

Degree regulations

Police University College

12.6.2019

Approved by the Board of the Police University College on 24 June 2015, valid until further notice.

These degree regulations have been revised 20/10/2015 (sections 7 and 16), 19/11/2015 (section 33), 16/12/2015 (section 11), 09/03/2016 (section 21), 13/04/2016 (section 17a), 15/06/2016 (sections 16 and 21), 09/11/2016 (sections 7 and 17b), 14/12/2016 (sections 9, 16 and 17), 10/05/2017 (sections 33 and 36), 15/06/2017 (sections 1, 2, 4, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 17a, 18, 19, 21, 23, 25 and 26), 30/08/2017 (section 33), 04/10/2017 (sections 14, 16 and 35), 13/06/2018 (section 7), 12/12/2018 (sections 6a, 11, 16 and 35), 20/03/2019 (section 6a), 15/05/2019 (section 29) and 12/06/2019 (section 28).

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POLICE UNIVERSITY COLLEGE DEGREE REGULATIONS

Approval and validity

Pursuant to Section 7 of the Police University College Act (1164/2013), the duties of the Board of the Police University College include ratifying the Police University College's degree regulations. These degree regulations were approved in the meeting of the Board on 24/06/2015 and are currently in effect on a temporary basis from the same date onwards. Amendments possibly made later to the degree regulations shall be entered to the salient sections by adding the date of the Board meeting during which the amendment has been approved.

PURPOSE AND SCOPE OF THE DEGREE REGULATIONS

These degree regulations are based on the Act on the Police University College (1164/2013) and government decree on the Police University College (282/2014). Due to the legislation particular to the Police University College, the Universities of Applied Sciences Act (351/2003) is not applied to the College.

At the Police University College, the degree regulations define, on the basis of the above-mentioned Act and decree, the university of applied sciences-related lower and higher degrees as well as other studies, and serve to co-ordinate the organisation of instruction and studies. The degree regulations are applied to earlier degree programmes in the appropriate sections as arranged at the educational institution. These degree regulations discuss the legal provisions that govern police education only inasmuch as is necessary, and provide clarifications and additions as required for operative reasons. More detailed stipulations and guidelines are provided in the degree regulations regarding degree programmes, curricula, studies, supervision of teaching, participation in instruction, granting credits to other studies, practical experience, thesis, evaluation and certificates.

Detailed goals, procedural instructions and operational modes concerning Police University College instruction and other educational activities have been entered into the degree programmes-related curricula, the operational manual of the Police University College, and into other College-based guidelines and recommendations. Additionally, in sections applicable in the Act and decree issued concerning the university of applied sciences-based rescue services degree programme, the rules of procedure and other procedural guidelines of the Emergency Services Academy are observed.

In the bylaws of the Police University College, the regulations are provided on matters that concern organisation, the Board's decision-making procedure, and matters coming before the Board for

resolution, as well as the transfer of business for resolution by the Rector to another official, including interruption of studies, temporary suspension of a student, or the issuing of a written warning to a student.

In the Police University College's rules of order, regulations are issued regarding practical arrangements, appropriate behaviour, equipment applied in the use of force, and the handling of Police University College property as well as being present in and moving about the facilities and area of the College.

MISSION OF THE POLICE UNIVERSITY COLLEGE, INSTRUCTION PROVIDED AT THE POLICE UNIVERSITY COLLEGE

1§ Educational mission of the Police University College (15/06/2017)

The Police University College is an educational institution acting under the National Police Board of Finland that belongs to the administrative branch of the Ministry of the Interior. The educational field of the Police University College is internal security.

The Police University College is the only institution of learning offering degree-level education in police services in Finland. The universities of applied science-based degree programme in the rescue services sector is also the educational responsibility of the Police University College.

The educational mission of the Police University College is, in accordance with the Act on the Police University College (1164/2013), section 2, to provide university instruction in internal security based on research and the cultural starting points for its professional expert and management tasks, to support the vocational growth of the individual, and to promote and advance life-long learning, as well as practise the applicable research and development work which serves the planning and development of police operations and internal security in addition to the instruction provided by the Police University College. In handling its tasks, the Police University College engages in co-operation with police-related national and international stakeholders.

2§ Degree programmes that can be completed at the Police University College (15/06/2017)

The university of applied sciences-type degree programmes that can be completed at the Police University College are as follows:

- 1 *Poliisi* (UAS), *Polis* (Swedish-language equivalent), Bachelor of Police Services.
- 2 university of applied sciences degree in the rescue services sector, to which is appended the degree programme designation for the rescue services sector: *pelastusalan päällystötutkinto (AMK)*, Bachelor of Rescue Services (UAS).

The higher university of applied sciences degree that can be completed at the Police University College is a higher technical college degree, to which is appended, in accordance with the field of education, the following degree programme designations: *poliisi (ylempi AMK)*, *polis* (högre YH), Master of Police Services (higher UAS).

The degree programmes that can be completed at the Police University College will also include the Bachelor of Rescue Services programme during the transition period (until 31/12/2017).

3§ Specialist vocational studies and other education

In addition to the education leading to a university degree in internal security arranged by the Police University College, special vocational studies comprising 30–60 study credits as well as other instruction to maintain and increase professional skill are arranged.

Specialist studies are modules based on university of applied sciences degree programmes or such earlier official police programmes, or based on other relevant studies; and they are organised on professional themes compliant with curricula approved by the National Police Board of Finland in accordance with their professional themes.

