

# Degree Regulations of Jamk University of Applied Sciences

Approved by the Jamk University of Applied Sciences

Student Affairs Board on 2.6.2025

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# 1 Jamk University of Applied Sciences

## 1 § The mission of Jamk

Jamk University of Applied Sciences is maintained by Jyväskylän University of Applied Sciences Ltd. Jamk's authorisation to provide education is based on the authorization granted by the Finnish Government on 12 December 2013 to Jyväskylän University of Applied Sciences Ltd (Universities of Applied Sciences Act (932/2014) and the Universities of Applied Sciences Decree (1129/2014)).

The mission of Jamk University of Applied Sciences (later referred as Jamk) is to provide higher education that prepares students professional specialist tasks and positions, based on the demands and development of working life, and on research, artistic and cultural considerations. Further aims include supporting the students' individual professional growth and conducting applied R&D and artistic activities that support and serve higher education and regional development, with consideration of the region's economic structure. Jamk promotes lifelong and continuous learning.

## 2 § Jamk degrees and their objectives

The university of applied sciences degrees completed at Jamk in accordance with the authorisation are bachelor's degrees and master's degrees. The bachelor's degrees completed at Jamk are first-cycle higher education degrees, and the master's degrees are second-cycle higher education degrees. The scope of degree programmes leading to a bachelor's degree is 210, 240 or 270 ECTS credits. The scope of degree programmes leading to a master's degree is 60 or 90 ECTS credits.

The general aim of studies leading to a bachelor's degree is that the student acquires, based on the demands and development of working life, the necessary knowledge, and skills for working in a professional specialist position.

The aim of the studies is to gain

1. extensive practical basic knowledge and skills and their theoretical foundations for working in a specialist position in the field,
2. the ability to follow, stay up-to-date with, and develop the progress in the relevant field,
3. skills for self-improvement and continuous learning,
4. sufficient communication and language skills to work in the field, and
5. skills required for international activities in the field.

The aim of the studies leading to a master's degree is that the student acquires, based on the requirements set by higher education and the development of working life, extensive and in-depth knowledge as well as the necessary theoretical knowledge to act as a developer of working life in demanding expert and leadership positions.

The studies aim for

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1. an in-depth understanding of the field, its position in the working life and its social importance as well as the ability to monitor and analyse the development of scientific information and professional practices in the respective field,
2. capabilities for continuous learning and for the development of one's professional skills,
3. good communication and language skills for the tasks in the respective field and for international activities and cooperation.

### **3 § Quality management**

Quality management is a key tool for developing operations at Jamk. It supports the implementation of Jamk's strategy. Quality management is a common issue for the entire higher education community.

The quality system is described in Jamk's quality manual. An audit group appointed by the Finnish Education Evaluation Centre has audited Jamk's quality system. The system meets the national criteria for quality management in higher education institutions and the European principles and recommendations for quality management in higher education institutions. The Finnish Education Evaluation Centre has granted Jamk a quality label valid until 20 May 2025. The validity of the quality label has been extended by Karvi.

## **2 Degree-awarding education**

### **2.1 Student selection**

#### **4 § Admission of an applicant to Jamk**

Applications to Jamk are made either through the joint national university application system or separate application. The Director of the School makes the decision on student selection based on the placement list.

The applicant is granted the study entitlement only after having accepted the study place in the opintopolku.fi or studyinfo.fi service, enrolled as a student and the accuracy and authenticity of their application documents verified. If the applicant does not deliver their application documents by the deadline, the application documents turn out to be falsified or their information differs from the information provided in the application or if the revised points do not entitle them to admission, the selection will be revoked.

Applicants may request rectification of a decision concerning admission. Requests must be submitted to the Jamk Student Affairs Board in writing within 14 days of the publication of the admission results.

### **5 § Admission of transfer students and changing degree programme**

Acceptance as a transfer student is based on the application and selection criteria outlined in the transfer student guidelines of Jamk. A student may apply for transfer to Jamk from another university of higher education, if they are entitled to study in the same or similar degree programme aiming for the

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same or similar degree or degree title. At Jamk, the transfer between degree programmes when the degree title change is possible only in certain programmes.

Changing degree programmes within Jamk without changing the degree title (Bachelor of Engineering or Bachelor of Business Administration) takes place through the continuous application process in accordance with the confirmed admission criteria.

The study period of transfer students or students changing their degree programme will be determined in accordance with the transferred or changed study entitlement. The study period includes all of the student's attendance and non-attendance semesters used in the previous degree programme.

The decision on admission as a transfer student is made by the Director, and the decision on changing the degree programme is made by the Director of Institute or the Head of Department. Applicants may request rectification of the decision. Requests must be submitted to the Jamk Student Affairs Board in writing within 14 days of receiving the notification of the decision.

#### **6 § Impediments to admission due to safety or the student's unsuitability for the field (concerning the health and social care degree programmes)**

In principle, the applicant's state of health or functional capacity must not be impediments to admission. However, due to the safety requirements of studies, students with impediments related to their health or functional capacity that make them unable to complete study-related practical tasks and practical training are ineligible for admission to the health and social care programmes. An additional requirement is that the health-related or functional impediment cannot be eliminated through reasonable measures. A previous revocation of the right to study on the grounds mentioned above may also prevent admission. Applicants are informed of any potential impediments to admission at the selection stage.

Transfer student applicants who have been refused entitlement to study at another educational institute and whose entitlement to study have not since been restored based on a medical certificate must be considered separately. Students may request rectification from the Jamk Student Affairs Board in writing within 14 days of receiving the notification of the decision.

If it is revealed that a student who has been accepted as a transfer student concealed a previous revocation of entitlement study, their study entitlement may be revoked. In such cases, the decision is made by the Board of Directors.

Regardless of provisions on confidentiality, Jamk is entitled to receive information from another university of applied sciences regarding the study entitlement revocation process of transfer student applicants.

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## 2.2 Enrolment and study to entitlement

### 7 § Enrolment an attending or non-attending student and entitlement to study

Admitted students must enrol for attendance or non-attendance for the first time via the [opin-topolku.fi](https://opin-topolku.fi) or [studyinfo.fi](https://studyinfo.fi) service. After this, students must enrol as an attending or non-attending student each semester (spring and autumn) or for the whole academic year through the Peppi -student administration system.

