

Degree Regulations for Commissioned Education

Adopted at the meeting of the Management Group of Haaga-Helia University of Applied Sciences Ltd on 19 June 2023.

The degree regulations are in force as of 1 August 2023 and replace any previous degree regulations. These degree regulations will be applied to all students regardless of their entrance year, unless otherwise specified.

Degree programmes are listed in the specifications to the degree regulations.

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1 § Degrees

The degrees available at Haaga-Helia University of Applied Sciences are: Bachelor's degree in the field of business and ICT (Bachelor of Business Administration), Bachelor's degree in the field of culture (Bachelor of Culture and Arts), Bachelor's degree in the field of sports (Bachelor of Sports Studies), Bachelor's degree in the field of tourism and hospitality (Bachelor of Hospitality Management), Master's degree in the field of sports (Master of Sports Studies), Master's degree in the field of business and ICT (Master of Business Administration), Master's degree in the field of tourism and hospitality (Master of Hospitality Management) and Master's degree in the field of culture (Master of Culture and Arts).

The credit requirement of bachelor's degrees is 210 credits, with the exception of Bachelor of Culture and Arts, which comprises 240 credits. The credit requirement of master's degrees is 90 credits, with the exception of Master of Culture and Arts, which comprises 60 credits. A master's degree completed in international cooperation may comprise 120 credits.

2 § Curricula

Curricula are approved by the Collegiate Body of Haaga-Helia. Decisions about Haaga-Helia's common key competences as well as changes to majors and to the structure of the curricula are made by the Collegiate Body. Decisions about other smaller changes are made by the degree director. The degree director is responsible for the degree as a whole and for degree objectives.

3 § Decision-Making Related to Implementation of Education

The degree director determines and orders the educational offering for a degree. The competence area director is responsible for competencies provided by courses and for course contents.

4 § Course Completion and Assessment

Students' attainment of course objectives in degrees is assessed based on different types of learning assignments, exams and other demonstrations. Successful course completion requires that the student shows his or her competence in the skills defined in the assessment criteria of the course description. Courses with the same contents can be completed only once.

Students' performance is graded on the following scale:

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

Competence can be marked also as approved (hyväksytty, H) or adjusted (mukautettu, M). The use of an adjusted grade requires that the student has attended teaching and tried to complete the course in a goal-oriented way, including resits, and received a failing grade, or that the student has clear and demonstrable personal grounds for receiving an adjusted grade. Students can apply for an adjusted grade by contacting the competence area director. A student can have a maximum of 12 credits comprising adjusted grades in order to receive a degree certificate. The application must include reasons why an adjusted grade should be granted.

Grades for accredited studies completed at other institutions are transferred if the scale is congruent. Otherwise they are graded as approved (hyväksytty, H) and the grade issued by the host institution is included in the notes.

Grades for courses completed during a student exchange period are recorded as approved (hyväksytty, H), and the grade issued by the host institution is included in the notes. The grade needed for the language clause is transferred to the degree certificate. All completed courses are included in the student's transcript of records, and passing grades cannot be removed.

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

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

All completed courses are included in the student's transcript of records, and passing grades cannot be removed. If a student has proven a competence in a demonstration or if credits have been transferred, the student may not complete these again.

5 § Resits

Students may resit failed or passed course exams twice on dates announced at the beginning of the course during the period of validity of their study right. This does not apply to demonstrations, project works, learning assignments or other one-off learning situations. The highest of the achieved passing grades will be awarded. Students cannot attempt to improve their grades after completing the degree.

If the student has enrolled for a resit and he or she fails to attend the resit without an advance notification, this will be considered a resit.

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

6 § Recognition of Learning

Students can include in their study plan studies at other Finnish or foreign higher education institutions, or studies completed at Haaga-Helia University of Applied Sciences with other study rights, provided that curriculum objectives are achieved. In addition, students may apply for the accreditation of work experience gained before enrolment at Haaga-Helia as specified in the instructions issued separately.