Other training intended to maintain and increase professional skill is defined in the annual instruction calendar.

4§ Structure of degree programme (15/06/2017)

The scope of the *poliisi (AMK)* – Bachelor of Police Services (UAS) degree programme is 180 credits, and is comprised of the following studies:

- basic and vocational studies
- optional studies
- practice promoting professional skill and
- thesis

The scope of the *poliisi (YAMK)* – Master of Police Services (higher UAS) degree programme is 120 credits, and is made up of the following studies:

- advanced professional studies
- optional studies
- thesis

The scope of the Bachelor of Rescue Services degree (UAS) is 240 credits, and it is composed of the following studies:

- basic and vocational studies
- optional studies
- practical experience
- thesis

5§ Aims of degree programmes

The general aims of studies leading to a university of applied sciences degree have been defined in section 6 of the decree (282/2014) issued on the Police University College, and the goals of the higher university of applied sciences degree in section 6. More detailed and vocational goals are defined in the degree-related curricula which the Board of the Police University College approves.

6§ Language of degree programme

The language of instruction and degree programmes at the Police University College is Finnish or Swedish. Degree instruction is arranged in both languages to the extent required by the educational requirement. The Police University College decides on the use of another language of instruction and degree in teaching and credits.

6a§ Language proficiency (12/12/2018, 20/03/2019)

The student should, in studies included with the university of applied sciences degree programme or in other respects, demonstrate that s/he has achieved:

- 1 the level of Finnish and Swedish language ability required according to the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) for an office demanding a higher education degree in a bilingual jurisdiction, and which is necessary for practising the profession and for professional development;
- 2 the level of written and oral ability in one or two foreign languages which is required from the perspective of practising the profession and for professional development.

The Head of Education can, for a particular and justified reason, free a student from the language proficiency requirements partly or completely (examples: 1. a student who has received his/her scholastic education in other than the Finnish or Swedish language, 2. a student who has received his/her scholastic education abroad, or 3. a student who has a confirmed reading disability). A student

in this case must complete an equivalent measure of other agreed studies. The overall comprehensiveness of the degree programme must not be altered.

A student studying in the Finnish-language (university of applied sciences) police degree instruction whose scholastic language is Swedish demonstrates the required language proficiency by writing a 'maturity test' in Swedish, as well as completing the Finnish-language communications (Police Communications) study module required by the degree programme curriculum.

Similarly, a student studying in Swedish-language Bachelor of Police Services (UAS) degree instruction whose scholastic language is Finnish demonstrates the required language skill by writing a 'maturity test' in Finnish, as well as completing the Swedish-language communications (Police Communications) study module required by the degree programme.

By completing a Bachelor of Police Services (UAS) degree in the other national language of Finland as well as with language studies demonstrating ability in the other national language of Finland, the student gains a good level of oral and written skill in the other national language.

7§ Curricula of degree programmes (20/10/2015, 09/11/2016, 15/06/2017, 13/06/2018)

The Police University College curricula are based on competence. Student-centred as well as learning- and competence-based thinking are emphasised therein. The factors guiding instruction and studying are the development of goal-oriented competence, consolidation of the learning perspective, and the construction of working life-based study modules.

The Board of the Police University College approves the curricula for the degree programmes for one academic or calendar year at a time. A curriculum for degree program instruction can, with the right grounds, also be approved for a longer fixed period of time. Curricula for specialist studies can be approved for application to implementation beginning during a specific academic year.

A student obtaining the right to study has the right to complete a degree programme by a particular deadline. The educational institution should arrange instruction so that the above is possible in accordance with the applicable restrictions.

The general rule is that instruction is organised during the ongoing academic or calendar year only in accordance with the most recent valid curriculum.

If the student's curriculum changes, the circumstances are resolved on the basis of the Head of Education's decisions. The goal in resolutions is to always lean towards a student-positive interpretation.

8§ Personal study plan (PSP) (15/06/2017)

The students completing the Bachelor of Police Services (Poliisi, UAS) degree and Master of Police Services (Poliisi, higher UAS) degree, as well as those completing the Bachelor of Rescue Services (UAS) degree, should prepare a personal study plan. The student's earlier completed studies are entered into the curriculum as well as other competence, on which basis the student considers seeking substitutability or the insertion of earlier performance in the degree programme. In addition, the optional studies intended for inclusion in the degree programme are determined as well as the student's personal competence- and development-related goals. The personal study plan is prepared and transfer of credits based on previously obtained competence is performed in accordance with the more detailed instructions provided.

9§ Optional studies (14/12/2016, 15/06/2017)

Optional studies respective to the Bachelor of Police Services (UAS) degree must be included in the programme to a total of at least 10 credits. A total of 15 credits accumulating in student exchange is approved for the degree in full. Optional courses can be chosen from the range of studies offered by the Police University College, or from other higher education instruction. Students may select study courses from studies they find meaningful for developing their own expertise, deepening and expanding their competence. Optional studies completed elsewhere must correspond to at least the degree level and must be supported by one's own professional skill as well as the development of expertise.

In the Master of Police Services (higher UAS) degree, the amount of optional studies totals five (5) credits. During their period, the student has the possibility of deepening and extending his/her competence in the optional studies available in the course provision offered by the Police University College, or with higher education level studies completed elsewhere.