The enrolment periods are announced separately for each year. Students may change their attendance or non-attendance enrolment for a justified reason only during the enrolment periods, not during the semester. In this case, the student should contact Student Services. A student who does not enrol for attendance or non-attendance will lose their entitlement to study.

Only students enrolled as attending students have the right to complete studies, receive study guidance or guidance for their thesis, apply for a degree certificate and are entitled to student financial aid, meal subsidy or benefits for student union membership. Enrolment for attendance is also required when going abroad for an exchange period or practical training. A student who is applying to return to studies after an absence or when applying for a regranted right to study has the right to receive guidance for planning their studies.

Students obliged to pay tuition fees who intend to enrol as attending but do not pay the tuition fee by the date determined by Jamk will lose their entitlement to study. The study entitlement may be regranted in accordance with the procedure described at 10 a §, if the student pays the tuition fee.

A student may enrol as a non-attending student in the first year only if they are completing their military or civil service in accordance with the Conscription Act (1438/2007), Non-military Service Act (1446/2007) or Act on Women's Voluntary Military Service (194/1995), if they need time off from their studies to care for their child due to birth or adoption, or if they are unable to start their studies due to their own illness or disability. The absence must be verified with official documents during the enrolment period. If the documents are insufficient or are not delivered during the enrolment period, the student in question will be registered as attending.

After the first year a student may enrol for non-attendance for two semesters for any reason and without expending the study period. During the studies a student may enrol for non-attendance based on service in accordance with the Conscription Act (1438/2007), Non-military Service Act (1446/2007) or Act on Women's Voluntary Military Service (194/1995) or based on leave taken due to birth or adoption of a child without expending the study period or non-attendance semesters. In these cases, the student submits an official document verifying the reason for the absence to Student Services, where the non-attendance registration is made. In addition to this, a student may, for other reasons, enrol as a non-attending student for two semesters without expending the study period.

Enrolling as absent due to illness or disability always first consumes the right to be non-attending for two semesters. If the absence continues, it consumes the study period. If the illness or disability has delayed the studies, the student may be granted discretionary extension of study period. (see 9 §.)



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## 8 § Recommended period of study and the study period

The study period starts running once the student accepts a study place, is registered as a student and enrolls as an attending student for the first time.

An average of 1600 hours of work is required to complete one academic year's studies, which corresponds to 60 ECTS credits. The recommended period of study for a bachelor's degree programme and the study period are determined by the scope of the programme (ECTS credits) as follows:

Programme scope ECTS credits	Recommended period of study	Study period
210 credits	3.5 years	4.5 years
240 credits	4 years	5 years
270 credits	4.5 years	5.5 years

Recommended period of study and study period for Master's degree programmes:

Programme scope ECTS credits	Recommended period of study	Study period
60 cr	2 years	3 years
90 cr	3 years	4 years

## 9 § Discretionary extension of study period

If a student is unable to complete their degree within the study period, they can apply to the Education Services Manager for discretionary extension. An extension may be granted no more than twice. The first extension can be granted for a well-founded reason for one or up to two semesters, depending on the number of missing credits and the student's overall situation.

The following conditions must be met: a bachelor's degree student has a maximum of 60 credits left to complete and a master's degree student 30 credits, the student can present a goal-oriented and viable plan for the completion of the studies, and graduation within the extension period is realistic.

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If a student is missing more than 60 credits (BA) or 30 credits (MA), additional time may be granted for health reasons or an exceptionally difficult life situation. In this case, a reliable statement from a health care expert on the ability to study (e.g. from a study psychologist or the FSHS) or some other reliable document is required as an attachment. In this case, a bachelor student can have up to 80 credits uncompleted, and a master student can have up to 40 credits uncompleted.

No extension is granted, if the student has already completed the studies needed to obtain a degree.

The student may apply for the second extension only if they have participated in teaching and exams during the first extension period or have in some other way shown effort to complete the studies and have a maximum of 30 credits for bachelor's degree and 20 credits for master's degree left to complete.

If there is no evidence of studying, the illness or an exceptionally difficult life situation of the student or someone in their immediate family may constitute acceptable grounds for extension. Significant positions of trust, meritorious scientific or artistic activities as well as top-level and competitive sports may also be accepted as grounds for extending the study period. In all above cases, the reason must be verified with reliable document.

If the student still has not completed the degree during the second extension period, a third one will no longer be granted. The student is directed to complete the missing studies at open university of applied sciences and to apply for the regranted study entitlement when finishing the studies is possible (see 10 b §).

The student cannot enrol as a non-attending student during the extension period. The application for an extension must be submitted before the study period runs out. The fee in accordance with the decree (1440/2014, 3 §) is charged for processing the application.

A student may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

## **10 § Restoration and regranting of study entitlement**

### **10 a § Restoration of study entitlement after failure to enrol**

A student who has lost their entitlement to study due to failure to enrol for attendance or non-attendance may submit an application to restore their study entitlement. The application must state the reasons for the loss of the entitlement to study. The fee in accordance with the decree (D1440/2014, § 3) is charged for processing the application.).

The entitlement to study will be regranted primarily at the beginning of next semester, but if the student can present adequate grounds and documentation, the entitlement can be regranted immediately. However, it must be done before the statistical date of the current semester's number of students on 20 September or 20 January. When restoring the entitlement to study, the student's previous attendance and non-attendance semesters will be considered.

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Students may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

#### **10 b § Regranting of the study entitlement after expiration of the study period or the discretionary extension of study period**

Former students of Jamk University of Applied Sciences, who have started their studies on or after 1 August 2015 and have not completed a degree during the study period, may apply to Jamk for the right to re-enrol as a student again without participating in the student selection process (325/2015, 32 §). The fee in accordance with the decree (1440/2014, 3 §) is charged for processing the application.

Study entitlement will be granted again if a bachelor's degree student has a maximum of 60 credits left to complete and a master's degree student 30 credits, for two semesters at most, starting from the beginning of the next semester. Students who have regained their study entitlement can neither enrol as a non-attending student nor apply for discretionary extension of their study period.