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

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

7 § Expiry of studies

If the studies and credits completed at some other higher education institution or at Haaga-Helia have been completed more than 10 years ago, they cannot be included in the study plan as such. In such a case, it is possible to prove the skills in a demonstration. The start date of the first semester the student has enrolled for attendance is observed when determining the 10-year time limit for the expiry of study credits.

8 § Proficiency in languages

In demonstrating language proficiency, sections 7 and 8 of the Government Decree on Universities of Applied Sciences (1129/2014) and the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) are observed.

On special grounds, the competence area director of languages and internationality may grant the student full or partial exemption from the language proficiency requirements.

9 § Work Placement

Bachelor's degree programmes include a work placement period that is worth 30 credits and involves tasks approved by Haaga-Helia.

10 § Final Project

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

11a § Duration of Studies

The normative duration of the studies for a bachelor's degree is 3 ½ years, however for the degree of Bachelor of Culture and Arts it is 4 years. The normative duration of the studies for a master's degree is 2 years.

The curriculum is in force at the minimum for the normative duration of the studies (3 ½ - 4 years / bachelor's degree and 2 years / master's degree). After this the student can be transferred to follow the most recent curriculum. After that, a new personal study plan (PSP) following the most recent curriculum is drafted for the remaining studies.

11b § Curricula Applied to the Studies

A student who has been absent for a period exceeding one year can be transferred to follow the most recent curriculum which is in force at the time when the student starts the studies after the absence. If necessary due to changes in the curricula, a new, personalised study plan can be drawn up for students who return after a period of absence.

Changing the curriculum during the period of absence may lead to a change in the degree programme, in case completing the studies by following the earlier curriculum is no longer possible.

12 § Admissions

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

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

If the student has given false information in connection with the application or provided incomplete information or failed to submit the required information before the stated deadline, the admission is withdrawn. The forfeiture decision is made by the head of study affairs. Appeals concerning student selection are processed by the Collegiate Body of the University of Applied Sciences.

13 § Double Degrees

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

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

14 § Joint Degrees

A joint degree refers to a degree programme which is offered in cooperation with another institution or several other institutions of higher education according to a curriculum agreed upon by the institutions. Students complete their studies in the participating institutions. The student receives a degree certificate in the form agreed upon by the participating institutions.

15 § Commissioned Education

University of Applied Sciences degrees can be earned by completing commissioned education programmes (Universities of Applied Sciences Act 932/2014, Section 13). Commissioned education is fee-based and organised for groups. Standard eligibility requirements in force at the time of applying for student admission apply to commissioned education. In order to graduate from a commissioned education programme and receive a degree certificate, students are required to achieve the learning objectives of the degree.

16 § Degree Certificate and Awarding the Degree

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

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

A degree certificate is awarded when the above-mentioned requirements have been met. If a student wishes to graduate on a predetermined graduation day, he or she must apply for the degree certificate using the standard form no later than two weeks before the intended graduation day. At other times, students must apply for the degree certificate, as a rule, three weeks before the intended graduation day, taking into account public holidays.

During the course of study, students are, upon request, entitled to receive a certificate of their transcript of records, including grades.

17 § Assessment and Credit Transfer Appeals

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

A student dissatisfied with the decision on the re-assessment request may appeal in writing to the Examination Board within 14 days of receiving the decision.

A student dissatisfied with the assessment of his or her final project may request a re-assessment by a third assessor. The request is to be made to the thesis coordinator within 14 days of the date when the student had the opportunity to view the result of the assessment.

Written appeals must be addressed to the Examination Board and submitted to the chairperson of the Examination Board.

18 § Personal Conduct at Haaga-Helia

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

Cheating in examinations, assignments and other performances which are subject to evaluation is forbidden. Copying of materials and presenting them as the student's own material is forbidden. If a student is found guilty of the aforementioned forms of cheating, the student's performance will be interrupted and the course or performance in question will be failed. Proved cheating will be entered into the study information system.

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

19 § Approval to a Major of Curriculum

Study success (grade point average) and study progress (credits earned) in the normative duration of the studies or, in the case of master's degrees, success in entrance examinations may affect the student's approval to a major.

