

Degree Regulations of Metropolia University of Applied Sciences Ltd

The key legislation, as amended, governing these Degree Regulations consists of the Universities of Applied Sciences Act (932/2014), the Government Decree on Universities of Applied Sciences (1129/2014), the Government Decree on Fees Charged by the Universities of Applied Sciences (1440/2014), the Act on the Legal Protection Board for Students (956/2011) and the Aliens Act (301/2004).

Contents

1 EDUCATIONAL PROVISION.....	3
Section 1 Introduction.....	3
Section 2 Metropolia University of Applied Sciences Ltd.....	3
Section 3 Studies leading to a degree.....	3
Section 3a Commissioned education.....	4
Section 4 Studies not leading to a degree.....	5
Section 4a Open university of applied sciences education.....	5
Section 4b Specialisation studies.....	5
Section 4c Courses preparing immigrants for university of applied sciences studies.....	6
Section 4d Continuing studies.....	6
2 STUDENT SELECTIONS AND ADMISSION.....	6
Section 5 Preparation and decision making.....	6
Section 6 Selection of degree students through the joint application system.....	7
Section 7 Admission as a degree student through a separate selection process.....	7
Section 8 Admission as a degree student on the basis of studies completed in an open UAS.....	8
Section 9 Admission as a transfer student.....	9
Section 10 Transfer from one degree programme to another.....	10
Section 11 Admission to a professional major subject.....	10
Section 12 Change of professional major subject.....	11
Section 13 Admission as an exchange student.....	11
3 ENROLLMENT AND RIGHT TO STUDY.....	11
Section 14 Academic year.....	11
Section 15 Period of the right to study.....	11
Section 16 Registration as an attending or non-attending student.....	11

6.8.2018

Section 17 Rights of attending students	12
Section 18 Rights and obligations of non-attending students	12
Section 19 Right of absence for students who started their studies on or after 1 August 2015	12
Section 20 Right of absence for students who started their studies before 1 August 2015.....	13
Section 21 Discretionary extension period	13
Section 22 Discontinuation of the right to study	14
Section 23 Regranting the right to study after neglecting to register for the academic year or pay the tuition fee for the academic year or resigning.....	14
Section 24 Regranting the right to study after the end of the period of the right to study or a discretionary extension period.....	15
Section 25 Special regulations concerning the right to study in the faculty of health care and social services	16
Section 25a Revocation and reinstatement of the right to study.....	16
Section 25b Suspension of the right to study	16
Section 26 Resigning from Metropolia	17
Section 27 Tuition fees and the scholarship system.....	17
Section 27a Payment of the tuition fee.....	17
Section 27b Obligation to pay tuition fees in the case of transfer students and students who have been regranted their right to study	18
Section 27c Scholarship system.....	18
4 COMPLETION OF STUDIES.....	19
Section 28 Curricula	19
Section 29 Student's personal study plan (PSP).....	20
Section 30 Recognition of prior learning (RPL).....	20
Section 31 Accreditation of studies completed during an international student exchange	21
Section 32 Registration for a course	22
Section 33 Attending teaching and guidance sessions.....	23
Section 34 Thesis and maturity test	24
Section 35 Language proficiency	25
Section 36 Assessment of course performance.....	26
Section 37 Retaking exams and raising grades.....	26
Section 38 Rectification requests and appeals.....	27
Section 39 Expiry of studies	27
Section 40 Degree certificates.....	27
5 OTHER REGULATIONS	28
Section 41 Accessible learning and operating environment.....	28
Section 42 Safety and order.....	28
Section 43 Misconduct	29

6.8.2018

Section 44 Providing information to the students	29
6 ENTRY INTO FORCE OF THE DEGREE REGULATIONS	29

1 EDUCATIONAL PROVISION

Section 1 Introduction

These Degree Regulations of Metropolia University of Applied Sciences Ltd set forth internal regulations and guidelines for executing its educational provision as defined in the Universities of Applied Sciences Act (932/2014; ammattikorkeakoululaki) and the Government Decree on Universities of Applied Sciences (1129/2014; valtioneuvoston asetus ammattikorkeakouluista).

The Degree Regulations are approved by the President of Metropolia University of Applied Sciences Ltd. The Degree Regulations will be supplemented with more detailed guidelines, the preparation, updating and approval of which will be specified separately by the Management Group.

Section 2 Metropolia University of Applied Sciences Ltd

Under a licence issued on 1 January 2015 (decision by the Finnish Government on 11 December 2014), Metropolia University of Applied Sciences (hereinafter "Metropolia") has been granted educational provisions for organising education leading to a degree. The educational provisions, their details and their qualification titles are presented in appendix 1.

The teaching language at Metropolia is Finnish, but teaching can be arranged in other languages in accordance with the curricula. English-language degree programmes may include courses or modules in Finnish that support the student's integration into the Finnish labour market.

Section 3 Studies leading to a degree

Metropolia enables students to complete UAS Bachelor's degrees and UAS Master's degrees under the educational provisions specified in the operating licence. Teaching under the educational provisions is carried out in the degree programmes in accordance with their curricula. The curricula define the structure, competence goals and timetable for the studies.

The studies leading to a UAS Bachelor's degree consist of basic and professional studies, elective studies, a work placement to promote professional skills and a final thesis. In accordance with section 4 of the Government Decree on Universities of Applied Sciences (1129/2014), the aim of the studies is that degree holders:

- 1) possess comprehensive and practically oriented basic knowledge and competence and a theoretical basis allowing them to work as experts in their own fields;
- 2) are able to follow developments in their own professional fields and contribute to their progress;
- 3) are in a position to develop their own professional competence and to engage in lifelong learning;

6.8.2018

4) possess adequate communications and language skills for tasks in their own fields and for international activities and cooperation.

Studies leading to a Bachelor's degree include a *work placement to promote professional skills*, the scope of which is at least 30 credit points in accordance with section 3 of the Government Decree on Universities of Applied Sciences (1129/2014).

Education leading to a UAS Master's degree consists of advanced professional studies, elective studies and a thesis. In accordance with section 5 of the Government Decree on Universities of Applied Sciences (1129/2014), the aim of the studies leading to a Master's degree is to ensure that degree holders:

- 1) possess comprehensive and in-depth knowledge and the required theoretical competence allowing them to work in demanding expert and managerial tasks involving the development of professional life;
- 2) have in-depth understanding of their own professional field, their role in the workplace and in society at large and the ability to follow and analyse developments in research and professional practices in their field;
- 3) have the ability to engage in lifelong learning and continuous development of their own professional competence;
- 4) possess good communications and language skills for tasks in their own field and for international activities and cooperation.

The scope of a UAS Bachelor's degree at Metropolia is 210, 240 or 270 credit points and the scope of studies leading to a UAS Master's degree is 60 or 90 credit points, in accordance with the Annex to the Government Decree on Universities of Applied Sciences (1129/2014) and the educational provisions of Metropolia.

The scope of a degree may only be exceeded on the basis of an approved personal study plan (PSP).

Section 3a Commissioned education

In accordance with section 13 of the Universities of Applied Sciences Act (932/2014), Metropolia may arrange degree studies which are geared to a group of students and which have been commissioned and paid for by the Finnish State, another state, an international organisation, a Finnish or foreign public corporation, a foundation or a private corporation. A separate agreement is concluded for commissioned education between the commissioning party and the provider of the education.

Commissioned education may not be arranged for citizens of states belonging to the European Economic Area or for persons or their family members who are deemed comparable to European Union citizens under European Union treaties or under a treaty concluded by the European Union and its Member States with another contracting party. Nor may commissioned education be arranged for persons who, under the Aliens Act (301/2004), have a European Union Blue Card, a continuous or a permanent residence permit or a long-term resident's European Union residence permit issued to third-country nationals, nor for any family members of the above. The Aliens Act is applied in the definition of persons regarded as family members. It is the duty of the commissioner of the education to ensure the eligibility of the students for higher education studies in their country of origin.