Students may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

#### **11 § Temporary study entitlement for finishing studies**

A student may apply for temporary study entitlement for finishing studies, if they have lost their study right in another university of applied sciences or are a former student of Jamk who have given up their study entitlement at Jamk and their studies are discontinued. It is possible to apply for the temporary study entitlement for finishing studies in accordance with the admission criteria and entrance eligibility requirements for bachelor's and master's degree programmes.

Temporary study entitlement can be granted only to same or similar degree programme in which the earlier study entitlement has been and only to such a degree programme which is available at Jamk's provision of study opportunities.

Temporary study entitlement can be granted again if a bachelor's degree student has a maximum of 60 credits left to complete and a master's degree student 30 credits, for two semesters at most, starting from the beginning of the next semester. Students who have regained their study entitlement can neither enrol as a non-attending student nor apply for discretionary extension of their study period.

The Director of Institute or Head of the Department and Director of School will make the decision of approval of temporary study entitlement.

Students may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

#### **12 § Revocation and restoration of study entitlement due to safety or the student's unsuitability for the field (health and social care programmes)**

Jamk can revoke the study entitlement of a student of health and social studies, if

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1. During their studies, the student has repeatedly or seriously endangered the health or safety of others, demonstrating apparent unsuitability for the practical assignments or training included in the studies.
2. The student's health or functional capacity clearly does not meet the student admission criteria.
3. At the application stage, the students concealed a decision on the revocation of their study entitlement that could have prevented their admission.
4. The students have been convicted of a crime that may prevent working with minors.

If there is a well-founded reason to suspect that the student has an impediment related to their health or functional capacity, they will be required to undergo examinations and tests by a professional appointed by Jamk, if such measures are needed to ascertain the student's health or level of functional capacity. Jamk will defray the costs of any examinations and tests it has ordered. If a student refuses to undergo a medical examination or to provide an extract from their criminal record, the student may be suspended from studying until they agree to the measures required by Jamk.

Decisions on revoking the entitlement to study are made by the Board of Directors. Before deciding to revoke the entitlement to study, the necessary analysis of the situation must be conducted, and the student must be given an opportunity to be heard in the matter. Jamk is obliged to discuss with the student their possibilities of seeking or transferring to other types of education.

Students who have lost their entitlement to study due to their state of health or functional capacity can apply to the Academic Board for restoration of the entitlement to study when the student can prove with medical certificates that the reason for the previous revocation have been resolved. There is no time limit for applying for the restoration of the entitlement to study.

Regardless of provisions on confidentiality, Jamk is obliged to inform the National Supervisory Authority for Welfare and Health (Valvira) about beginning the process of revoking a student's entitlement to study, the revocation decision and the decision to restore study entitlement. Jamk is entitled to receive information about revocation of the entitlement to study by other universities or education providers.

A student may request rectification of a decision regarding the revocation and restoration of the entitlement to study. Requests must be submitted to the students' legal protection board within 14 days of receiving the notification of the decision.

### **3 Completion of studies**

#### **13 § Study guidance**

The aim of study guidance at Jamk is to provide the student with individual and group study guidance to help them complete their studies within the recommended period of study. The goal is an individual who is healthy and well, skilled in their profession and able to find employment that corresponds to their education. Every student has the right to receive study guidance throughout their studies.

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However, every student is obliged to take responsibility for the progress of their studies and participate in the study guidance. Jamk's guidance system and the actors thereof are described on the Jamk website on the For Students page.

#### **14 § Curricula**

All degree-awarding education will be referred to as "degree programme" in English.

The students have the right to complete their Bachelor's or Master's degree studies in accordance with the curriculum of the degree programme concerned.

The Student Affairs Board approves the curricula which are published on the Jamk website on the Curricula page. Competence-based curricula serve as the basis for each student's personal learning plan (PLP).

The curricula consist of the structure of the studies, study modules and courses. Studies are completed in the form of courses, and their scope, objectives, content, evaluation criteria, forms of study and other matters related to their performance are described in the curriculum of each degree programme. The course offerings of the degree programmes are planned annually, specifying the timing and implementation plans of the courses.

Pursuant to the Universities of Applied Sciences Act (Section 8 a 19.12.2017/941), a student can build a large part of their degree from studies provided by another UAS or university. This requires that cooperation between higher education institutions have been agreed upon and that the studies have been approved to the student's personal learning plan at Jamk.

The description of curricula and calculation of the workload of studies observe the development and comparability requirements of the European Higher Education Area. Courses are described in accordance with the ECTS (European Credit Transfer System) requirements. ECTS credits are used to indicate the workload of studies; the workload of one academic year, 1,600 hours, is equivalent to 60 credits. An ECTS credit refers to, on average, 27 hours of work by the student.

#### **15 § Language of instruction**

The language of instruction and the degrees programmes at Jamk is Finnish. Finnish-language degree programmes may include courses or study modules that are completed in English, if it is appropriate for the field of study and supports the student's internationalisation. The majority of the teaching in the compulsory part of the degree programme must be organised in the language of the degree. Similarly, English-language degree programmes may include courses or study modules in Finnish that support the student's integration into the Finnish working life.

The approved curricula of each degree programme specify the language used in the courses or study modules. As a rule, study attainments are primarily done in the language of the courses or study modules. In Finnish-language programmes, students are entitled to use Finnish or another language in

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accordance with the curriculum in both written and oral performances. This does not apply to compulsory language and communication studies.

### **16 § Personal Learning Plan (PLP)**

The Personal Learning Plan of a student completing a Bachelor's degree is based on the student's career goals. The student has the right to receive guidance for their choices from career tutors. Each student is responsible for creating a Personal Learning Plan in accordance with Jamk's instructions right at the beginning of their studies for the entire duration of their studies. The Personal Learning Plan is created in compliance with the structure of studies described in the curriculum of the year of admission and each year's course offering. The student updates their Personal Learning Plan each academic year as the studies progress. The career tutor approves the student's Personal Learning Plan at least once in the academic year.