20 § Language of the Degree

Degrees with Finnish as the language of instruction must include a sufficient number of credits completed in Finnish, following the guidelines of the degree, and the final project must as a rule be completed in Finnish. Bachelor's degrees with English as the language of instruction may include a maximum of 30 credits of studies completed in other languages than English. However, the final project must be completed in English. The aforementioned limits do not apply to language studies, work placement or studies completed in a student exchange.

In master's degrees with Finnish as the language of instruction, at least 20 credits of the entire degree (90 credits) must be completed in Finnish. The final project may be completed either in Finnish or in English. In master's degrees with English as the language of instruction, at least 70 credits of the entire degree (90 credits) must be completed in English, including the final project (30 credits).

Degree Regulations/Specifications for Commissioned Education 1.8.2023

Bachelor's Degrees (Polytechnic)

Degree	Abbreviation	Title Degree	Degree Programme
Liikunnanohjaaja (AMK)	LOT	Liikunnan ammattikorkeakoulututkinto	Liikunnan- ja vapaa-ajan koulutusohjelma
Liikunnanohjaaja (AMK)	LIIKO	Liikunnan ammattikorkeakoulututkinto	Liikunnanohjaaja
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	SPORT	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports and Leisure Management
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	SPOCMA	Liikunnan ammattikorkeakoulututkinto	Degree Programme in Sports Coaching and Management
Liikunnanohjaaja (AMK), Bachelor of Sports Studies	COACH	Liikunnan ammattikorkeakoulututkinto	Sports Coaching and Management
Medianomi (AMK)	JOURA	Kulttuurialan ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Medianomi (AMK)	MEDIA	Kulttuurialan ammattikorkeakoulututkinto	Journalismi
Restonomi (AMK)	RUOKAT	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Ruokatuotannon johtamisen koulutusohjelma
Restonomi (AMK)	RESRU	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Ruokatuotannon johtaminen
Restonomi (AMK)	RESTO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	
Restonomi (AMK)	HOTRA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hotelli- ja ravintola-alan liikkeenjohdon koulutusohjelma
Restonomi (AMK)	POMO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun koulutusohjelma
Restonomi (AMK)	MATKA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Matkailun liikkeenjohdon koulutusohjelma
Restonomi (AMK), Bachelor of Hospitality Management	TOBBA	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (AMK), Bachelor of Hospitality Management	TEMPO	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Tourism and Event Management

Restonomi (AMK), Bachelor of Hospitality Management	HOTEM	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Degree Programme in Hospitality, Tourism and Experience Management
Restonomi (AMK), Bachelor of Hospitality Management	EXPER	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Hospitality and Tourism Experience Management
Restonomi (AMK), Bachelor of Hospitality Management	STEM	Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto	Sustainable Tourism and Event Management
Tradenomi (AMK)	ASSI	Liiketalouden ammattikorkeakoulututkinto	Johdon assistenttityön ja kielten koulutusohjelma
Tradenomi (AMK)	LIIDI	Liiketalouden ammattikorkeakoulututkinto	Liiketoiminnan palveluratkaisujen ja kielten koulutusohjelma
Tradenomi (AMK)	HELI	Liiketalouden ammattikorkeakoulututkinto	Liiketalouden koulutusohjelma
Tradenomi (AMK)	LIIPO	Liiketalouden ammattikorkeakoulututkinto	Liiketalouden koulutusohjelma
Tradenomi (AMK)	TRALI	Liiketalouden ammattikorkeakoulututkinto	Liiketalous
Tradenomi (AMK)	HETI	Liiketalouden ammattikorkeakoulututkinto	Tietojenkäsittelyn koulutusohjelma
Tradenomi (AMK)	TRATI	Liiketalouden ammattikorkeakoulututkinto	Tietojenkäsittely
Tradenomi (AMK)	MYYNTI	Liiketalouden ammattikorkeakoulututkinto	Myyntityön koulutusohjelma
Tradenomi (AMK)	FINA	Liiketalouden ammattikorkeakoulututkinto	Finanssi- ja talousasiantuntijan koulutusohjelma
Tradenomi (AMK), Bachelor of Business Administration	MUBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme for Multilingual Management Assistants
Tradenomi (AMK), Bachelor of Business Administration	SEBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Business Service Solutions and Languages
Tradenomi (AMK), Bachelor of Business Administration	BITE	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Business Information Technology
Tradenomi (AMK), Bachelor of Business Administration	ITBBA	Liiketalouden ammattikorkeakoulututkinto	Business Information Technology
Tradenomi (AMK), Bachelor of Business Administration	GLOBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Business
Tradenomi (AMK), Bachelor of Business Administration	INTBBA	Liiketalouden ammattikorkeakoulututkinto	International Business