6.8.2018

Tuition provided in the form of commissioned education must relate to a field of education specified in the operating licence of the university of applied sciences. The arrangement of commissioned education may not undermine the undergraduate and graduate education provided by the university of applied sciences. The university of applied sciences must charge a fee for commissioned education covering at least the costs incurring from it. In accordance with section 13 of the Universities of Applied Sciences Act (932/2014), the party which commissions the education is entitled to charge participating students fees in accordance with the legal provisions or other practices in the country where the education is offered.

Persons participating in commissioned education are subject to the provisions of sections 25–27, 33–40 and 57–61 of the Universities of Applied Sciences Act (932/2014). Students participating in commissioned education have access to the same student services of Metropolia as degree students.

Section 4 Studies not leading to a degree

The provisions of these Degree Regulations are observed, as applicable, in studies not leading to a degree.

Section 4a Open university of applied sciences education

Open university of applied sciences (“open UAS”) education is provided in accordance with the qualification requirements of the university of applied sciences. Studies included in a UAS Bachelor's degree or Master's degree can be completed as open UAS studies. The teaching offering for such studies consists of study modules and courses specified separately by the university of applied sciences and available for a limited time. Students are usually accepted for the studies in the order of registration.

In some studies offered as open UAS education, certain requirements may be set with regard to prior knowledge. Those applying for path studies at the open UAS may be given priority in accordance with the selection criteria that have been decided.

Students participating in open UAS studies or separate studies organised in some other manner, as referred to in section 10 of the Universities of Applied Sciences Act (932/2014), may be charged a maximum of 15 euros for each credit point included in the right to study. Degree students who have enrolled for attendance may not participate in Metropolia's open UAS studies.

Section 4b Specialisation studies

Specialisation studies promote professional development and specialisation for holders of a higher education degree or those who possess similar competence.

The scope of specialisation studies is a minimum of 30 credit points. A certificate is issued for the completion of specialisation studies. Specialisation studies are subject to a student fee of a maximum of 120 euros per credit point.

Specialisation studies at Metropolia follow the same educational and studying principles and guidelines as those of degree education. Students participating in specialisation studies have access to the same

6.8.2018

student services of Metropolia as degree students. The Director of Education decides on the provision of specialisation studies based on a proposal by the head of department. A mutual planning group of the universities of applied sciences prepares the proposals for selection criteria and timetables and plans for the implementation of the application process. The person responsible for specialisation studies presents the planning group's proposals for selection criteria to the Director of Education, who decides on Metropolia's criteria for selecting the students. The application and student selection processes are carried out by the person responsible for the specialisation studies with support from the Admission Services.

Section 4c Courses preparing immigrants for university of applied sciences studies

The free-of-charge courses preparing immigrants for UAS studies are organised with the purpose of providing the students with the linguistic and other skills needed for studying at universities of applied sciences. The decision to provide courses preparing immigrants for UAS studies is made by the Director of Education upon a proposal by the responsible head of department. The Admission Services coordinate the application and student selection process in cooperation with the contact person for the courses preparing immigrants for UAS studies.

Section 4d Continuing studies

In addition to the aforementioned, Metropolia may also organise continuing studies that are provided separately. A separate agreement is concluded for continuing education between the commissioning party and the provider of the education.

2 STUDENT SELECTIONS AND ADMISSION

Section 5 Preparation and decision making

The Board of Directors of Metropolia decides on the number of study places in the Bachelor's and Master's degree programmes. The Admission Services prepare, in cooperation with the degree programmes, the proposals for the selection criteria to be used in the joint application and the separate selections (open UAS and transfer applications) and the timetable for the application process. The Admission Services present the proposals for the selection criteria and the timetables which have been approved by the degree programmes to the Director of Education, who decides on Metropolia's criteria for selecting the students and ensures they are implemented.

In addition to the separate selections for the open UAS and the transfer applications, a degree programme may, for a justified reason, use a targeted special selection process when accepting someone as a degree student. The Director of Education decides on the use of a separate selection process and on its criteria upon a proposal by the head of department and the Admission Services. The degree programmes decide annually on the fields of study available for application through the open UAS, as well as on their study places, in cooperation with the Strategy and Development Unit.

6.8.2018

Section 6 Selection of degree students through the joint application system

The joint application procedure is carried out in accordance with the timetable set by the Ministry of Education and Culture. Applications for the studies are submitted through the Opintopolku.fi service. The Admission Services are responsible for carrying out the application process. The degree programmes are responsible for organising the entrance examinations.

To confirm his or her study place, an applicant accepted as a student must, in accordance with section 28c of the Universities of Applied Sciences Act (932/2014), accept the study place through the Opintopolku.fi service within the deadline imposed by the Ministry of Education and Culture, or otherwise he or she will lose the study place. The notification of acceptance is binding. In accordance with section 28b of the Universities of Applied Sciences Act (932/2014), universities of applied sciences must reserve a number of study places available in the joint application for first-time applicants to a higher education institution. Therefore, a student who accepts a study place will lose his or her possible status as a first-time applicant. If an applicant who has accepted a study place does not register for the academic year, he or she will be recorded as attending by the university of applied sciences. In accordance with section 28c of the Universities of Applied Sciences Act (932/2014), having accepted a study place, an applicant may not accept or transfer to another study place in a degree programme leading to a higher education degree during the same academic term, even if such a study place is offered to him or her. Once a study place has been accepted, resigning does not free the student from the aforementioned rule.

A student selection is conditional until the Admission Services have checked the documents influencing the selection. A student selection may be revoked if the applicant does not deliver the required documents within the deadline or if it is found in connection with the checking of the documents that the applicant had submitted false information on his or her application form that influenced his or her selection.

Applicants who are dissatisfied with a student selection decision may request, in writing, a rectification of a decision concerning student selections from Metropolia's Legal Protection Committee within 14 days of the announcement of the results.

An applicant who objects to a rectification decision by Metropolia's Legal Protection Committee may lodge an appeal against it with the Helsinki Administrative Court within 30 days of having been notified of the decision.

Section 7 Admission as a degree student through a separate selection process

Metropolia may use a separate selection process instead of the joint application process under exceptions laid down in the law. The separate selection process is carried out in accordance with a timetable announced by Metropolia. Application for the studies takes place through the Opintopolku.fi service or in another manner. The Admission Services are responsible for carrying out the application process. The degree programmes are responsible for organising the possible entrance examinations.

To confirm his or her study place, an applicant accepted as a student must accept the study place through the Opintopolku.fi service or in another specified manner within the deadline imposed by Metropolia, or otherwise he or she will lose the study place. The notification of acceptance is binding. A

6.8.2018

student who accepts a study place will lose his or her possible status as a first-time applicant. If an applicant who has accepted a study place does not register for the academic year, he or she will be recorded as attending by the university of applied sciences. Having accepted a study place, an applicant may not accept or transfer to another study place in a degree programme leading to a higher education degree during the same academic term, even if such a study place is offered to him or her. Once a study place has been accepted, resigning does not free the student from the aforementioned rule.

A student selection is conditional until the Admission Services have checked the documents influencing the selection. A student selection may be revoked if the applicant does not deliver the required documents within the deadline or if it is found in connection with the checking of the documents that the applicant had submitted false information on his or her application form that influenced his or her selection.

Applicants who are dissatisfied with a student selection decision may request, in writing, a rectification of a decision concerning student selections from Metropolia's Legal Protection Committee within 14 days of the announcement of the results.