The Personal Learning Plan of a student completing a Master's degree is based on their individual personal development and career progress goals. The student is entitled to receive guidance for their choices. The Personal Learning Plan is created in compliance with the structure of studies described in the curriculum of the year of admission and each year's course offering. The student can make choices based on their career progress goals within the limits of the curriculum.

A student whose studies are delayed from the recommended period of study, or who transfers from another university of applied sciences, will agree on the structure of their studies with the Head of Department or a person authorized by them when their Personal Learning Plan is created or revised. The students must have a PLP discussion with the career tutor or study counsellor and update their personal study plan when the implementation of the study plan is no longer possible due to changes in the study offering or prolonged studies. The head of department must ensure that the student receives sufficient support and guidance for completing their studies.

### **17 § Language skills**

The student must demonstrate in their degree studies or otherwise that they have achieved:

1. the skills in Finnish and Swedish that are required of state officials functioning in a bilingual office in a position requiring a higher education degree as per the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), and are necessary for practising their profession and for further professional development, and
2. the written and oral skills in one or two foreign languages that are necessary for practising their profession and for further professional development.

The requirement stated in item 1 above does not apply to students who have completed their school education in a language other than Finnish or Swedish, or abroad. In such cases, the Head of Department of the Language Centre will decide on the language requirements.

The Head of Department of the Language Centre may exempt a student from the language requirements for the following reasons: the student does not have prior studies in the Swedish

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language, the student does not have prior studies in the English language, or a professional has diagnosed the student with severe dyslexia or an issue connected to their health or functional capacity, for which the student has a certificate by a health care professional.

The grade of the second national language is marked in the degree certificate in words (Good/Satisfactory), in compliance with the Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in the Civil Service (481/2003). The written and oral language skills are assessed separately. In accordance with the national guidelines, grades 1–3 correspond to the verbal grade “Satisfactory”, and grades 4–5 to the verbal grade “Good” in the assessment of the language skills referred to in the Act 424/2003.

### **18 § Identification and recognition of competence**

There are two main ways of accreditation of studies completed at a higher education institution: replacement and inclusion. Replacement means the replacement of studies included in the curriculum with higher education studies of at least the same level (EQF/NQF 6 or EQF/NQF7) and with similar learning objectives completed elsewhere in the same field of study. Inclusion means the inclusion of higher education studies of at least the same level (EQF/NQF 6 or EQF/NQF7) completed elsewhere as part of the degree. An accreditation decision will be made of any re-placement and inclusion.

Recognition of informal learning, prior to or during the studies refers to the ability of the student to analyse the competences they have acquired and to perceive them in the context of the learning objectives of the study module or course in such a way that they are able to describe and substantiate their competences. The recognition of competence acquired in other ways means approval of the competence acquired by the student by way of an assessment decision.

The student has the right to apply for accreditation and recognition of prior learning but no obligation to do so. This does not apply to studies completed as part of the degree as cross-institutional studies or during international student exchange, the accreditation of which the student will agree upon as part of their personal learning plan. The student may apply for accreditation of higher education studies completed elsewhere (open studies or another institute of higher education) or recognition of competence they have acquired in other ways.

Studies done during military service in the Non-Commissioned Officer School and the Reserve Officer School are accredited as elective studies, leadership studies or other similar studies as follows: Non-Commissioned Officer School (AUK) 5 credits and Reserve Officer School (RUK) 8 credits.

Studies that are included in the education required for entrance eligibility cannot be accredited as part of the degree with the exception of Open University route studies. A full degree cannot be accredited as such.



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**Accreditation of Thesis**

As a rule, a thesis completed earlier or elsewhere is not fully credited. The credit transfer of a thesis completed earlier or elsewhere is examined in the thesis working group of the field in relation to the learning outcomes and assessment criteria set for the thesis

A thesis completed earlier or elsewhere are generally not accredited in full. A bachelor's thesis completed earlier or elsewhere is examined by the Thesis Work Group in relation to the learning objectives and assessment criteria set by Jamk for theses, in accordance with Jamk's thesis assessment procedure. The grade of the thesis to be transferred to credit remains the original grade. A thesis that is accredited partly or in full cannot be more than five years old.

**Decision-making in the identification and recognition of competence**

For an individual course, the accreditation or assessment decision is made by the Course Tutor. The Course Tutor evaluates the documentation or evidence presented by the student in relation to the learning objectives of the course and makes an accreditation or assessment decision based on it. The Course Tutor may also request further evidence or demonstration or reject the application. If a decision is made to reject or partially recognize the credits, it will be explained to the student. The decision can be found in the student administration system Peppi. The individual who makes the accreditation decision must have sufficient knowledge of the competence concerning which the decisions are made.

When, according to the Universities of Applied Sciences Act (941/2017, section 8a), a student constructs a significant part (over 15 cr) of their degree from the offerings of another higher education institution, the accreditation decision will be made by a Degree Coordinator or a person who is responsible of education at institute. The person making the credit transfer decision decides under which study module the studies to be included are placed. The entire degree cannot be transferred.

If the student is dissatisfied with the accreditation or assessment decision, they may file an oral or written request for a revised decision with the person responsible for the decision. The request for a revised decision must be filed within 14 calendar days of receiving notice of the decision. If the decision remains negative, the student may appeal the decision to Jamk's Board of Examiners within 14 days of receiving written notice of the decision on the request for a revised decision filed with the person responsible for the decision.

**19 § Registration for course implementations and completion of courses**

Only a student who has enrolled as an attending student has the right to complete degree-awarding education, participate in instruction and practical training, and have grades recorded. The students use the student administration system (Peppi) to enrol for each course implementation they intend to attend and complete during the registration periods. Students are informed of any special registration separately. A student can cancel the enrolment for a course implementation if the teacher has not yet confirmed them for the implementation. After this, the cancellation can be done by the teacher of the course in question.



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The teacher of the implementation will confirm the enrolment. If more students enrol for an implementation than can be admitted, priority will be given to those students for whom the implementation is intended, for whom the implementation is compulsory or whose degree programme organises the implementation. When accepting students for places that may remain open, the students' credits will be taken into account in order to promote graduation.