If the schedule for implementing a course so requires, the number of optional courses in the current curricula for degree programs in policing may be increased during the academic or calendar year with an implementing decision on a course description made by the Head of Education at the Police University College.

The optional studies respective to the Bachelor of Rescue Services degree (UAS) must be included in the degree at least to the total of 15 credits. Optional studies are university of applied sciences-level

studies that have been selected personally from a content area by the student him/herself. An organisation arranging studies can be the Emergency Services Academy (Finland) or, e.g. the Police University College, the Open University, or another equivalent institution.

The selection of optional studies is part of the preparation of the student's personal study plan (PSP).

10§ Practical training (15/06/2017)

The scope of the practical training in the Bachelor of Police Services (Poliisi, UAS) degree is 55 credits. The goal of the practical training specific to the university of applied sciences degree programme is to orient the student in a supervised manner to pivotal practical work tasks especially from the perspective of vocational studies, as well as to apply information and skills in working life. During the practical training period, the student is appointed to an official constable position for a fixed time, at a police department indicated by the Police University College.

Initiation of practical training included within the Bachelor of Police Services (UAS) degree programme requires that the student has completed all vocational studies that should precede it, as well as the credits specified separately concerning professional competence obtained in an acceptable manner.

The goal of the practical training respective to the Bachelor of Rescue Services (UAS) degree is to orient the student in a supervised fashion towards the work tasks pivotal from the perspective of vocational studies, as well as to deepen the application of learned knowledge and skills in working life. The scope of practical training required is 30 credits.

Practical training is divided into two main sections: the first section (10 credits) is based on professional orientation; and the second is based on the completion of officer tasks (20 credits: prevention of accidents, risk management, preparedness, management of rescue operations, rescue services authority internal and external training, administration and other officer tasks). Practical training in the first section is performed in full in the rescue departments. The advanced training in the second section can also be performed in the official and co-operative networks linked with rescue services.

11§ Thesis and maturity test (16/12/2015, 15/06/2017, 12/12/2018)

The goal of the thesis (15 credits) included in the Bachelor of Police Services (UAS) degree programme is to develop and demonstrate the student's readiness to apply his/her knowledge and skills in the expert tasks linked to vocational studies.

The goal of the thesis (30 credits) included in the Master of Police Services (Poliisi, higher UAS) degree is to develop and demonstrate the skill to apply research data and utilise selected methods in the itemisation of working life problems, as well as readiness for independent and demanding expert work.

The goal of the thesis (15 credits) included in the Bachelor of Rescue Services (UAS) degree programme is to develop and demonstrate the readiness of the student to apply his/her knowledge and skills in practical expert tasks linked with vocational studies. At the same time, information retrieval, resolution of practical problems, work reporting and the systematic, goal-oriented development of rescue service operations is undertaken. Working life orientation is emphasised in the thesis.

The thesis is to be prepared in the degree language, but it may also be written in Finnish, Swedish or English, on condition that the student arranges the matter with the supervisor.

For the degree, the student must write his/her maturity test in the field of the thesis, to demonstrate familiarity with the field as well as skill in Finnish or Swedish. The maturity test is written in the student's scholastic language. If the student's scholastic language is different from Finnish or Swedish, the maturity test is written in the degree language.

12§ Public access to theses

Public access to studies leading to Bachelor's and Master's theses is governed by the provisions of the Act on the Openness of Government Activities (621/1999). A student's thesis becomes public once it has been submitted to the Police University College for marking and the Police University College has given it a pass. Any complaints lodged concerning marking do not affect public access to approved theses.

Theses that have been given a pass are primarily published electronically in the Theseus online library. If a student or thesis sponsor does not wish the thesis to be published online, a printed copy will be supplied to the library.

Pursuant to a decision taken by the National Archives Service of Finland on 18 September 2014, theses included in degree programs of universities of applied sciences must be kept indefinitely. For this reason, they are archived in the police records management, decision-making and archiving system.

Theses must not contain confidential information (cf. Act on the Openness of Government Activities, Section 24). If confidential information has been produced as a result of a thesis, such confidential information must be separated from the actual thesis and presented in a separate memorandum.

If confidential information has been used as research material for a thesis (cf. also section 22 of these degree regulations), the student in question must seek permission to use the research material and must abide by the terms and conditions laid down in the permission when handling the research material.

The individuals responsible for approving and marking theses as well as for suspected cases of deceit at the Police University College, are entitled to handle confidential information produced as a result of a thesis or used as research material for the same.

When applying for permission to use confidential information, as referred to in paragraph 5, students must take into account the provisions of paragraph 6.

13§ Implementation and scope of instruction (15/06/2017)

The Police University College must arrange the courses required to obtain a degree so that full-time students are able to complete the Bachelor of Police Services degree within three years and the Master of Police Services degree within two years. The academic year of the Police University College runs from 1 August to 31 July. Each academic term is divided into two half-terms, and one academic year consists of four half-terms. The Police University College decides on the dates of each half-term in more detail per academic year. The teaching plans drawn up on the basis of the curricula for the degree programs are drawn up so as to give students an idea of how teaching will be provided and how their studies will progress each half-term.

The Police University College has drawn up a separate recommendation for planning the scope of curricula.