An applicant who objects to a rectification decision by Metropolia's Legal Protection Committee may lodge an appeal against it with the Helsinki Administrative Court within 30 days of having been notified of the decision.

Section 8 Admission as a degree student on the basis of studies completed in an open UAS

Those who have completed studies in a Finnish open UAS may apply for studies leading to a UAS Bachelor's degree or a UAS Master's degree on the basis of their studies without having to participate in the national joint application process. A person who has completed an applicable UAS Bachelor's degree or another applicable degree may be accepted for studies leading to a UAS Master's degree, provided that he or she has gained at least three years of experience in the field in question after completing the required degree.

The degree programmes decide annually on the fields of study available for application through the open UAS, as well as on their study places, in cooperation with the responsible person in the Strategy and Development Unit.

The Admission Services prepare a proposal for the general selection criteria based on laws, decrees and national recommendations, and the Director of Education decides on the selection criteria. Degree-programme-specific proposals for selection criteria that provide more detail to the general selection criteria are prepared in cooperation by the degree programmes and the Admission Services. The Admission Services present the degree-programme-specific proposals for selection criteria to the Director of Education, who decides on the overall selection criteria.

A study place is applied for on the basis of open UAS studies using an electronic form through the Opintopolku.fi service in accordance with the timetable set by Metropolia. To confirm his or her study place, an applicant accepted as a student must accept the study place through the Opintopolku.fi service or in another specified manner within the deadline imposed by Metropolia, or otherwise he or she will lose the study place. The notification of acceptance is binding. A student who accepts a study place will

6.8.2018

lose his or her possible status as a first-time applicant. If an applicant who has accepted a study place does not register for the academic year, he or she will be recorded as attending by the university of applied sciences. Having accepted a study place, an applicant may not accept or transfer to another study place in a degree programme leading to a higher education degree during the same academic term, even if such a study place is offered to him or her. Once a study place has been accepted, resigning does not free the student from the aforementioned rule.

A student selection is conditional until the Admission Services have checked the documents influencing the selection. A student selection may be revoked if the applicant does not deliver the required documents within the deadline or if it is found in connection with the checking of the documents that the applicant had submitted false information on his or her application form that influenced his or her selection.

Applicants who are dissatisfied with a student selection decision may request, in writing, a rectification of a decision concerning student selections from Metropolia's Legal Protection Committee within 14 days of the announcement of the results.

An applicant who objects to a rectification decision by Metropolia's Legal Protection Committee may lodge an appeal against it with the Helsinki Administrative Court within 30 days of having been notified of the decision.

Section 9 Admission as a transfer student

In accordance with section 28 of the Universities of Applied Sciences Act (932/2014), a transfer student is a student who has been accepted for studies leading to a higher education degree and whose right to study is transferred from one higher education institution to another, or within the same higher education institution from one field of education to another, as a result of which the degree title he or she seeks changes.

The degree programmes decide on the fields of study, as well as the number of study places, available for transfer applications in cooperation with the Strategy and Development Unit.

The Admission Services prepare a proposal for the general selection criteria based on laws, decrees and national recommendations, and the Director of Education decides on the selection criteria. Degree-programme-specific proposals for selection criteria that provide more detail to the general selection criteria are prepared in cooperation by the degree programmes and the Admission Services. The Admission Services present the degree-programme-specific proposals for selection criteria to the Director of Education, who decides on the overall selection criteria.

Transfers are applied for through the Opintopolku.fi service in accordance with the timetable set by Metropolia. A student applying for a transfer must have a valid right to study in his or her original higher education institution, as well as sufficient time remaining to complete the studies.

To confirm his or her study place, an applicant accepted as a student must accept the study place through the Opintopolku.fi service or in another specified manner within the deadline imposed by Metropolia, or otherwise he or she will lose the study place. The notification of acceptance is binding. In

6.8.2018

accordance with section 32 of the Universities of Applied Sciences Act (932/2014), once a student accepts the new right to study offered in the transfer application, he or she loses the previous right to study on which the transfer was based. A student who accepts a transferred study place will lose his or her possible status as a first-time applicant. If an applicant who has accepted a study place does not register for the academic year, he or she will be recorded as attending by the university of applied sciences.

The standard duration of the transfer student's degree is determined on the basis of the right to complete the degree granted in the transfer. All academic terms in which the student was enrolled as present or absent in the original higher education institution will count towards the period of the right to study.

An applicant who is dissatisfied with a student selection decision may request, in writing, a rectification of a decision concerning student selections from Metropolia's Legal Protection Committee within 14 days of the announcement of the results.

An applicant who objects to a rectification decision by Metropolia's Legal Protection Committee may lodge an appeal against it with the Helsinki Administrative Court within 30 days of having been notified of the decision.

Section 10 Transfer from one degree programme to another

When a student transfers within the same higher education institution from one degree programme to another without a change in the degree or degree title pursued, he or she is not considered a transfer student, but instead the process is referred to as a transfer from one degree programme to another.

A transfer from one degree programme to another can be applied for during application periods determined by Metropolia and in accordance with the instructions found in OMA. OMA is a web-based work and study application compiling the services used by Metropolia's staff and students. The decision is made by the dean responsible for the degree programme based on a proposal by the head of the degree programme.

An applicant who is dissatisfied with a decision concerning a transfer from one degree programme to another may request, in writing, a rectification of the decision from Metropolia's Legal Protection Committee within 14 days of having been informed of the decision.

An applicant who is dissatisfied with the rectification decision concerning a transfer from one degree programme to another may lodge an appeal against it with the Helsinki Administrative Court within 30 of having been notified of the decision.

Section 11 Admission to a professional major subject

The head of degree programme decides on the student selections for the different professional major subjects for the different degrees. Studies for a professional major subject will be provided if a sufficient number of students can be admitted to it. The primary criteria for the selection are completed prior studies and success in these studies.

6.8.2018

Section 12 Change of professional major subject

A student in a degree programme may apply for a transfer from one professional major subject to another. The primary criteria for the selection are completed prior studies and success in these studies. The transfer from one professional major subject to another or from one campus to another does not require an internal transfer process. The head of degree programme decides on the change of professional major subject. A personal study plan (PSP) indicating the study modules and courses to be completed will be prepared for every student transferring from a professional major subject to another.

Section 13 Admission as an exchange student

Metropolia only accepts exchange students from higher education institutions abroad with which it has a valid student exchange agreement. Metropolia will not accept an exchange student if he or she cannot be offered the studies planned at his or her sending institution. In addition, the degree programmes may set their own requirements for accepting exchange students.

3 ENROLLMENT AND RIGHT TO STUDY**Section 14 Academic year**

Metropolia's academic year begins on 1 August and ends on 31 July and is divided into five periods.

Section 15 Period of the right to study

The period of the right to study begins once the applicant has accepted a study place. In accordance with section 30 of the Universities of Applied Sciences Act (932/2014), students have the right to pursue studies leading to a Bachelor's or Master's degree in a university of applied sciences in the manner laid down in the degree regulations and curriculum of the university of applied sciences.

Full-time students have the right to complete their studies leading to a UAS Bachelor's degree or Master's degree in a period that exceeds their normative duration by one year. Metropolia may in special cases grant a student an extension period for completing his or her degree.

Metropolia must organise degree studies and study guidance in such a way that a full-time student can complete the studies in a period which is equivalent to their extent. Studies may also be completed over a period that is longer than their normative duration if the student is not a full-time student.

Section 16 Registration as an attending or non-attending student

An applicant who has been admitted as a student and accepts the study place must register in the manner required by Metropolia, after which he or she will be enrolled as a student. Students must make their first registration as attending or non-attending through the Opintopolku.fi service.

Under the one-place-per-student principle specified in section 28c of the Universities of Applied Sciences Act (932/2014), students are tied to the study place they have been granted until the end of the first

6.8.2018

academic term. Students starting their education in the spring term must register as attending or non-attending only for the spring term when accepting their study place.