As a rule, students will be admitted to all elective implementations and those intended for the joint offering in order of enrolment, however, considering the progress of the graduating students' studies. However, for online implementations, preference is given to online students, third-year or higher students, and students studying on extended study period.

The student must attend the first contact class of each course implementation. If the student has a good reason for being absent, they must personally contact the Course Tutor before the first contact class. In the case of course implementations completed as online studies, the student must confirm their participation in the course as instructed by the teacher. If the student has not been active for three weeks from the start of the course implementation, the teacher will reject the student's enrolment in Peppi.

The learning objectives and contents of the course, alternative completion methods, opportunities to retake examinations and the assessment criteria, are introduced in the first contact class or in the workspace of the online studies. The closing date of the course, i.e. the date after which no coursework can be submitted, is also announced.

The opportunities to retake examinations must be used with the method that has been introduced in the first contact or on-line class of the course. For a justified reason, such as illness or other difficult life situation, the student may agree with the course teacher to complete the course in a different schedule. However, all courses must be completed within two semesters from starting them. Exceptions include the thesis, practical training and large courses implemented over several semesters. If a course is left unfinished, the student must retake it.

## **20 § Thesis and maturity test**

The objective of the Bachelor's thesis is to develop and demonstrate the capability to apply knowledge and skills through a practical specialist assignment connected to the degree programme and their Personal Learning Plan. As a rule, the Bachelor's thesis is written in the language of instruction of the degree programme.

The Master's thesis is a professional development assignment aimed at developing and demonstrating the capability to apply research and use selected methods to analyse and solve problems arising in working life, and the capability for independent and demanding specialist work. As a rule, the Master's thesis is written in the language of instruction of the degree programme.

Students completing a bachelor's degree or a master's degree, who have received their school education in Finnish (Swedish) write a maturity test in the field of the thesis to demonstrate their familiarity with the field and their proficiency in Finnish (Swedish) language.

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Students who have received their education in a language other than Finnish or Swedish or abroad, may choose to write the maturity test in Finnish (Swedish). In this case, both the bachelor's and master's maturity tests are always written under supervision, and the language centre is responsible for the language revision. Otherwise, they are exempt from writing the maturity test.

The thesis assessment decision is made by the principal thesis tutor (1st examiner) and the 2nd examiner together. If they cannot reach a unanimous assessment decision, the Thesis Work Group appointed in the unit or a multidisciplinary Master's Thesis Work Group will make the decision.

## **21 § Publicity of Thesis**

Jamk complies with the Act on the Openness of Government Activities (621/1999) and the Ministry of Education and Culture instructions (Record no. 3/500/2004) on the publicity of theses. Publicity guarantees the objective and equal assessment of theses. The thesis is a part of the degree, which must be openly available for assessment, and public work cannot contain confidential material. The thesis becomes public immediately after its approval.

It is not possible to write a completely confidential thesis at Jamk. Any confidential information generated in the thesis process must be included in an appendix in the background material. In that case, the appendix material will be classified as confidential, and the rest of the thesis will remain public.

The publicity of theses and handling of confidential information are subject to case-specific decisions according to separate instructions created based on the Act on the Openness of Government Activities (621/1999).

## **22 § Assessment of study attainments**

The student's learning is supported and guided by enhancement-led evaluation. Study guidance takes place with the help of self-assessment, peer review and constructive feedback.

Students have the right to be informed of the application of the assessment criteria to their study attainment. The student must be given the opportunity to familiarise themselves with the graded written or otherwise recorded study attainment. Study attainments must be kept for at least six months after the publication of the results. (L932/2014.)

Depending on the purpose, the grading scale may be either five-step 5 (excellent), 4 (very good), 3 (good), 2 (satisfactory) and 1 (adequate) or H (Pass) and 0 (Fail). The course assessment is Fail (0) if the student fails to achieve the minimum learning objectives for passing the course. The minimum requirements for passing the course are described in the course description.

After receiving a Fail (0) grade, the student is entitled to two (2) retakes as defined in the course implementation description until the end of the next semester. The same grading scale is applied to retakes. If a student does not pass the examination at three (3) attempts or fails to use retake, the failed grade remains valid, and the student must start studying the course again.

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If dishonest or fraudulent activity is suspected or detected in learning assignments or examinations, the student's performance will be rejected and Jamk's ethical guidelines will be followed

The student has a right to improve a passing grade once upon agreement with the course tutor. The course tutor defines the tasks related to raising the grade of an entire course. The increase cannot be based solely on the exam unless the grade of the course is determined 100 % according to the exam result. The grade can be improved by the end of the following semester after the course has ended. Passing grades will remain in the transcript of records.

The grades and completion dates of courses taken at Jamk are entered in the transcript of records. Additionally, if any courses completed abroad or in other institutes during studies at Jamk used the same grading scale, the grades and completion dates will be entered in the transcript of records. If they used a different grading scale, they will be indicated with the letter H (Pass). Recognition of competence attained in other ways that is relevant to the course is indicated with a grade or with the letter H (Pass).

The thesis assessment decision is made by the principal thesis tutor (1st examiner) and the 2nd examiner together. If they cannot reach a unanimous assessment decision, the Thesis Work Group appointed in the unit or a multidisciplinary Master's Thesis Work Group will make the decision. The approved grade of the thesis cannot be raised.

The course assessment is recorded in the transcript of records no later than one month after the stated end date of the course and always before the end of the academic year.

### **23 § Appeal against assessment**

If students are dissatisfied with the accreditation or assessment decision concerning their study attainment, they should first discuss the decision and the application of the assessment criteria with the teacher responsible for the assessment. The students have the right to see a copy of the study attainment and its assessment. If students are dissatisfied with the answer, they may submit an oral or written request for an assessment review to the teacher responsible for the accreditation or assessment decision. The request must be submitted within 14 days of having the opportunity to learn about the results and the assessment criteria applied to their performance.

For a thesis, an oral or written request for grade rectification is addressed to the person who made the assessment decision, either the principal thesis tutor or the Thesis Work Group.

