their examination if they do not fulfil the requirements for passing or if they fail to attend the examination for no valid reason. A course may also be completed by taking midterm examinations if the option is mentioned in the course description or at the start of the course.

Section 31 Period of validity of completed courses

The Bachelor's and Master's degrees may contain courses that date back no more than ten years. Also language and communication studies included in the degree expire in ten years with the exception of the public administration language examination (other official language of Finland), which does not expire. For justified reasons, the validity period of courses may be extended by the vice president for education.

Section 32 Assessment of courses

The course instructor is responsible for course assessments (incl. final theses). Students have the right to obtain information on the assessment criteria applied to them. Students must have the opportunity to review their assessed written or otherwise stored assignments and examinations.

Teachers must keep examination scripts and other equivalent material and participant lists for examinations for at least six months after the grades are published.

An electronic plagiarism detector can be applied to the supervision and evaluation of students' work. If the plagiarism detector is a part of the evaluation or supervision process of a course, students cannot deny its use in the evaluation of the course if they wish to have their work assessed.

Teachers are to inform students of the results of examinations or other study attainments within 30 days. The final grade for a course will be entered into student files within 30 days of the final study attainment related to the course. The day on which the student has completed all required study attainments for the course is the completion date of the course.

Teachers must communicate the results of examinations or other study attainments scheduled for June or July to students within two months, but no later than by the end of August. Teachers must provide students with the results of examinations or other study attainments completed in December within 45 days.

In addition to information regarding the course, only the participants' student number and grade may be displayed in public. Public-access documents on assessments may not include students' names or verbal assessments.

No changes will be made to results in the student data file unless there is an error in the data. For instance, completed courses will not be removed and grading scales will not be changed.

The passing grades for study attainments are excellent (5), very good (4), good (3), satisfactory (2) and passable (1). Failed courses receive a failing grade (0). A course may also be assessed on the scale pass/fail. Final theses are assessed on the same grading scale as other studies.

The possible coursework affects the final grade of the course together with the possible examination. The teacher determines how much the coursework is emphasised in the evaluation.

The requirements for passing are in force for a year after the course ends.

Section 33 Retakes and improving a grade

Students must register for examination retakes 14 days before the examination through the online registration system of the university of applied sciences or in another way specified by the teacher. Students can cancel registrations for examinations six days before the examination date. Students who register for an examination but fail to take part without a valid reason receive a failing grade.

Students may attempt to improve failing grades within one year of the date the failing grade was entered into the student's records. Students have the right to retake a failed final examination twice in accordance with the examination schedule.

Students may attempt to improve a passing grade once within a year of the date the grade was entered into the student's records.

Students may only attempt to improve the final grade of an entire course by retaking its final examination. Students may attempt to improve their grade only if the grade can be improved by retaking the final examination. Mid-term examinations or other assignments cannot be completed more than once.

For justified reasons and if resources allow, a teacher may allow students to attempt to raise their grade by other means than an examination. This right must then apply to all students on the course.

Students may not attempt to raise a passing grade for their final thesis.

Grades of courses completed at the LAB University of Applied Sciences cannot be raised by transferring credits from courses completed at other institutions.

Course descriptions provide further details on the assessment criteria of courses.

Section 34 Procedure for correction of assessment

If students are not satisfied with their grades, they may either orally or in writing request a correction from the teacher who gave the grade. According to law, students must submit the request in writing within 14 days of the day the grade was made known. They also have the right to find out why they were given the grade.

Students dissatisfied with the teacher's decision may submit a written appeal to the degree board of the university of applied sciences within 14 days of the receipt of the decision.

No appeals may be made against the final correction decision.

Section 35 Degree board

The university of applied sciences has a degree board, which handles appeals concerning study attainments. The board of directors of the university of applied sciences appoints the chair and members of the degree board.

Section 36 Final thesis and maturity test

The final thesis of the Bachelor's degree is a study module involving a design or research assignment, which aims to develop and demonstrate the students' knowledge and skills in a practical expert task connected to their professional studies. The final thesis is a public document and its scope is 15 ECTS credits. The final thesis for the degree of Bachelor of Construction Management may be 10 ECTS credits.

The final thesis for the Master's degree develops and demonstrates the student's capacity for demanding expert jobs and the ability to apply research-based knowledge and apply selected methods to analyse and solve professional problems. The final thesis is worth 30 ECTS credits.

Students write the thesis in Finnish or English.

The student and teacher together agree on the topic of the thesis. The final thesis can also be a group project of two or more students. However, in such cases, the parts of the thesis prepared independently by each student should be distinguishable. These parts should be evaluated separately.

Students write a written report on their final thesis project in accordance with the instructions in the curriculum. Students upload the report to the Theseus online library and define its user rights. All final theses of the LAB University of Applied Sciences are reviewed with the Turnitin plagiarism checker. Students do the checking themselves and are informed of this practice in advance.

To complete their degree, students take a maturity test on the topic of their final thesis, demonstrating their knowledge of the topic area and their Finnish or Swedish skills. The maturity test is taken in the language in which the student has received his or her education in Finland. For students who have received their basic education abroad, the degree manager decides the language of the thesis. Students take the maturity test individually even if the final thesis was written in collaboration with another student.

The vice president for education decides on issuing general instructions concerning final theses at the university of applied sciences. Degree programmes may give more detailed instructions.

Section 37 Language proficiency

Students must in studies related to their university of applied sciences degree or in another manner demonstrate

1. a proficiency in Finnish and Swedish required of state personnel in bilingual authorities under the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), section 6, subsection 1, and that is necessary in one's professional duties and development;

2. writing and oral skills in at least one foreign language necessary in one's professional duties and development.