Degree students continuing their studies must register as attending or non-attending for every academic year between 1 May and 31 May through OMA. Students can change their registration for the spring term in OMA between 1 August and 15 December. A student who neglects the obligation to register will lose his or her right to study, which will be decided on in accordance with the timetable set by Metropolia by the Manager of Student Affairs or a person appointed by him or her, and the student will be recorded as resigned in the student administration system.

After the expiry of the registration period, a student may change his or her registration for a reason beyond the student's control or for an unexpected reason that forms an insurmountable obstacle to studying. The Manager of Student Affairs or a person appointed by him or her will decide on the change of registration based on an application submitted by the student, with consideration for regulations concerning the right of absence.

Only students completing studies leading to a degree have the legal right to register as non-attending. Metropolia will not separately organise studies that have changed or have been discontinued during the student's absence.

Section 17 Rights of attending students

Attending students are entitled to complete studies and receive student financial aid and meal subsidies as well as benefits related to membership of the student union. Only attending students may graduate.

Section 18 Rights and obligations of non-attending students

Students who have registered as non-attending may not complete studies as a degree student in the university of applied sciences with which they have registered as non-attending, nor receive records of performance in their study credit register during their period of non-attendance. Non-attending students are not entitled to receive student financial aid or meal subsidies, nor are they covered by the insurances of the university of applied sciences. Non-attending students are personally obliged to take account of the effect of their non-attendance on their student social benefits.

Non-attending students have access to a Metropolia online user ID and a student e-mail address. After a period of absence, students should re-register primarily through the student administration system.

Section 19 Right of absence for students who started their studies on or after 1 August 2015

In accordance with section 29 of the Universities of Applied Sciences Act, having accepted a study place, a student may enrol as a non-attending student during the first academic year provided he or she is

- 1) in active service in accordance with the Conscription Act, the Non-Military Service Act or the Act on Women's Voluntary Military Service;
- 2) on maternity, paternity or parental leave; or
- 3) unable to start his or her studies owing to a medical condition.

6.8.2018

The reason for the absence must be proven with official documents during the registration period. The documents with which the reason for the absence can be proven are:

- draft card
- certificate from Kela on the payment of maternity, paternity or parental allowance or, if the certificate cannot yet be given, a doctor's certificate of the pregnancy
- corresponding certificates on statutory parental leave issued by authorities in other countries
- a decision on sick pay or, if such a decision has not been made, a doctor's certificate that indicates the illness or injury preventing the student from starting his or her studies.

If the documents are insufficient or they are not delivered at all within the registration period, the student will be enrolled as attending.

Students have the right to register as non-attending without a specific reason for one academic year after the first academic year. This period does not count towards the duration of the studies. In addition, a student may register as non-attending because of active military service, non-military service or women's voluntary military service or maternity, paternity or parental leave at any time during his or her studies without this period counting towards the duration of studies, i.e. the period of the right to study.

Registration as non-attending because of sickness or injury in the first academic year or at a later time during the studies will always count towards the right to be absent for one year. If the absence because of sickness or injury continues, it will be included in the normative duration of the studies, i.e. the period of the right to study. If the student's sickness delays his or her studies, he or she may apply for a discretionary extension period.

Section 20 Right of absence for students who started their studies before 1 August 2015

Students who have accepted their study place before 1 August 2015 have the right to register as non-attending for two academic years during their studies. The absence will not be included in the normative duration of the studies, i.e. the period of the right to study. The reason for the absence does not need to be declared.

Section 21 Discretionary extension period

Metropolia may, on application, grant a student an additional period for completing his or her studies if he or she presents a goal-oriented and feasible plan for completing the studies. The extension period must be applied for while the right to study is valid. In the plan, the student must detail the studies to be completed and the timetable for completing the degree.

The application must also include a statement on why the studies are prolonged. The student may be asked for additional information to support the decision on the discretionary extension period. The student's life situation is also taken into consideration when granting an extension period. An extension will not be granted if the required degree studies have already been completed.

The discretionary extension period must be applied for by 15 May in the spring term and by 15 November in the autumn term. A fee of 50 euros will be charged for processing the application, in accordance with section 3 of the Government Decree on Fees Charged by the Universities of Applied

6.8.2018

Sciences (1440/2014). The Manager of Student Affairs or a person appointed by him or her will make the decision upon a proposal by the degree programme, and the student will be informed of the decision by 30 June in the spring term and by 15 December in the autumn term.

Any discretionary extension period is always granted or denied at Metropolia's discretion and calls for well-founded reasons. Metropolia must ensure equal treatment of all students applying for a discretionary extension of their study period, and similar criteria must be applied to all when an extension is granted. A student who has been granted an extension cannot register as non-attending. The right to study must be valid on the graduation date.

A student dissatisfied with a decision concerning a discretionary extension period may request, in writing, a rectification of the decision from Metropolia's Legal Protection Committee within 14 days of having been notified of it.

If the student is dissatisfied with the Legal Protection Committee's decision, he or she may lodge an appeal against it with the Helsinki Administrative Court. The period of appeal is 30 days as of the date on which a notification of the decision was received.

Section 22 Discontinuation of the right to study

A student will lose the right to study for the following reasons:

- failing to register as attending or non-attending by the deadline
- failing to finish his or her studies within the period prescribed by law and any discretionary extension period granted
- resigning at his or her own request
- failing to pay the tuition fee for the academic year by the deadline given by the university of applied sciences, if he or she is obliged to pay such a fee, and not registering as non-attending.

Section 23 Regranting the right to study after neglecting to register for the academic year or pay the tuition fee for the academic year or resigning

In accordance with section 32 of the Universities of Applied Sciences Act (932/2014), a student who has lost his or her right to study after neglecting to register as attending or non-attending for the academic year or after resigning may reapply to the university of applied sciences for admission without participating in the student selection procedure. A fee of 50 euros will be charged for processing the application, in accordance with section 3 of the Government Decree on Fees Charged by the Universities of Applied Sciences (1440/2014).

The right to study can be regranted if the student has the possibility to complete the remaining studies within the period of the right to study. Metropolia considers the academic terms spent and those remaining when granting a period of the right to study.

The Manager of Student Affairs or a person appointed by him or her may, upon application, grant the student the right to study for the remaining period of the right to study if the student neglected to register during the previous academic term. In other cases, the Manager of Student Affairs or a person appointed

6.8.2018

by him or her may grant the right to study in order to finish the degree upon a proposal by the degree programme.

If a student who is obliged to pay tuition fees fails to pay the tuition fee for an academic year by the deadline without registering as non-attending, he or she may reapply for the right to study in accordance with the procedure above.

A student may request a rectification of a decision concerning his or her application for regranting the right to study from Metropolia's Legal Protection Committee in writing within 14 days of receiving notice of the decision.

If the student is dissatisfied with the Legal Protection Committee's decision, he or she may lodge an appeal against it with the Helsinki Administrative Court. The period of appeal is 30 days as of the date on which a notification of the decision was received.

Section 24 Regranting the right to study after the end of the period of the right to study or a discretionary extension period

According to section 32 of the Universities of Applied Sciences Act (932/2014), a student who has not finished his or her degree during the period of the right to study or the discretionary extension period may reapply to the university of applied sciences for admission without participating in the student selection procedure. A fee of 50 euros will be charged for processing the application, in accordance with section 3 of the Government Decree on Fees Charged by the Universities of Applied Sciences (1440/2014).

The Manager of Student Affairs or a person appointed by him or her may grant the right to study in order to finish the degree upon a proposal by the degree programme. The student may be asked for further explanation to support the decision on regranting the right to study.