The scope of studies is determined on the basis of credits. The number of credits to be earned from each course is based on the amount of work involved. One credit is equivalent to approximately 27 hours of a student's work. A student's working week is approximately 40 hours, or 1.5 credits. Each half-term consists of 15 credits (400 h), each term of 30 credits (800 h), and each academic year of 60 credits (1,600 h).

The studies leading to a UAS bachelor's degree in rescue services are organised so that a full-time student can complete the degree program within four years. Bachelor's degree in rescue services can also be completed through flexi-study. The scope of studies is determined on the basis of credits. The number of credits to be earned from each course is based on the amount of work involved. One credit is equivalent to approximately 27 hours of a student's work.

The courses of the Bachelor of Rescue Services program are taught during two academic terms within one academic year. The dates of the academic terms are decided in more detail for each academic year. The teaching plans drawn up on the basis of the curricula for the degree programs are drawn up so as to give students an idea of how teaching will be provided and how their studies will progress each half-term.

RIGHT TO STUDY

14§ Acceptance of new students (15/06/2017, 04/10/2017)

The Bachelor of Police Services (UAS) degree programme is not included within the national university education application process, and the single university place rule does not apply fully to the Police University College. On this basis, any previous university degrees of applicants, or places accepted by students on degree programs, are not taken into consideration when selecting students for the Police University College.

The National Police Board confirms the number of students to be accepted into degree programs on the basis of demand. As a rule, four Bachelor of Police Services programs are started in Finnish and one in Swedish during each academic year.

The number of students admitted to a Bachelor of Rescue Services program is confirmed by the Ministry of the Interior's Department for Rescue Services.

The acceptance of new students is regulated by Chapter 4 of the Police University College Act (1164/2013) and by sections 15 and 16 of the Government Decree on the Police University College (282/2014) as well as section 16a (1352/2016). More detailed guidelines on the selection process are laid down in the degree-specific selection criteria, which the Board of the Police University College ratifies on the basis of the Police University College's rules of procedure.

15§ Notification of acceptance of a place to study (15/06/2017)

Successful applicants must notify the Police University College of their acceptance of a place on a degree program by the deadline specified in the Police University College's acceptance notification, namely within fourteen (14) days.

Those admitted to the Bachelor of Rescue Services degree programme must notify the Emergency Services College of their acceptance of a study place by the specified deadline, i.e. within 14

days.Registration as present/absent (20/10/2015, 15/06/2016, 14/12/2016, 15/06/2017, 04/10/2017, 12/12/2018).

The academic year of the Police University College begins on 1 August each calendar year and runs until 31 July the following year. The autumn term starts on 1 August and ends on 31 December, and the spring term starts on 1 January and ends on 31 July. In the Bachelor of Police Services program, each academic year is divided into four half-terms.

Students in the Bachelor of Police Services programme can generally begin their studies at four points during the year, at the beginning of each half-term. In order to ensure the equal treatment of students, the teaching and progress of Bachelor of Police Services programmes at the Police University College are also organised in accordance with academic years and terms. Each academic year consists of four half-terms, beginning from the date on which each student starts his/her studies. Similarly, each academic term consists of two half-terms, with two terms per each academic year.

Students who have accepted a place at the Police University College must register as being either present or absent during their first academic year, in accordance with the conditions laid down by law. This registration cannot be changed during the first year. Students may register as being absent for a maximum of two academic years.

After this, students in the Bachelor of Police Services programme must register as being either present or absent once every academic year, as of the date on which they began their studies. However, students can register for one academic term (two half-terms) at a time. Registrations are taken via the Wilma system according to the following schedule:

- Those who begin in January must register in November of the same year;
- Those who begin in March or April must register in February the following year;
- Those who begin in August must register in May the following year; and
- Those who begin in October must register in August the following year.

Registration of students in the Bachelor of Police Services programme must be completed within the first three weeks of the month concerned. Students must be present during their practical training, and practical training cannot be interrupted by registering as being absent.

The Police University College may, for a justified reason, accept changes to notifications of presence/absence. A change can be granted only from the beginning of the following half-term and for at least two half-terms at a time. Such justified reasons include:

- 1 fulfilment of service as defined in the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the Act on Voluntary Military Service for Women (194/1995);
- 2 being on maternity, paternity or parental leave;
- 3 being unable to begin studies due to personal illness or injury;
- 4 other special reason based on which attendance in the program is significantly hindered; or
- 5 having a special reason for changing a notification of absence to a notification of presence, and that the implementation of such a change and other relevant arrangements is possible.

Only students who have registered as being present can attend lessons. Students who fail to register by the deadline will lose their right to study, pursuant to Section 32(1) of the Police University College Act (1164/2013).

Students who have registered as being absent will be subject to the degree requirements that are in force when they resume their studies after their period of absence. The personal study plans of students returning after a period of absence or suspension will be updated if necessary.

Students in the Bachelor of Rescue Services degree programme (UAS) generally begin their studies in the autumn (date of implementation). An exception is blended studies, which begin in the spring. The

progress of a Bachelor of Rescue Services degree programme (UAS) is outlined in the form of academic years and terms. The academic year is divided into autumn and spring terms.

Students who have accepted a place at the Police University College must register as being either present or absent during their first academic year, in accordance with the conditions laid down by law. Students may register as being absent for a maximum of two academic years.

After this, students must register as being either present or absent once every academic year in accordance with the schedule reported by the Emergency Services Academy.