Tradenomi (AMK), Bachelor of Business Administration	SAMPO	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Sales and Marketing
Tradenomi (AMK), Bachelor of Business Administration	IBBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in International Business Administration
Tradenomi (AMK), Bachelor of Business Administration	DIGIBBA	Liiketalouden ammattikorkeakoulututkinto	Digital Business Innovations
Tradenomi (AMK)	VIMA	Liiketalouden ammattikorkeakoulututkinto	Myynnin ja visuaalisen markkinoinnin koulutusohjelma
Tradenomi (AMK)	ABBA	Liiketalouden ammattikorkeakoulututkinto	Degree Programme in Aviation Business
Tradenomi (AMK)	AVIBBA	Liiketalouden ammattikorkeakoulututkinto	Aviation Business

Degree	Abbreviation	Title Degree	Degree Programme
Restonomi (ylempi AMK)	YPA	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen koulutusohjelma
Restonomi (ylempi AMK), Master of Hospitality Management	YMA	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Tourism
Restonomi (ylempi AMK), Master of Hospitality Management	ATB	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Aviation and Tourism Business
Restonomi (ylempi AMK), Master of Hospitality Management	ATBUM	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Aviation and Tourism Business
Tradenomi (ylempi AMK)	YTI	Liiketalouden ylempi ammattikorkeakoulututkinto	Tietojärjestelmäosaamisen koulutusohjelma
Tradenomi (ylempi AMK)	YLIK	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan kehittämisen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business administration	IBMA	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in International Business Management
Liikunnanohjaaja (ylempi AMK)	LIIKU	Liikunnan ylempi ammattikorkeakoulututkinto	Liikunta-alan kehittämisen ja johtamisen koulutusohjelma
Liikunnanohjaaja (ylempi AMK)	LIVA	Liikunnan ylempi ammattikorkeakoulututkinto	Liikuntajohtamisen ja valmennuksen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business Administration	COMMA	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Communication Management
Tradenomi (ylempi AMK), Master of Business Administration	ISM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Information Systems Management
Restonomi (ylempi AMK), Master of Hospitality Management	YCU	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Degree Programme in Culinary Management and Innovation
Medianomi (ylempi AMK)	YJO	Kulttuurialan ylempi ammattikorkeakoulututkinto	Journalismin koulutusohjelma
Tradenomi (ylempi AMK)	LITEM	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan teknologiat -koulutusohjelma
Tradenomi (ylempi AMK)	LUJOM	Liiketalouden ylempi ammattikorkeakoulututkinto	Liiketoiminnan uudistamisen ja johtamisen koulutusohjelma
Tradenomi (ylempi AMK), Master of Business administration	LEBUM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Leading Business Transformation
Tradenomi (ylempi AMK), Master of Business Administration	BUTEM	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Business Technologies
Tradenomi (ylempi AMK), Master of Business Administration	MBATUT	Liiketalouden ylempi ammattikorkeakoulututkinto	Degree Programme in Education Management
Restonomi (ylempi AMK)	PAKEM	Matkailu- ja ravitsemisalan ylempi ammattikorkeakoulututkinto	Palveluliiketoiminnan johtamisen ja kehittämisen koulutusohjelma
Tradenomi (ylempi AMK)	STROM	Liiketalouden ylempi ammattikorkeakoulututkinto	Strategiatyö organisaatioissa