The recommendation is that the right to study should be regranting if the student has to complete a maximum of 60 credit points of the studies leading to a UAS Bachelor's degree or a maximum of 30 credit points of the studies leading to a UAS Master's degree. The right to study is regranting for a maximum of two academic terms, beginning from the start of the following term. A student whose right to study has been regranting may not register as non-attending nor apply for a discretionary extension period.

If the student must complete more than 60 credit points of the studies leading to a UAS Bachelor's degree or more than 30 credit points of the studies leading to a UAS Master's degree, the credit points exceeding these limits must first be completed in the open UAS, if possible, before the right to finish the degree can be regranting.

A student may request a rectification of Metropolia's decision from the Legal Protection Committee in writing within 14 days of receiving notice of the decision.

If the student is dissatisfied with the Legal Protection Committee's decision, he or she may lodge an

6.8.2018

appeal against it with the Helsinki Administrative Court. The period of appeal is 30 days as of the date on which a notification of the decision was received.

Section 25 Special regulations concerning the right to study in the faculty of health care and social services

Section 25a Revocation and reinstatement of the right to study

If the studies impose demands on the safety of minors, patient or client safety or traffic safety, the university of applied sciences may revoke the right to study under the criteria set out in section 33 of the Universities of Applied Sciences Act (932/2014). The right to study may be revoked if a student has proven to be unsuitable for performing practical assignments or training related to the studies by endangering other people's health or safety. Another reason for revocation is that it is evident the student does not fulfil the requirements for admission in regard of his or her health or functional capacity. Other grounds for revocation are that the student, when applying, has concealed a revocation decision he or she received earlier or that the student has been convicted of crimes that may pose an obstacle to working with minors. Before the motion to revoke the right to study is made, the student will be heard and a discussion will be held with him or her about the possibility of applying for or transferring to another degree programme.

A revoked right to study may be reinstated upon the student's application if the revocation was due to an issue concerning his or her health or functioning ability and the student is able to demonstrate that the reason for the revocation has ceased to exist.

The Board of Directors of Metropolia decides on revoking and reinstating the right to study upon a motion by the President which is based on preparation by the SORA (solutions for ineligibility to study) team.

Decisions concerning the revocation or reinstatement of the right to study for degrees governed by SORA (solutions for ineligibility to study) legislation that are made on the basis of section 33 or 35 of the Universities of Applied Sciences Act (932/2014) can be appealed to the Students' Legal Protection Board within 14 days of receiving the decision in accordance with section 58 of the Universities of Applied Sciences Act (932/2014).

An appellant who is dissatisfied with the decision of the Students' Legal Protection Board may appeal against it to the Helsinki Administrative Court within 14 days of being notified of the decision, in accordance with section 8a of the Act on Students' Legal Protection Board (956/2011).

Section 25b Suspension of the right to study

If a student refuses to submit to tests and examinations of his or her health and functional capacity required by Metropolia, the right to study may be suspended until he or she agrees to submit to these tests and examinations.

6.8.2018

While the tests or examinations of the student's health and functional capacity are ongoing, the student does not have the right to complete practical training that imposes demands on the safety of minors, patient or client safety or traffic safety.

At Metropolia's request, a student must present an extract from his or her criminal record if the student is given assignments in his or her studies or practical training that essentially require working with minors. If the student refuses to submit a criminal record extract, his or her right to study may be suspended until he or she submits the extract.

Section 26 Resigning from Metropolia

A student must notify Metropolia of his or her resignation, thereby losing the right to study. The notification of resignation must be completed in OMA. The student will be automatically recorded in the student administration system as resigned beginning from the date the notification was submitted. A resigning student is given a certificate of resignation and a transcript of records (in Finnish and English). The student is obliged to make sure that the studies he or she has completed have been recorded in the student administration system before submitting a notification of resignation. A resigning student must cancel his or her study benefits and return all property belonging to Metropolia.

Section 27 Tuition fees and the scholarship system

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

However, tuition fees are not charged for citizens of states belonging to the European Economic Area or for persons or their family members who are deemed comparable to European Union citizens under European Union treaties or under a treaty concluded by the European Union and its Member States with another contracting party. Fees are not charged for persons who, under the Aliens Act, have a European Union Blue Card, a continuous or a permanent residence permit or a long-term resident's European Union residence permit issued to third-country nationals nor for any family members of the above. The Aliens Act is applied in the definition of persons regarded as family members. Fees are also not charged from students taking part in commissioned education.

Metropolia has a scholarship scheme to support students taking part in fee-charging degree studies. The scholarship scheme does not apply to students taking part in commissioned education, as they are not charged any tuition fees. The Board of Directors of Metropolia decides on the duties of the scholarship committee, the size of the scholarships, the main principles of granting them and the maximum amount of scholarships granted.

The scholarship committee appointed by the President prepares and decides on the application procedure for scholarships and the practical measures related to granting them.

Section 27a Payment of the tuition fee

6.8.2018

In order to confirm their study place, applicants must accept it and pay the entire tuition fee for the academic year in one instalment through the Opintopolku.fi service within 14 days of the selection decision. If a student does not pay the tuition fee by the deadline announced by the university of applied sciences and register for the academic year, he or she will be considered to have neglected to register, in which case he or she will lose the right to study. If the student wishes to have his or her right to study reinstated, he or she must pay the tuition fee as well as a fee of 50 euros for processing the application in accordance with section 3 of the Government Decree on Fees Charged by the Universities of Applied Sciences (1440/2014).

The applicant's documents (degree certificate, residence permit and identity documents) will be verified at the start of the studies.

Procedures related to the duration of the right to study and to the right of absence also apply to students obliged to pay tuition fees. Students may register as non-attending, in which case they are not obliged to pay the tuition fee. The rules concerning registration as non-attending for the first academic year also apply to students obliged to pay tuition fees.

The payment obligation concerns all the academic terms during which a student is registered as attending. Metropolia students who are obliged to pay tuition fees must pay the tuition fee to Metropolia also during student exchange periods. The tuition fees must be paid for every academic year by the deadline announced by Metropolia. If a student does not pay the tuition fee for an academic year by the deadline given by Metropolia and does not register as non-attending, he or she will lose the right to study.

Metropolia must organise degree studies and study guidance in such a way that a full-time student can complete the studies in a period which is equivalent to their extent.

Metropolia's Master's degrees are designed to be completed while working at the same time. For this reason, the tuition fee for a Master's degree is determined on the basis of the degree's scope, regardless of the timetable for completing it.

Section 27b Obligation to pay tuition fees in the case of transfer students and students who have been regranted their right to study

If the original right to study used as the basis for a transfer was given for studies in which the student was not obliged to pay tuition fees, the student will not have to pay tuition fees after the transfer, either.

If a student is regranted the right to study in the same university of applied sciences and his or her studies there were not subject to tuition fees, the student is not obliged to pay tuition fees.

Section 27c Scholarship system

The Board of Directors of Metropolia decides on Metropolia's scholarship system. In each degree programme available for application, 50% of applicants from EU and EEA countries participating in an entrance examination (entrance examination or SAT test) who have the highest performance and have applied for a scholarship will be fully (100%) released from paying their tuition fee for the first year. The

6.8.2018

condition for the scholarship is that the applicant has applied to Metropolia as his or her first choice. Those selected as secondary applicants cannot receive a scholarship. In studies leading to a Bachelor's degree, students may apply to receive a scholarship equivalent to 75% of the tuition fee for study years 2–4 if, during the previous academic year, they have completed at least 55 credit points in studies that form a part of their degree. The scholarships committee decides on scholarships based on the proposals of the Student Affairs unit.