Jamk has a Board of Examiners, which deals with appeals concerning assessment. The student may appeal against the decision to Jamk's Board of Examiners within 14 days of receiving the written notification of the decision of the teacher, course tutor or Thesis Work Group in response to the rectification request. The students may not appeal against assessment after they have submitted an application for a degree certificate or after having received the degree certificate.

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## **24 § Degree certificate**

A student who has completed a Bachelor's degree will receive on written application, an electronic certificate in Finnish and in English, indicating the completed degree and its scope, the degree title and the name of the degree programme, the core content of the studies, the title of the thesis, the language of the maturity test, statement on the language skills required of state officials functioning in a bilingual office, and other facts of relevance.

A student who has completed a Master's degree will receive, on written application, an electronic certificate in Finnish and in English, indicating the completed degree and its scope, the degree title and the name of the degree programme, the core content of the studies, and the title of the thesis.

The transcript of records, which lists the study attainments and their assessments, is appended to the degree certificate.

The Diploma Supplement is an English annex, which is automatically given with the degree certificate free of charge to all students. The Diploma Supplement contains information about Jamk, the education and study attainments (transcript of records), and their level and status in the Finnish educational system.

## **4 Professional teacher education**

### **25 § Professional teacher education and post-degree programmes for teachers**

Professional teacher education refers to teacher education in compliance with the Universities of Applied Sciences Act (932/2014) and the Universities of Applied Sciences Decree (1129/2014). The education provides the pedagogical qualification of 60 ECTS credits required of the teachers at universities of applied sciences and vocational institutes.

Professional teacher education is not degree-awarding education; students must have completed a degree and acquired work experience in advance in compliance with the Universities of Applied Sciences Act (932/2014), the Universities of Applied Sciences Decree (1129/2014) or in compliance with the Teaching Qualifications Decree (986/1998).

The School of Professional Teacher Education also organises vocational special needs teacher education and study counsellor education as post-degree programmes for teachers, with the scope of 60 credits, in compliance with the Decree on Qualification Requirements for Teaching Staff (986/1998).

#### **4.1 Student selection**

### **26 § Admission of an applicant to the School of Professional Teacher Education**

Persons with the education and work experience required for the office or position of teacher in vocational education or at a university of applied sciences can be selected for professional teacher education. The application to the School of Professional Teacher Education takes place through the

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separate national joint application for professional teacher education in accordance with the selection criteria set by the Jamk Student Affairs Board.

The Director of the School of Professional Teacher Education makes the decision on student selection based on the placement list.

The applicant receives the right to study after accepting the place in the Opintopolku.fi or Study-info.fi service, registering as a student and after the correctness and authenticity of their application documents have been checked. If the applicant does not submit the application documents by the deadline, the application documents turn out to be forged or their information differs from the information provided in the application, or the applicant's verified scores are not sufficient for admission, the student cannot be admitted, or the study selection may be cancelled.

Applicants who have confirmed that they accept the place of study offered by Jamk must enrol as a student at Jamk by the date determined by Jamk and in accordance with the instructions. It is possible to defer the start of studies based on leave taken due to birth or adoption of a child, on service in accordance with the Conscription Act (A1438/2007), Non-military Service Act (A1446/2007) or Act on Women's Voluntary Military Service (A194/1995) or serious illness (medical certificate required). In these cases, the student submits an official document verifying the reason for the absence. If applicants do not enrol as a student in the way described above, they are not entitled to study at Jamk.

Applicants may request rectification of a decision concerning admission. Requests must be submitted to the Jamk Student Affairs Board in writing within 14 days of the publication of the admission results.

### **27 § Admission of transfer students for professional teacher education and post-degree programmes**

Transfer from other institutions to Jamk's professional teacher education and post-degree programmes is possible at the beginning of studies, provided that there are openings in the intake quota and that the student has been admitted to another School of Professional Teacher Education. The decision on admission is made by the Director of the School of Professional Teacher Education concerned.

Applicants may request rectification of the decision. Requests must be submitted to the Jamk Student Affairs Board in writing within 14 days of receiving the notification of the decision.

The study period of a transfer student started running in the first the School of Professional Teacher Education, i.e. the transfer does not mean the beginning of a new study period. The accreditation of the prior learning of a transfer student is in accordance with Section 35.

### **28 § Obstacles for admission due to safety or the student's unsuitability for the field**

In principle, the applicant's state of health or functional capacity must not be impediments to admission. However, due to the safety requirements of studies, students with impediments related to their health or functional capacity that make them unable to complete study-related practical tasks and practical training are ineligible for admission to the School of Professional Teacher Education (including the pedagogical studies in the field of music and dance). An additional requirement is that the health-related or functional impediment cannot be eliminated through reasonable measures. A previous

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revocation of the entitlement to study on the aforementioned grounds may also be an impediment to admission. Applicants are informed of any possible impediments to admission at the selection stage.

Transfer student applicants who have been refused entitlement to study at another educational institute and whose entitlement to study has not since been restored based on a medical certificate must be considered separately. Students may request rectification from the Jamk Student Affairs Board in writing within 14 days of receiving the notification of the decision.

If it is revealed that a student who has been accepted as a transfer student concealed a previous revocation of entitlement to study, their study entitlement may be revoked. In such cases, the decision is made by the Board of Directors.

Regardless of provisions on confidentiality, Jamk is entitled to receive information from another university of applied sciences regarding the study entitlement revocation process of transfer student applicants.

## **4.2 Enrolment and study entitlement**

### **29 § Enrolment as an attending student**

The student must enrol as an attending student every semester/academic year, unless the Director of the School of Professional Teacher Education grants the right of non-attendance for special reasons. Enrolment as an attending student is done through the student management system (Peppi) during the registration period in accordance with the instructions provided. Enrolment as an attending student is possible during the study period specified in Section 29.

Only students who have enrolled as attending students for the academic year have the right to participate in professional teacher education and post-degree programmes for teachers. Any non-attendance period is counted as part of the study period, reducing the remaining permitted study period. Students who do not enrol as an attending student in accordance with this section will lose their entitlement to study.

### **30 § Study period and discretionary extension of study period**

The studies at the School of Professional Teacher Education can be organised as either full-time or part-time studies. Whether the studies are full-time or part-time studies is determined by the student's personal competence development plan.