Students who have obtained their compulsory education in a language other than Finnish or Swedish or who have received their compulsory education abroad, shall in connection with their Bachelor's or Master's degree or in another way demonstrate only the language skills referred to in paragraph 2 above.

The Language Centre director may, for a special reason, also exempt a student from the language requirements either fully or partly. The grounds for the decision must be given in writing.

Section 38 Degree certificate

The university of applied sciences gives graduates a degree certificate attesting to the completion of the degree. The certificate displays all of the courses completed by the student for the degree and the grades of the courses. The degree certificate templates are confirmed by the president of the university of applied sciences.

The certificate includes the degree and degree title, the key content and scope of the degree, the degree programme and possible professional major subject or specialisation, and the title of the final thesis. The degree certificate also mentions the completion of practical training.

The student's skills in Finnish and Swedish are also mentioned in the degree certificate. The certificate mentions the language of the graduate's compulsory education and maturity test, if it is either Finnish or Swedish, and grades for speaking and writing skills in the second official language of Finland.

The university of applied sciences attaches a Diploma Supplement in English to its degree certificates. The supplement is targeted especially for use in an international context. The supplement includes information on the university of applied sciences, the studies and completed courses referred to in the degree certificate and their level and how they compare to other studies within the education system.

The Diploma Supplement is signed by the president of the university of applied sciences or a person assigned by the president.

During their studies, students are entitled to request a transcript of their records as proof of studies they have completed.

Students may graduate from the university of applied sciences on days decided by the president. At least one graduation date is scheduled for each month.

5. MISCELLANEOUS

Section 39 Equality between students

All students of and applicants to the LAB University of Applied Sciences will be treated equally and following the same principles. The student admission process of the university of applied sciences is open and transparent.

Section 40 Accessible learning and operating environment

The LAB University of Applied Sciences commits to promoting accessible higher education in accordance with the Non-discrimination Act and LAB's own accessibility guidelines. Education and guidance are arranged in a way that, to the extent possible, takes the student's individual background and capacity for studies into consideration.

Section 41 Communication

Student Services informs students of general matters related to studies. Matters related to individual courses and projects are communicated through a channel agreed on with the instructor of the course. Students are obligated to follow these communication channels throughout their studies.

Students must also see to it that their contact information is up to date in the university's files. In e-mail correspondence, Student Services always sends mail to the e-mail address issued to the student by the university of applied sciences. The student must send all mail to the university of applied sciences from the address issued by the university of applied sciences.

Section 42 Student feedback and complaints

Students are expected to contribute to the development of the instruction and other operations of the university of applied sciences e.g. by giving feedback through the feedback channels which are part of the quality management system of the university of applied sciences. Feedback is collected on individual courses and at certain stages of studies, e.g. at the beginning and upon graduation.

Students may give informal feedback on education for example to faculty directors, degree managers, Student Services staff or the vice president for education.

Individual students or student groups dissatisfied with instruction, guidance, teaching arrangements or other teaching-related matters at the university of applied sciences may submit a free-form, written complaint to the university of applied sciences. Complaints are submitted through the feedback channel in eLAB. All feedback will be handled following the practices of the feedback channel.

Section 43 Misconduct and disciplinary measures

Students are expected to know and observe the ethical principles of studies at the university of applied sciences. In ethically problematic situations, students will be assisted and guided to make ethically sound choices. All cases of suspected misconduct will be investigated and any misconduct observed shall lead to disciplinary measures.

In accordance with section 38 of the Universities of Applied Sciences Act (932/2014), students may be issued a written caution if they

- disrupt teaching,
- behave violently or threateningly,
- act under false pretences or otherwise cause disorder at the university of applied sciences,
- refuse to present the drug test certificate referred to in section 36, or
- according to the account referred to in section 36 of the Universities of Applied Sciences Act, have used narcotics for purposes other than medical treatment in a way which undermines their functional capacity.

If the act or neglect is serous or if the student carries on the inappropriate behaviour referred to in subsection 2 after having been cautioned, he or she can be suspended from the university of applied sciences for a fixed period of no more than one year.

A student who disrupts teaching, behaves violently or threateningly, or threatens another person's life or well-being can be removed from the teaching space or event at the university of applied sciences. A student may be banned from attending teaching for a maximum of three days where there is danger that the safety of another student or a person working at the university of applied sciences or in some other teaching facility is threatened as a result of the student's violent or threatening behaviour or where the disrupting conduct of the student makes teaching and associated activities unreasonably difficult.

The decision in regard of a written caution to a student shall be made by the president of the university of applied sciences, and in regard of a suspension by the board of directors of the university of applied sciences.

Before the decision is taken, the deed or neglect causing the disciplinary measure must be specified, the necessary investigation be made and the student be given an opportunity to be heard in the matter.

The president and a member of the teaching and research staff and the student’s practical training supervisor may work together or separately in matters referred to above. The measures must be recorded.

The decision on the enforcement of an appealable decision and on the date on which the implementation commences shall be made at the same time as the decision to revoke the student's right to study, to dismiss the student or to ban the student from studies.

Also assistance in an offence is considered an offence.

The vice president for education gives more detailed guidelines for cases of misconduct at the university of applied sciences.

Section 68 Misconduct in an examination

Students take examinations individually unless otherwise instructed.

The invigilator of an examination must remove students suspected of an offence from the examination hall immediately, and their examination must be failed. Invigilators have been given instructions on what to do in an alleged case of misconduct.

If the offence is noticed after the examination is over (e.g. electronic exams), the teacher who grades the examination must fail the student.

If a final thesis submitted for evaluation includes plagiarised text, the thesis must be failed or given a failing grade.

Disciplinary measures shall be applied pursuant to section 43 above. Suspected offences are handled according to the policy of the university of applied sciences.

6. ENTRY INTO FORCE

These regulations will enter into force on 1 August 2022.