When deciding on scholarships, the student's social, health and other reasons may also be taken into account in study years 2–4. In such a case, a scholarship of 100% may also be granted at the committee's discretion. In their scholarship applications, students must present the reasons for releasing them from paying the tuition fee (e.g. own or family member's serious illness, difficult life situation) and provide documents to prove the reasons (certificate from a Finnish authority). The scholarships committee makes the decisions on releasing students from paying tuition fees.

The scholarships policy for study years 2–4 also applies to degree students admitted through the open UAS. In studies leading to a Master's degree, students may apply to receive a scholarship equivalent to 75% of the tuition fee for the study years following the first year if, during the previous academic term, they have completed at least 25 credit points in studies that form a part of their degree.

In the case of double degrees, the partner institutions' students from outside EU/EEA countries and their students taken under bilateral agreements are obliged to pay a tuition fee equal to the minimum fee specified in the Universities of Applied Sciences Act. In these cases, the students will be granted a scholarship equal to 100% of the tuition fee.

A request for rectifying a decision of Metropolia's scholarships committee can be lodged with the scholarships committee. In accordance with section 60(1)(4) of the Universities of Applied Sciences Act, no appeals may be lodged against a decision by Metropolia's scholarships committee concerning a request for rectification submitted by a student.

4 COMPLETION OF STUDIES

Section 28 Curricula

An approved curriculum is followed in studies leading to a degree as well as other studies (with a scope of at least 20 credit points). The curricula and any changes to them are approved in accordance with Metropolia's curricular process. The Director of Education decides on the curricula at Metropolia.

The curricula observe national requirements as well as the regulations of the European Higher Education Area concerning development, the description of competences and the scope of studies, which facilitate the comparison of education on a national and international level.

The learning outcomes, content and assessment criteria related to learning, as well as the scope of studies, are defined in the study modules and courses. The forms of work used in studying and other matters related to performance are available in the published implementation information.

6.8.2018

The ECTS credit point system is used in the provision of the studies and in the determination of their scope. Under this system, one term of study produces 30 credit points. A credit point is defined as an average of 27 hours of work performed by the student for the completion of a course, including all the work required for the course.

The Director of Education decides on extensive study modules (at least 15 credit points) offered to all the degree students. The implementation of extensive study modules that are specific for certain fields of study (at least 15 credit points) is decided on by the head of department in the unit responsible for implementing each module. Each head of department decides on the teaching offered by his or her department.

Section 29 Student's personal study plan (PSP)

Each student must prepare a personal study plan (PSP) within the restrictions set by the curriculum. It is the student's duty to study in accordance with his or her approved PSP and to check the plan annually together with a person appointed by the degree programme. Students are entitled to receive support for preparing their PSPs.

Students must follow the curriculum-based PSP which was prepared when they registered as attending for the first time. If a student has been regranted the right to study, as a general rule, he or she will be subject to the degree requirements valid at the time the studies were resumed. A student returning after an absence or an interruption in studies must agree on the necessary changes to be made to his or her PSP in accordance with the valid degree requirements. Any changes to the PSP must always be made in agreement with the student.

The student has the right to complete the studies in accordance with the curriculum for the degree in question and the approved PSP.

Section 30 Recognition of prior learning (RPL)

The recognition of prior learning (RPL) refers to the accreditation of previous studies, training, work experience or other competence as a part of compulsory or optional studies for a degree, study module or course to be completed. The prior learning must fulfil the competence requirements of the curriculum. The degree-specific principles for the recognition of prior learning (RPL) are published in OMA.

In accordance with section 37 of the Universities of Applied Sciences Act (932/2014), students enrolled for education leading to a degree or for specialisation studies have the right to apply for the accreditation of prior competence regardless of where and how such competence has been achieved. In the case of studies in the open UAS, prior learning may be accredited only partially by applying a pedagogical solution, such as a demonstration of professional skill, and using the same procedure as with education leading to a degree.

The forms of accreditation are substitution and inclusion. *Substitution* refers to the substitution of studies included in a curriculum with learning that has a similar content. *Inclusion* refers to the inclusion of prior learning as part of a degree (e.g. in optional or elective studies).

6.8.2018

Prior learning can be recognised either in full, or in part through a pedagogical solution. In a pedagogical solution the final assessment is made and the completed studies are recorded in the course register once the studies have been supplemented in a manner determined by the degree programme.

Studies completed in Finnish or international universities or higher education institutions can be accredited as part of studies leading to a degree. The studies accredited must be EQF and NQF level 6 for UAS Bachelor's degrees and EQF and NQF level 7 for UAS Master's degrees.

The initiative for recognising prior learning must be made by the student. Accreditation is handled on the basis of an RPL application. Students are responsible for demonstrating, proving and providing adequate information on their competence. The lecturer responsible for the course or another person appointed by the degree programme will be responsible for recognising the competence.

The grade received for studies completed elsewhere is retained if these studies are included in a degree or the studies are used to substitute for similar studies at Metropolia. In the demonstration of competence or the assessment of partial accreditation, the same assessment criteria and grades are used as with a similar course or module. The original date of completion is recorded as the date of accreditation. Accreditation can only be carried out based on original documents. No accreditation can be made on the basis of prior accreditation.

Students are entitled to apply for the recognition of prior learning throughout their studies. The departments are responsible for the RPL process related to the planning of PSPs so that RPL decisions related to the courses are completed before teaching begins.

The degree programmes may decide on the partial accreditation of a thesis for a Bachelor's degree as a pedagogical solution on the basis of a thesis for a previous higher education degree. This may be done if the learning outcomes of the thesis can be achieved through the thesis for the previous higher education degree and by writing an article demonstrating professional expertise or completing some other study performance. Even if a student's Finnish or Swedish language skills have been demonstrated in a prior higher education degree, the student must write a maturity test – to demonstrate proficiency in the degree's field of study – concerning a thesis that was partially accredited or concerning the professional article used as a basis for the accreditation. In Master's degrees, prior theses are not accredited.

Section 31 Accreditation of studies completed during an international student exchange

Metropolia applies the European Credit Transfer and Accumulation System (ECTS) approved by the European Union, which means studies and practical training successfully completed abroad will be fully accredited to the degree being completed if such credits are in accordance with what has been agreed in advance.

Students embarking on a student exchange abroad must complete a written agreement on their curriculum during the exchange (Learning Agreement form) before leaving. Once the studies abroad have been completed, the receiving higher education institution must provide a transcript of records and/or a certificate indicating the studies completed and an assessment of their success.

6.8.2018

The initiative for the accreditation of studies completed during an international student exchange must be made by the student. If the accreditation is based on electronic documentation, the student is responsible for delivering the information needed for the accreditation.

The student must submit the accreditation application for the studies completed during an international student exchange (or the request for accreditation of studies completed in accordance with the advance agreement) immediately after receiving a certificate of the studies.

Practical training completed during an international student exchange is always recorded through an implementation assessment. The end date of the international exchange is recorded as the date of accreditation.

Accreditation may be denied only if the student does not meet the performance standards of the receiving higher education institution or fulfil the criteria set by the higher education institutions participating in the exchange. If a student does not fulfil the requirements of his or her period of study abroad, he or she may be required to pay back an individual grant or a part of it. The head of department will make any decisions concerning the discontinuation of an international exchange or practical training period and the recall of a student to his or her home country, as well as the recovery of any related funding.

As a general rule, Metropolia sends students to the higher education institutions with which it has a valid agreement, a separate programme or an exchange programme.

The studies completed in Finland by students pursuing an international double degree (both outgoing and incoming) are assessed during the course implementations, whereas the studies completed abroad are assessed in accordance with the international student exchange process. The partial or full performance of a thesis during the international phase of a double degree is recorded in accordance with the international student exchange process.

Section 32 Registration for a course

Participation in a course requires an accepted registration. Registration takes place during a predetermined period. The minimum and maximum number of participants in a course implementation is specified in the published course information. A joint registration period that covers more than one degree programme is determined in the annual clock for education.