The permitted study period is three years. Studies must be completed within the study period, unless Jamk grants an exception due to special circumstances. On the student's application, the Education Services Manager may extend the student's study period, generally once and for up to two semesters, if the student has no more than 20 credits left to complete and graduation within the extension period is a realistic goal. The fee in accordance with the decree (1440/2014, 3 §) is charged for processing the application.

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If students are unable to complete their studies within the extension period, students may apply for another extension only if they have shown effort to complete the studies. At that stage, the student must not have more than 10 credits left to complete. If there is no evidence of studying, the illness or an exceptionally difficult life situation of the student or someone in their immediate family may constitute acceptable grounds for extension. Significant positions of trust, successful scientific and artistic activities and top-level sports may also be accepted as grounds for extending the study period. In all the aforementioned cases, the reason must be verified with reliable documentation. If the student presents a medical certificate, it must include an assessment of the student's ability to study. During the extension period, the student may not apply for the right to enrol for non-attendance. The application for an extension must be submitted before the study period runs out.

Students may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

### **31 § Regranting of study entitlement**

Students who have not completed their professional teacher education, vocational special needs teacher education or study counsellor education within the study period or within the extension will lose their entitlement to study and will have no right to apply for its restoration.

Students who have lost their entitlement to study for reasons stated in Section 28 but later wish to restart their studies or continue them may submit an application to regain the study entitlement. A student reapplying for the right to study must be eligible for the degree programme and meet its work experience requirements as provided in the Decree (A986 / 1998). The application must state the reasons for the loss of entitlement to study. The fee in accordance with the decree (A1440/2014, § 3) is charged for processing the application.

The entitlement to study will be regranted generally from the beginning of the following semester, but if the student can present adequate grounds and documentation, the entitlement can be restored immediately. However, it must be done before the next date when statistics are completed, 20 September or 20 January. Students may request rectification of a decision of the Education Services Manager. Requests must be submitted to the Jamk Student Affairs Board within 14 days of receiving the notification of the decision.

### **32 § Revocation and restoration of study entitlement**

The special regulation regarding the revocation and restoration of study entitlement (see Section 11) also applies to the School of Professional Teacher Education (including the pedagogical studies in the field of music and dance).



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#### **4.3 Completion of studies**

##### **33 § Curricula**

The student is admitted to study in a professional teacher education, vocational special needs teacher education or vocational study counsellor education. The scope of each programme is 60 ECTS credits. Under Section 2 of the Universities of Applied Sciences Decree (1129/2014), professional teacher education includes basic studies in educational sciences, vocational pedagogy studies, teaching practice, and other studies.

The national core curriculum of the School of Professional Teacher Education defines the competence areas of professional teachers, vocational special needs teachers and study counsellors. Jamk website For Students page provides information on the educational structure, implementation models and schedules, study module scopes, course learning objectives and contents, learning methods, and assessment.

##### **34 § Language of instruction**

See section 14 §.

##### **35 § Personal competence development plan**

The student has the right to complete professional teacher education, special needs teacher education, and study counsellor education in accordance with the curriculum of the programme and their confirmed Personal competence development plans.

The student prepares a Personal competence development plan in accordance with the instructions of the School of Professional Teacher Education. The personal competence development plan is created in compliance with the structure of studies described in the curriculum of the year of admission.

##### **36 § Identification and recognition of competence**

The student can be accredited for studies completed elsewhere and other acquired learning. These credits can be included in the studies in accordance with the specifications of the curricula of the School of Professional Teacher Education and the associated Study Guide.

The forms of accreditation are replacement and inclusion.

Replacement refers to the replacement of courses/studies with corresponding courses/studies completed elsewhere in the same field of study. Inclusion refers to the inclusion of courses/studies completed elsewhere in the studies. The School of Professional Teacher Education decides if the studies proposed for replacement and inclusion by the student will be accredited as part of their studies.

The starting point of recognition of prior learning is the prior learning described as a curricular objective, which the student has acquired in any way, in any place, and at any time. The student assesses, describes and demonstrates their learning in the format stated in the course descriptions. The School of



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Professional Teacher Education assesses the student's prior learning on the basis of the assessment material presented by the student and decides on the recognition of competence.

Accreditation is based on an application process. Applications for replacement and inclusion are handled and approved by the Study Counsellor of the School of Professional Teacher Education (Decision of the Director of the School of Professional Teacher Education on delegation 11/2004). Applications for the recognition of prior learning are submitted to the teacher educator of the course, accompanied by the assessment material.

If the Study Counsellor rejects the student's application for replacement or inclusion or only approves it partially, the student may appeal against the decision using the procedure described in Section 37. If the teacher educator rejects the student's assessment material as completion of the course or only approves it partially, the student may appeal against the decision using the procedure described in Section 37.

### **37 § Registration for course implementations and completion of courses**

Only a student who has enrolled as an attending student has the right to complete courses, participate in instruction and practical training, and has grades recorded. The students use the student administration system (Peppi) to register for each course implementation they intend to attend and complete during the registration periods. Students are informed of any special registration separately.

After registration, the course teacher accepts the agreed number of students to the course, and the information is confirmed in the student's Peppi student administration system's personal learning plan view. If the number of students registered for a course exceeds the number of students that can be admitted, priority will be given to those students whose group the course is intended for. Students will be accepted to any possibly vacant spots in order of enrolment. A student can remove their registration for a course if the teacher has not yet approved them. After approval, registration can only be removed by the teacher educator of the course in question.

### **38 § Assessment**

The assessment of vocational teacher education, vocational special needs teacher education and study counsellor education is based on learning outcomes, and it is qualitative in nature. Competence assessment is based on criteria. Courses are evaluated as pass/fail. In the transcript of records, pass is marked with the letter H. Courses accredited through replacement and inclusion are marked with the letter H. Accredited studies are supplemented with a footnote in the transcript of records. Studies accredited through the recognition of prior learning procedure are marked in the transcript of records with the letter H.