Registrations are taken via the Wilma system. The student is responsible for checking that their name, address and municipality of domicile are correct when they register. The registration for the spring term can be changed via the Wilma system before the beginning of the academic term.

The Police University College may, for a justified reason, accept changes to notifications of presence/absence. Such justified reasons include:

- 1 fulfilment of service as defined in the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the Act on Voluntary Military Service for Women (194/1995);
- 2 being on maternity, paternity or parental leave;
- 3 being unable to begin studies due to personal illness or injury;
- 4 other special reason due to which attendance in the programme is significantly hindered; or
- 5 having a special reason for changing a notification of absence to a notification of presence, and that the implementation of such a change and other relevant arrangements is possible.

Only students who have registered as being present can attend lessons. Students who fail to register by the deadline will lose their right to study, pursuant to Section 32(1) of the Police University College Act (1164/2013).

Students who have registered as being absent will be subject to the degree requirements that are in force when they resume their studies after their period of absence. The personal study plans of students returning after a period of absence or suspension will be updated if necessary.

16§ Period of validity of the right to study (14/12/2016, 15/06/2017)

Pursuant to Section 31 of the Police University College Act (1164/2013), full-time students must complete their Bachelor of Police Services or their Master of Police Services degree programme within a period equivalent to no more than one year more than the standard length. This maximum period

does not include any periods during which a student has been absent on the basis of an absence notification, due to suspension or fixed-term exclusion.

Students completing a Swedish-language Bachelor of Police Services program have, without limitations based on the regulations concerning the period of validity of the right to study, the right to continue their studies on the next Bachelor of Police Services program offered in Swedish following their suspension.

A student accepted to study on a Swedish-language Bachelor of Police Services degree programme, a retraining or upgrading of qualifications programme, or a Master of Police Services degree programme, may, due to delay for a justified reason in the completion of their studies, transfer to a Finnish-language degree programme if the student consents to the transfer, and has the necessary competence to complete the studies in Finnish.

The statistical definition of full- and part-time university study at the Police University College is based on the total number of credits earned. Students who earn 30 or more credits during an academic year are classified as full-time students, and students who earn fewer than 30 credits as part-time students. All students who have registered as being absent are classified as part-time students.

There is no information available on the number of credits earned by first-year students, so they are classified as full-time students during the academic year concerned.

Each student's progress is regularly monitored on the basis of the study guidance plan.

A full-time student undertaking the Bachelor of Rescue Services programme must complete the programme within a period equivalent to no more than one year more than the standard length. This maximum period does not include any periods during which a student has been absent on the basis of an absence notification, due to suspension or fixed-term exclusion. The progress of each student is regularly monitored.

17§ Revocation of the right to study and suspension of studies(13/04/2016, 15/06/2017)

The Police University College may revoke a student's right to study under sections 37(1)(2) and 37(2) of the Police University College Act (1164/2013), or may revoke the student's right to study under Section 38 if s/he is no longer fit to serve as a police officer or carry out rescue service duties, or if s/he refuses to undergo a health examination ordered by the Police University College to establish the student's health and fitness.

With regard to the Bachelor of Police Services (UAS) programme, when considering suspension or the revocation of a student's right to study, attention will be given to the fact that although a student may

fall ill or suffer a long-term or permanent injury during their studies that impairs them in terms of the mobility or other physical fitness required to meet the requirements of the degree program, the student may still be fit to serve in some policing roles.

In the above-mentioned circumstances, the student in question, physician representing the student healthcare system, or the student advisor / teacher have the right to submit a proposal for a personal study plan with respect to the remainder of the student's degree programme to the Head of Education responsible for the degree program concerned. The Head of Education approves such a plan.

The personal study plan is drawn up by the student advisor and the student together. The student advisor must consult the student healthcare doctor and any teachers involved to gather the information needed to draw up the plan. The plan will take into account the student's opportunities to complete his/her studies by substituting various other kinds of studies for such requirements that are particularly difficult for the student to meet, due to his/her illness or injury. Any compulsory courses included in the curriculum that a student is unable to complete either fully or partially, due to the aforementioned reasons, may be compensated for by other studies that are equivalent to the level of the degree program in question, to earn the number of credits required for the degree. The degree certificate should clearly state the courses that have been substituted completely, as well as the studies that have been replaced thereby.

Information concerning the health of students is confidential, and only those who need the information to make decisions on the matter or to prepare personal study plans for students are entitled to access such information.

18§ Right to study in upgrading of qualifications training (09/11/2016)

Upgrading of qualifications training is for students selected to complete a Master of Police Services (higher UAS) programme who do not have the appropriate Bachelor's degree or other appropriate higher education degree. (Section 23 of the Police University College Act, 1164/2013.)

Upgrading of qualifications training is also for police officers with police training who are employed as teachers at the Police University College and do not have a previous higher education degree as referred to in section 41 of the Police University College Act (1164/2013).

The instruction is arranged for students selected to complete upgrading of qualifications training leading to a Bachelor of Police Services program so as to enable them to complete a degree within one year.

The Bachelor of Police Services degree must have been completed before beginning Master of Police Services degree studies.

Instruction is arranged for participants in the upgrading of qualifications programme who are employed as teachers at the Police University College, so as to enable them to complete the studies in accordance with their personal study plan within two years of the commencement of studies. The right to study will be valid for the duration of employment as a teacher and in line with the above time limits, also in the event that the person transfers to the employment of another police unit or employer, if the new police unit or employer gives its approval for the continuation of studies as staff training.