Once the registration period is over, the lecturer accepts registrations for the course implementation up to the defined maximum number of students. The degree programme may use its discretion to accept a higher number of students than the maximum number for an implementation.

Registration for studies offered to students of more than one degree programme can be arranged in two stages: primary registration and secondary registration. An exception to this are Master's degree programmes, in which registration takes place in one stage. If there is an insufficient number of registered students for a course implementation in the primary registration stage, the implementation may be cancelled. A degree programme may, at its discretion, extend the registration period with the secondary registration stage or implement a course without the minimum number of participants.

6.8.2018

In the primary registration, degree students are accepted for the course implementations as follows:

- The main principle is that priority is given to those students whose PSPs and compulsory studies in their own group include the course in question at this time.
- If there are no more registered students than the maximum number for the course implementation, all registrations (that fulfil the prior competence requirements) are accepted. If the number of registrations exceeds the maximum number of participants, students will be accepted in the order of registration.
- Those who were not accepted in the primary registration may remain on a waiting list for any vacant places in the course implementation.
- In the secondary registration, students are accepted solely on the basis of the order of registration. However, students who were granted the right to study in the academic term/year in question have priority for their first-term/year course implementations.

Students must confirm their attendance for a course implementation by being present when tuition begins or in another manner agreed with the lecturer; for example, by returning the first course assignment. Students who are unable to attend the first teaching session due to illness may also confirm their attendance by informing the lecturer of this in advance. Being accepted to a course is conditional until the prior competence requirements determined for the course have been checked. If a registered student does not participate in the course implementation, the lecturer responsible for the course will remove the student from the implementation within two weeks from its start. The registration periods are determined in the annual clock for education.

Section 33 Attending teaching and guidance sessions

Studies are provided on the basis of the objectives and contents of the study modules or courses. Students are entitled and obliged to participate in the different study forms included in the studies so as to achieve the objectives of the courses.

It is the duty of the lecturer responsible for a course implementation to ensure that the course's electronic implementation plan describes the forms of work, performance requirements, order of completion, timetable, attendance requirements, forms of feedback and assessment criteria before the start of the course. The aforementioned information is discussed in more detail with the students at the beginning of the course. All assignments or examinations related to the course implementation must be completed during the implementation.

Both the lecturer and the student are obliged to give and receive feedback in a constructive and timely manner. Feedback collected on learning, the learning environment and teaching is used to develop education activities.

Degree students are entitled to personal study guidance throughout their studies at their university of applied sciences. Students who complete at least 30 credit points per academic term in the open UAS are entitled to personal study guidance during their studies. Students are obliged to participate in study guidance sessions and to take responsibility for the progress of their studies.

6.8.2018

Section 34 Thesis and maturity test

The aim of the thesis in a university of applied sciences degree is to develop and demonstrate the student's ability to apply his or her knowledge and skills in a development assignment related to his or her studies. In the thesis for a Metropolia Bachelor's degree, the student learns and implements professional life oriented development work based on researched information and other evidence.

The purpose of the thesis for a Master's degree is to develop and demonstrate not only an ability to apply research information and to use the selected methods to analyse and solve problems related to professional life, but also to demonstrate a readiness for independent expert work in demanding positions. In the thesis for a Metropolia Master's degree, the student aims to generate new competence and to develop professional life and the field of study in an innovative way.

The thesis must fulfil Metropolia's competence goals for theses. The thesis must fulfil the goals for research and development in accordance with the guidelines of the Ministry of Education and Culture (1 February 2011).

Every student must prepare an implementation plan and timetable for his or her thesis, which is approved by the thesis supervisor at Metropolia. If the thesis involves a professional life partner, the student and the Metropolia supervisor will, if necessary, conclude a three-party agreement on the completion of the thesis with the professional life partner. If necessary, the student will obtain a research permit for the thesis under the guidance of the Metropolia supervisor.

Metropolia is responsible for the overall supervision and assessment of the thesis. Once the thesis is completed, the supervisor from the professional life partner provides Metropolia with a statement for the assessment of the thesis. The statement deals with the progress and outcomes of the thesis and its importance to the partner, as well as the competence, knowledge, skills and attitude demonstrated by the student when completing the thesis.

Assessment of the thesis takes into consideration the entire thesis process. The areas assessed are the profession-specific competence and development, the methods used, the outcomes obtained and skills in communication and expression. The written report, which forms a part of the thesis, is assessed with due attention to both the factual content of the work and the language and layout. The thesis is assessed by at least two assessors. An approved grade for a thesis cannot be raised.

In order to complete their degree (Bachelor's and Master's), students are required to take a written maturity test in the field of their thesis to demonstrate in-depth knowledge of the field and proficiency in Finnish or Swedish. Students to whom the language proficiency requirements of Section 35 of these Degree Regulations do not apply will write their thesis and maturity test in English or Finnish.

Students must write a report on their thesis in accordance with Metropolia's instructions for theses. The copyrights to the thesis belong to the student. The student may assign parallel rights to the thesis to the professional life partner.

A university of applied sciences thesis is always a public document, and the written assessment of a thesis is also public.

6.8.2018

The student must maintain the confidentiality of confidential information he or she obtains from a professional life partner (business or professional secrets declared to be confidential by the partner, such as information on products, research results, technology, methods, aims or plans) and refrain from utilising it for other purposes than the preparation of the thesis. No confidential information or information that must be kept secret under the law is included in the published thesis.

Students must save and publish their thesis in the Theseus publication archive, which is open to everyone, or alternatively deliver a printed copy of their thesis to the Student Affairs Office, which will send it to be catalogued in the library's collections.

When preparing their thesis, students must follow the responsible conduct of research and the professional ethical guidelines of their field in accordance with the [instructions of the Finnish Advisory Board on Research Integrity \(TENK\)](#) and applicable law.

Guidelines on the possible partial accreditation of a thesis for a Bachelor's degree are provided in section 30 of these Degree Regulations.

Section 35 Language proficiency

Students must, in the course of their studies for a university of applied sciences degree or by other means, prove to have attained:

- such a command of Finnish and Swedish that is required in bilingual districts under the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) of State personnel who need an academic degree to hold the position and which is necessary to practice the profession and to develop oneself professionally; and
- such written and verbal skills in one or two foreign languages that is necessary to practice the profession and to develop oneself professionally.

Depending on the student's mother tongue, the Finnish and Swedish language skills are demonstrated through language studies or some other means, and through a maturity test.

What is prescribed in Paragraph 1 above does not apply to students who have received an education in a language other than Finnish or Swedish, nor to students who have received their education abroad. Such students must, at the beginning of their studies, present a statement on how they received their education in a language other than Finnish or Swedish or abroad, and submit an application for changing the language proficiency requirement in their case and inform Metropolia of the language in which they received their school education. The students' language proficiency is stated on their degree certificates.

The head of the degree programme may, for a special reason, exempt a student from the language proficiency requirements partially or in full. The student must complete a number of other studies agreed with Metropolia, the extent of which must be similar to the studies from which he or she has been exempted.

6.8.2018

Section 36 Assessment of course performance

Assessment is based on the competence goals and assessment criteria for a course or study module. The assessment criteria for courses, and the way grades are determined, are described in detail in the implementation plans of the courses, and they will be discussed with the students at the start of each course. A course is considered to be passed only after all compulsory parts of the implementation have been passed.

Courses are either assessed on a competence scale of excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and fail (0), or for a justified reason with a grade of pass/fail. The assessment criteria for a 'pass' grade are the same as the assessment criteria for a 'satisfactory' (1) grade, which is that the student has achieved the core competence. The grading scale chosen for the course or a 'pass' grade cannot be changed or removed.