The student has the right to know which assessment criteria are applied to their learning. The course assessment is recorded in the transcript of records no later than one month after the stated passing attainment and always before the end of the academic year.

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**39 § Appeal against assessment**

See section 22 §.

**40 § Certificate**

A student who completes professional teacher education, vocational special needs teacher education or study counsellor education will receive, on written application, an electronic certificate in Finnish and in English indicating the qualification and the name of the programme. Appended to the certificate are 1) the transcript of records in Finnish and in English, listing the student's study attainment and grades, and 2) an English language description of the completed teacher education and acquired qualification referred to in Section 10 of the Universities of Applied Sciences Decree (1129/2014).

Attainments rewarded for professional teacher education under Section 2 of the Universities of Applied Sciences Decree (1129/2014) are basic studies in educational sciences, vocational pedagogy studies, teaching practice and other studies. The studies are marked as passed or accredited.

**5 Open university of applied sciences**

In accordance with the Universities of Applied Sciences Act (L932/2014), studies forming part of a bachelor's or master's degree for the completion of which the student has been granted a right to study, limited in duration and scope, can be completed as open university of applied sciences studies. The studies are part of the curricula for degree-awarding education (see section 13) and the instruction meets the competence requirements for degree-awarding education in terms of content and quality.

**41 § Admission of an applicant to the open university of applied sciences**

As a rule, students are selected for open university of applied sciences studies in the order of registration or according to the admission criteria in the degree programme description.

**42 § Registration for studies and completion of studies**

Registration for open university of applied sciences studies is made via the website.

Route students are then entitled to enrol in courses through the Peppi study system during enrolment periods. In approving registrations, route students are treated as degree students (see section 18).

The principles of section 18 shall be complied with when completing the course.

**43 § Study entitlement at open university of applied sciences**

The study entitlement exists for studies for which the student has successfully enrolled. The duration of the studies is specified in the degree programme description.

In competence modules lasting a minimum of one year, the study entitlement may only be transferred for well-founded reasons with the permission of the Head of Department responsible for the education.

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The study entitlement may be revoked if the student has unpaid study fees to the open university of applied sciences.

**44 § Language of instruction**

See section 14 §.

**45 § Identification and recognition of competence at the open university of applied sciences**

Students taking competence modules (micro credentials) at the open university of applied sciences can apply accreditation of university level studies, which they have previously completed at Jamk. Open-route students can apply for the identification and recognition of competence acquired in non- or informal learning (AHOT). The competence identified is entered in Peppi as an evaluation decision, which becomes a grade.

**46 § Practical training, thesis, and maturity test at the open university of applied sciences**

In open-route studies students are not allowed to enroll in practical training. Open-route students can apply for recognition of practical training when the learning outcomes and competencies of practical training are met. The competence identified is entered in Peppi as an evaluation decision, which becomes a grade.

It is possible to carry out a thesis and maturity test at the open university of applied sciences up-on agreement. For thesis and maturity test, the principles of the degree education stated in sections 19 to 20 will be complied with.

**47 § Assessment of study attainments**

See section 21 § -22 §.

**48 § Applying as a degree student from the open university of applied sciences**

Through the open university of applied sciences, it is possible to apply as a degree student in accordance with the admission criteria and entrance eligibility requirements for bachelor's and master's degree programmes. The open university route application process does not accept accredited studies. Applicants who have received a degree programme study place through the open university route application, their route studies will be fully accredited for studies completed at the open university of applied sciences that are suitable for the degree programme.

**6 Miscellaneous****49 § Drug testing**

Regardless of the student's field of study and degree programme, Jamk may oblige a student to provide a drug test certificate if there is a well-founded reason to suspect that the student is participating in study-related practical assignments or practical training under the influence of drugs or that the student

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has a drug addiction. Another condition is that the test is necessary for determining the student's functional capacity and that the student's responsibilities include tasks which require particular acuity, reliability, independent judgement or good reactions and in which working under the influence of drugs or being dependent on drugs would:

1. seriously endanger the life or health of the student or another person;
2. cause serious risk to traffic safety;
3. cause serious risk to the confidentiality or integrity of information protected by confidentiality provisions; or
4. significantly increase the risk of illicit trafficking and distribution of substances referred to in Section 3(1), Paragraph 5 of the Narcotics Act (373/2008) which are in the possession of a university of applied sciences, an organisation operating it or a place of training.

The drug test certificate must be presented within a reasonable time frame determined by Jamk. Jamk will defray the cost of the drug test certificate.

## **50 § Disciplinary procedure**

A student who is guilty of dishonesty or has otherwise disturbed the order at Jamk by disrupting teaching or exhibiting violent or threatening behavior will be subject to disciplinary punishment. Depending on the seriousness of the offence, the punishment may be a written warning or a suspension for a fixed period of time not exceeding one year. Refusing to present a drug test certificate or a test result indicating drug abuse may lead to the above-mentioned disciplinary actions. The student must be provided an opportunity to be heard before a decision is made in the matter. Decisions giving a warning to a student are made by the Rector, and decisions on suspension for a specified period are made by the Academic Board.

A student who disrupts teaching, is under the influence of alcohol, behaves in a violent or threatening manner or endangers the life or health of another student may be ordered to leave the teaching facilities or an event organised by the educational institution, and the student may be prohibited from attending teaching for up to three working days. The disciplinary procedures of Jamk are outlined in the Ethical Principles for Jamk and Jamk Rules and Regulations.

## **51 § Appeal**

A student may appeal against a decision made by the Jamk Student Affairs Board by lodging an appeal with the Administrative Court of Hämeenlinna in accordance with the appeal instructions appended to the decision. Appeals on decisions regarding the revocation of the entitlement to study as referred to in Sections 11 and 30 and its restoration must be lodged with the Students' Legal Protection Board within 14 days of receiving the notification of the decision.

A decision by the Board of Examiners issued within the rectification procedure concerning assessment or accreditation may not be appealed. A decision made by Jamk concerning its regulations, degree regulations or degree programme, curriculum or other educational arrangements may not be appealed.

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## **52 § Entry into force of the Degree Regulations**

These Degree Regulations will enter into force on 1 August 2025, after which they will apply immediately to all students.