STUDYING IN BACHELOR AND MASTER OF POLICE SERVICES PROGRAMMES

19§ Internationality (15/06/2017)

With regard to internationality, the objective of the Bachelor of Police Service and Bachelor of Rescue Services degree programmes (UAS) is to ensure that each student who completes it:

- possesses the language skills required in performing and developing in the duties of his or her field;
- is able to cooperate in a multicultural context; and
- is able to take the impacts and opportunities provided by international development in the field into consideration in his/her work.

The objective of the Master of Police Services (higher UAS) degree programme with regard to internationality is to give students the ability to engage in international interaction and professional activities and to consolidate the same through studying.

The international dimension of these degree programmes is promoted by means of student exchange, internationally implemented courses, and other forms of international co-operation. On the student level, internationality is defined in more detail in the personal study plan.

International studies entered into the student's personal study plan are taken into account in completing the degree, either by means of the AHOT process or international student exchange. International studies are primarily recorded as optional courses in the Bachelor of Police Services (UAS) degree programme, but also other studies as well as the thesis and practical training, can also be completed internationally.

20§ Study counselling (15/06/2017)

The objective of study counselling at the Police University College is to ensure the smooth running of studies, the development of expertise, and support for professional growth. More details about the implementation of study counselling are stipulated in the study counselling plan.

Study counselling at the Police University College is co-ordinated by a designated student advisor. Teachers are responsible at the beginning of each course for explaining its scope and objectives to students and how it will promote the student's expertise and professional growth.

After students are selected for the Bachelor of Police Services (UAS) degree programme, each successful applicant is sent a copy of the Students' Manual. At the beginning of studies, students are given orientation for their courses and the educational environment. During their studies, students are supported by their personal tutors, the student advisor, the teachers responsible for each course, and student services.

Counselling related to practical training is an essential part of study counselling. Practical training instructors introduce students to the work of police officers, deepen their understanding of the links between their training and the labour market, and support students' professional development.

Toward the end of studies, study counselling focuses on the thesis and completion of the degree, as well as on deepening students' overall understanding of the work of police officers. In addition, students are given counselling on entering the labour market and finding employment, if necessary.

Study counselling is implemented at the Emergency Services Academy for students in the Bachelor of Rescue Services (UAS) degree programme.

21§ Accessibility of studies

The Police University College takes any diagnosed learning disabilities on the part of students into consideration in its operations. The Police University College has adopted detailed procedural guidelines for taking learning disabilities into account, both with regard to teachers and students. The guidelines contain information about various kinds of learning disabilities and supporting them, both in general and at the Police University College in particular. Any special arrangements for students with learning disabilities are agreed between the student and the teacher in question.

22§ Attendance and completion of courses (09/03/2016, 15/06/2016, 15/06/2017)

Degree programme students progress in their studies in accordance with their teaching plans and personal study plans. Participation in instruction requires each student to register as present once per academic year.

The right and obligation of students to attend participate in instruction are specified in the teaching plan for each course.

Students in the Bachelor of Police Services (UAS) degree programme must register for all their courses, including practical training, via the Wilma system. Students must register for courses running in the autumn term as well as for practical training beginning during the autumn term or Christmas break during the first two weeks of June. Students must register for courses running in the spring term as well as for practical training beginning during the spring term or the summer break during the first two weeks of December. After these deadlines have passed, students can only register for courses via the teacher in charge. New Bachelor of Police Services (UAS) degree programme students must register for the courses running during their first term during their orientation week, and in accordance with the above-mentioned deadlines thereafter.

The Police University College may restrict the number of students in a course if a certain group of students must be given priority with regard to the right to take the course, in order for them to be able to complete their degree programme on time or for another similar special reason.

Decisions on awarding credits for a course that a student fails to complete are taken by the teacher responsible for the course in question.

For the Bachelor of Rescue Services (UAS) students who have registered as present, general and vocational courses as well as practical training courses are selected automatically by the Student Services of the Emergency Services Academy at the beginning of their studies. Students use the Wilma system only to register for advanced vocational courses in the fourth academic year.

The various methods of studying are described in the curriculum-related course descriptions. Studying can be course-related work such as participating in contact teaching, blended learning or e-learning, completing assignments, planning exercises, participating in exercises in the practice area, carrying out maintenance tasks, or getting ready for an examination.

With some courses, certain compulsory studies must be completed before participation is permitted. The required previous studies are reported in the course descriptions.

23§ Confidential information and police registers

Teachers have the duty to inform students when information that is deemed confidential, pursuant to the Act on the Openness of Government Activities or other laws, is being discussed in connection with teaching. Students of the Police University College must not, during their studies or afterwards, disclose or unlawfully use confidential information.

The personal data registers of the police can be used in police training if the data are necessary for providing the training (cf. Act on the Processing of Personal Data by the Police, sections 16 and 18). However, in order to monitor the use of registers, teachers must be able to establish afterwards which information has been used in teaching or to complete the tasks assigned.

The use of the personal data registers of the police as reference material for the Bachelor's or Master's thesis without special permission is prohibited. Reference material for theses must not be compiled in connection with the use of data for training, as referred to in paragraph 2.

More detailed provisions have been separately specified on seeking permission to use such data and on the associated decision-making process.