Any exam or other demonstration of competence related to a course must be held during the implementation of the course in question. Students are informed of their grade for a course implementation by recording it in the study credit register within three working weeks of the conclusion of the implementation. The assessment of and information on course components and other separate performance must be given to the students within three working weeks of the completion of the performance. The assessment is recorded by the lecturer responsible for the course implementation. The assessment period may be changed for a special reason through a decision of the head of department.

Students have the right to receive feedback on their performance. In addition, in accordance with section 37 of the Universities of Applied Sciences Act (932/2014), students have the right to view the assessed course performance and to receive information on the application of the assessment criteria to their course performance.

Lecturers must record the course credits for each academic year in the study credit register by 31 July. The number of credit points from a course cannot be changed after the completed course has been recorded in the register. Students are obliged to annually check that their transcript of records is up to date. Upon request, students may during their studies obtain an official transcript of their study credit register indicating their completed studies and grades.

In accordance with section 37 of the Universities of Applied Sciences Act (932/2014), Metropolia stores written course performance for six months after the results have been published.

Section 37 Retaking exams and raising grades

A failed course implementation includes two opportunities to retake the exam and a passed implementation includes one opportunity to raise the grade at places and dates specified for the course. The same assessment criteria and principles are followed in retakes and attempts to raise grades as those observed during the course performance. The opportunity to retake an exam or raise a grade does not apply to course components, unless this has been specifically stated in the course implementation plan.

6.8.2018

If the assessment is based on a form of performance for which the assessment method cannot be repeated (such as a pair or group exam), the student cannot attempt to raise his or her grade. Grades cannot be raised after the degree has been completed.

If a student's course performance is assessed as failed or he or she has not been able to complete the implementation within the allotted time due to illness or another reason, the date of completion will be recorded as the date of the exam retake or the date on which other demonstration of competence was conducted.

If a student fails to justify his or her absence from an exam or a retake of it, the exam from which he or she was absent will count as one attempt. The person in charge of the course may grant a student an extra attempt to retake an exam for a justified reason. A student who fails a course despite repeated attempts must register again for the course and complete it in a manner agreed with the lecturer. A student who has passed a course may not participate in the course in question when it is held again. The highest grade among passed grades will be valid.

Section 38 Rectification requests and appeals

A student who is dissatisfied with the assessment of his or her course performance or the accreditation of his or her studies or competence may present a verbal or written rectification request to the lecturer who has assessed the performance or the person who made the decision on accreditation within 14 days of being informed of the assessment. A response to the rectification request must be given in writing within 14 days of the date on which the request was received.

A student who is dissatisfied with the decision on his or her rectification request may lodge a written appeal with Metropolia's Examination Board within 14 days of having been notified of the decision.

No appeal may be lodged against a decision of the Examination Board in accordance with section 60 of the Universities of Applied Sciences Act (932/2014).

Section 39 Expiry of studies

The expiry of studies is assessed in relation to the competence goals presented in the curriculum. However, as a general rule, individual course performance will expire within ten years of the date of completion, unless the student can demonstrate otherwise through the recognition of prior learning.

As a general rule, course performance that is more than ten years old is not accredited to the student's degree. The student, however, has the opportunity to demonstrate his or her competence in a manner agreed with the lecturer.

Section 40 Degree certificates

Metropolia provides its graduates with a certificate of the degree they have completed and an appendix detailing the courses performed. The certificate indicates the degree completed, its extent, its degree title, the name of the programme, any professional major subject or specialisation and the key content of the degree. In addition, students are given a Diploma Supplement intended for international use.

6.8.2018

In accordance with section 10 of the Government Decree on Universities of Applied Sciences (1129/2014), students graduating from Finnish-language programmes receive a degree certificate in Finnish and students graduating from English-language programmes receive a degree certificate in English and in Finnish.

Degree certificates are granted and signed by the President. The appendices to the degree certificate are signed by the dean responsible for the degree programme.

Students may graduate in every month of the year, with the exception of July and August, on the graduation dates decided by the Director of Education.

Students must submit an electronic graduation notification at least four weeks before the date of handing over the certificate. While submitting the notification, the student must check that the course performance and other information stated on the certificate is correct. The notification must be submitted during the period of the right to study, during which all performed courses must also be registered. The graduation process also includes answering the national (Ministry of Education and Culture) UAS graduate feedback survey (AVOP).

5 OTHER REGULATIONS

Section 41 Accessible learning and operating environment

Metropolia is committed to promoting accessible studies in a higher education institution in accordance with the Non-Discrimination Act. Wherever possible, the students' individual circumstances and ability for completing their studies will be taken into consideration when organising studies and providing study guidance.

Section 42 Safety and order

All members of Metropolia's work or study community must do their part to ensure that their work and study environment is safe and pleasant by following general safety instructions and principles of good behaviour.

Students and staff must behave appropriately at Metropolia. Intoxicant abuse and appearing under their influence in Metropolia's premises and any study contexts is prohibited. Lecturers or work placement supervisors may order a student who disrupts studying and teaching or disturbs other people to leave the teaching premises or an event organised by Metropolia. Any action taken must be recorded. If a lecturer so proposes and the dean responsible for the degree programme so decides, a student may be banned from participating in teaching for a maximum of three working days.

In accordance with section 38 of the Universities of Applied Sciences Act (932/2014), a student may be given a written warning if he or she:

- disrupts teaching
- behaves violently or threateningly
- acts under false pretences or otherwise disrupts order at the institution

6.8.2018

- refuses to present a certificate of a drug test or has used narcotics for purposes other than medical treatment in a way which undermines his or her functional capacity.

If an act or negligence is serious or if a student continues to behave inappropriately after a written warning, he or she may be temporarily expelled for a period of up to 12 months.

If a student refuses to submit to tests and examinations of his or her health, the student's right to study may be suspended until he or she has agreed to submit to them. If a student refuses to submit a criminal record extract, his or her right to study may be suspended until he or she has agreed to submit it.

The President shall decide on any written warnings given to students, while the Board of Directors of Metropolia shall decide on the suspension of a student's right to study or the temporary expulsion of a student. Before such a decision is made, the Legal Protection Committee must give the student the opportunity to be heard.

In a disciplinary matter in accordance with section 38 of the Universities of Applied Sciences Act (932/2014), an appeal may be lodged with the Helsinki Administrative Court against a decision made by the President or Board of Metropolia. A decision of the Helsinki Administrative Court concerning disciplinary action referred to in section 38 may not be appealed against.

Section 43 Misconduct

All misconduct in matters related to studies, exams and learning assignments, is prohibited. If a student is suspected of misconduct, he or she will be removed from the event or his or her performance of the learning assignment will be interrupted immediately.

The copying of practical assignments, theses and other complete course performance or material and presenting it as one's own is prohibited. The performance of a course will be failed if a student is found guilty of misconduct in the form of plagiarism. The more detailed procedure for dealing with suspicions of misconduct is described in the guidelines provided by Metropolia's Legal Protection Committee.

Metropolia also applies the procedural guidelines of the [Finnish Advisory Board on Research Integrity \(TENK\), which is appointed by the Ministry of Education and Culture, concerning responsible conduct of research and procedures for handling allegations of misconduct.](#)

Section 44 Providing information to the students

Information on general matters related to studies is provided in OMA. Information on individual courses and projects is provided through a channel agreed with the lecturer. The students are obliged to follow these information channels throughout their studies. The students must make sure that their contact details are up to date throughout their studies.

6 ENTRY INTO FORCE OF THE DEGREE REGULATIONS

These Degree Regulations were approved by the decision of the President of Metropolia University of Applied Sciences on 18 May 2018, § 1. The Degree Regulations will enter into force on 1 August 2018, as of which date they will be applied to all students.