24§ Development of educational operations (15/06/2017)

The Police University College collects student feedback on all degree programmes on a general level each academic year, term, and half-term, and in more detail for each course and training period. Feedback system operations are described in more detail in the Operations Manual of the Police University College.

Students provide feedback anonymously via an electronic feedback system, and individual respondents cannot subsequently be identified. Teachers respond to the feedback received by giving return feedback to student groups.

A summary is compiled of all course-specific student feedback which is sent to the teacher in charge for them to give return feedback to students; a copy is then sent to the immediate supervisor of the teacher concerned, as well as to the training manager and lesson planner. Competence areas and Heads of Education review the feedback received on a regular basis in their meetings.

Moreover, the education coordinators compile a summary of feedback for each academic year, which is reviewed by the educational operations steering group and the Board of the Police University College, in accordance with the curriculum ratification process.

The Emergency Services Academy is responsible for the feedback system concerning the Bachelor of Rescue Services degree programme and the processing of feedback.

EVALUATION OF STUDIES AND COMPETENCE

25§ Assessment principles and marking scale

Passing a course requires that the competence targets set in the course-specific curriculum are met. The level of competence required is determined separately for each course. The learning outcomes are assessed as based on the competence targets. The assessment method is chosen so that the desired level of competence can be evaluated. The assessment method to be applied is specified in the curriculum, and the responsibility for marking rests with the teachers appointed to teach each course. Teachers use the competence targets to determine the competence assessment criteria, which represent the success of students in meeting the competence targets.

As a rule, courses are marked on a scale of 0–5. In the numerical marking system, 0 denotes a fail. As an assessment scale, a simple pass/fail mark may be used for a justified reason.

The Police University College has issued separate guidelines concerning marking. The marking scale applicable for each course is reported in the curriculum. A course can be marked as a whole, or various components of the course can be marked separately. Assessment principles have been specified for marks 1, 3 and 5. The principles for differentiating between a pass and a fail are specified separately for each course.

Special rules apply to the marking of language courses. The scales to be applied are described in more detail in the Police University College's guide on competence-orientated curriculum planning.

26§ Marking of practical training (15/06/2017)

The patrolling and emergencies as well as crime prevention and investigation components of practical training included in the Bachelor of Police Services degree programme are marked on a scale of 0–5. A pass/fail mark is assigned for the police units' support functions, customer service and permits component, and assignments.

A pass/fail mark is given for practical training as a whole.

To pass their practical training, students must pass all training components and complete a study diary, competence card, and self-assessment.

A pass/fail mark is given for the practical training included in the Bachelor of Rescue Services (UAS) degree programme.

27§ Marking of theses (15/06/2017)

Theses are marked on the basis of an assessment matrix, which assigns verbal explanations for the marks 1, 3 and 5.

The Bachelor's (UAS) thesis is marked on a scale of 0–5. To pass their thesis, students must attend a seminar, complete the assignments given there, write their thesis, and take a maturity test.

The Master's (higher UAS) thesis is marked on a scale of 0–5. To pass their thesis, students must attend a seminar, complete the assignments given there, write their thesis, and take a maturity test.

The thesis included in the Bachelor of Rescue Services (UAS) degree programme is marked on the basis of an assessment matrix, which assigns verbal explanations for marks from 0 to 5. To pass their thesis, students must attend a seminar, complete the assignments given there, write their thesis, and take a maturity test.

28§ Absence and compensatory assignments

Assignments given to students to compensate for absences are marked using a scale specified in the curriculum.

29§ Retaking examinations or assignments (12/06/2019)

Courses can include one or more examinations as determined in the teaching plan.

Two retake dates if required are given for each course examination. Students have the right to retake an examination that they have failed on the following two retake dates, and to try to improve their mark once on one of the retake dates, or in some other arranged retake procedure (e.g. an e-exam).

The teacher reports the retake dates at the start of the course or component thereof. Retakes and mark increases should be completed during the course or, at most, over a period of six months.

Failure to arrive for an examination shall be regarded as a retake. If the passing of a course depends on criteria other than a written examination, the teacher in charge of the course will explain the applicable retake procedure to the students.

Retaken examinations and compensatory assignments are marked using the same assessment criteria as the original examination. Whichever mark is higher will stand.

Students who fail to pass a course in the manner described above must retake the course as agreed with the teacher in charge, if enough time remains in their studies. The normal total number of attempts evaluated applies after this.

As a rule, students who fail their practical training cannot retake it, as practical training requires the police department to perform an appointment to a police post. The practical training period can be extended due to illness or injury or for another especially valid reason, in a manner and to an extent decided by the Police University College.

30§ Recording and storage of students' marks (15/05/2019)

Teachers enter their students' marks into the study attainment register within three (3) weeks of the last examination or assignment included in each course. Total marks and marks for various components of a course are entered into the study attainment register whenever a student earns a credit. When examinations are retaken, the study attainment register is updated to show the new mark and the date on which it was obtained. In attempts to improve one's mark, the better one is entered.

Teachers are responsible for entering students' credits into the study attainment register and for keeping marked examination papers for a period of six (6) months.

The results (assessments) of the students' credits are saved in electronic format in the educational institution's information system, from which data transfers are performed regularly to the national VIRTAs study information reserve, where the data is stored permanently.

Diplomas are stored permanently within the student services.

The records of marks assigned to students whose studies have been interrupted are stored until the students resume their studies.

31§ Access to records of marks

Students have the right to know how marking principles were applied to their academic attainments. Students are also reserved the opportunity to inspect their assessed written and otherwise recorded academic work.

Students can use their own usernames and passwords to access their credits and print out transcripts of their records from the study register. Pass marks that have been entered into the study attainment register cannot be deleted retroactively.

The assessment of academic achievements and publication of results must be scheduled to allow students the opportunity to secure their financial aid in full. In addition, information on whether students have earned the credits required for practical training must be available before the students are due to begin their practical training.

32§ Public character of marks

The public character of marks is governed by public access and data protection laws. Numerical evaluation is public. Verbal assessments of students' studies must not be publicly accessible. Assessments of theses are public.

The names of students whose work has not been accepted and detailed results are not published.

33§ Academic deceit

If a student is found guilty of plagiarism or other deceit, s/he is given a fail. Deceit includes, among other things, the use of prohibited material or unauthorised co-operation with another student.

All Bachelor's (UAS) and Master's (higher UAS) theses written by students of the Police University College are checked using plagiarism detection software. If a student's thesis contains confidential information, only the public report is analysed by means of the software.

The written learning and development assignments that are to be analysed using the plagiarism detection software are determined in connection with drawing up the descriptions of each course (teaching plans). The plagiarism detection software can also be used to investigate other suspected cases of plagiarism.

Suspected cases of deceit are handled in accordance with more detailed procedural guidelines issued by the Police University College.

TRANSFER OF CREDITS

34§ Transfer of credits from other studies and recognition of competence (19/11/2015, 10/05/2017, 30/08/2017)

Forms of transferring credits include substitution and incorporation as well as identification and recognition of previously obtained competence.

Substitution refers to substituting equivalent university-level studies completed before or during the studies at the Police University College for a course or component.

Incorporation refers to the incorporation of university-level studies completed elsewhere into a student's Bachelor of Police Services (UAS) or Master of Police Services (higher UAS) degree programme.

If a student who has applied for and been accepted onto the undergraduate degree program has a previous vocational qualification in police studies, that qualification will be incorporated into their degree program. Credits from that qualification are transferred so that the student in question only needs to earn 45 credits in order to complete the Bachelor of Policing curriculum in the upgrading of qualifications program. The student applies to the relevant training manager to have a previous degree, or part thereof, incorporated into a degree program.

The upgrading of qualifications for Bachelor of Policing, intended for those serving as teachers at the Police University College, includes compulsory studies for developing teacher competence. The RPL (Recognition of Prior Learning) procedure does not apply to these studies, and therefore they must be completed in full in accordance with the curriculum and implementation plan valid at any given time.

The identification and recognition of previously acquired competence (AHOT) is a process in which the student assesses his/her own competence in relation to the competence objectives and makes a proposal that addresses this competence within the identification and recognition procedure. The educational institution on its part assesses the previously obtained competence presented by the student in relation to the competence objectives and learning results specified in the curriculum. If the student's proposal is accepted, the component or course as a whole can be transferred.

Credits from previous studies can be transferred either in full or in part. Students who have had credits transferred from previous studies do not need to attend the lessons that the transferred credits concern. If only some of a student's credits are transferred, the student must supplement their studies in a manner that is decided by the teacher in charge.

Credits can be transferred from studies completed no more than 10 years previously.

Credits cannot be transferred for the thesis or practical training.

35§ Transfer of credits for language courses

Students can apply to have credits transferred for foreign language courses on the basis of their previous studies.

Students who have completed the same number and level of language courses for a qualification in a different profession at another university, or have obtained at least a level-4 National Certificate of Language Proficiency or a government-sector language certificate, must supplement their competence in the field of policing to obtain the profession-specific language proficiency stipulated by law.

36§ Transfer of credits for an official language of Finland (04/10/2017, 12/12/2018)

Students can apply to have credits transferred for a language examination and/or lessons in one of the official languages of Finland on the basis of having obtained a government-sector language certificate or the National Certificate of Language Proficiency (level 3), or having taken language courses in connection with their previous studies, as stipulated in the Government Decree on Demonstrating Finnish and Swedish Proficiency in the Government Sector (481/2003).

Students who wish to transfer credits for courses in one of the official languages of Finland should submit an application to that effect at the beginning of their studies, and in any case before the relevant language courses are due to begin.

CERTIFICATES TO BE GIVEN TO STUDENTS

37§ Certificates to be given to students (10/05/2017)

The Police University College issues degree certificates to a student upon written request. Students can apply for a degree certificate after they have all the study attainments required to complete a degree. The degree certificate application must arrive at the Student Services at least three (3) weeks prior to the desired graduation day. The last weekday of each month is a graduation day – with the exception of July, when no graduation ceremony is held. If the degree certificate application is not submitted by the deadline, the graduation will automatically move to the next possible graduation day.

Upon request, the Police University College may provide a notice of receipt of application to the applicant, as well as an estimated time of issue for the degree certificate, as referred to in Section 23 of the Administrative Procedure Act (434/2003).

Issued degree certificates are either sent on the graduation day by post to the address given in the degree certificate application, or the student can collect the degree certificate from the Student Services office on or after the graduation day.

In addition to their degree certificate and a transcript of records, students are given a diploma supplement for international purposes.

Students can also print out transcripts of their records via the Wilma system during their degree program. The Police University College can also provide students with certificates to prove their right to study or attendance if necessary.