

Degree Regulation of the Police University College

Police University College



The Board of the Police University College approved the Degree Regulation on 15 June 2022.
Valid from 1 August 2022 (POL-2022-15172).

Contents

Degree Regulation	1
Degree regulation	3
Approval and validity	3
Purpose and scope of application of the degree regulation	3
Mission of the police university college and education provided at the police university college..	4
1 § Educational mission of the Police University College	4
2 § The degrees awarded by the Police University College	4
3 § Professional specialisation studies and studies other than degree studies	4
4 § Structure of the degrees	5
5 § Objectives of the degrees	5
6 § Language of degrees	5
7 § Language skills	5
8 § Curricula of degrees	6
9 § Thesis and maturity test	7
10 § Publicity of the thesis	7
11 § Implementation and scope of the studies	8
Student selection and student admission	8
12 § Student admission	8
13 § Notification of accepting the study place	8
14 § Academic year	8
15 § Registration as an attending (present) or non-attending (absent) student	9
16 § Rights of an attending student	10
17 § Rights and obligations of a non-attending student	10
18 § Registering for study courses and elective/optional studies	10
19 § Time limit for study right	11
20 § Losing the right to study	11
21 § Returning the right to study	12
22 § Discretionary extension	12
23 § Cancellation of the right to study	13
24 § Study right in programs for upgrading of qualifications for Bachelor of Police Services..	13
25 § Study counselling	14
26 § Accessibility of studies	14
27 § Study attendance and completing a study course	14
28 § Confidential information and police registers	15
Assessment of studies and competences	15

29 § Assessment of competences and storage of assessment data	15
30 § Assessment of theses.....	16
31 § Retake of study performance or partial performance	16
32 § Access to information pertaining to assessment	17
33 § Publicity of the grade	17
34 § Fraud in studies	17
Recognition of prior learning	18
35 § Recognition of studies and prior learning	18
36 § Recognition of prior learning in language studies.....	18
37 § Recognition of prior learning in the other official language	19
38 § Examination Board	19
Certificates issued to students	19
39 § Certificates issued to students	19

Degree regulation

Approval and validity

According to section 7 of the Police University College Act (1164/2013), it is the duty of the Board of the Police University College to approve the University College's Degree Regulation.

Purpose and scope of application of the degree regulation

The Degree Regulation is based on the Police University College Act (1164/2013) and the Government Decree on the Police University College (282/2014). Due to the specific legislation, the Universities of Applied Sciences Act (351/2003) does not apply to the Police University College.

The Degree Regulation specifies the Bachelor of Police Services and Master of Police Services degrees provided by the Police University College, and the Bachelor of Rescue Services degree. The Degree Regulation applies to specialisation studies as appropriate.

As to the Bachelor of Rescue Services Degree, the Emergency Services Academy Finland Act and Decree, the Rules of procedure for Emergency Services Academy Finland and other codes of practice also apply, as appropriate.

The codes of practice specifying the Degree Regulation are compiled in the Operational Quality Manual of Police University College.

Police University College's Code of Conduct includes provisions on practical arrangements, appropriate behaviour, instruments for the use of force, handling of Police University College property and staying and moving in the premises and area of the Police University College.

Mission of the police university college and education provided at the police university college

1 § Educational mission of the Police University College

The Police University College is an educational institution within the Ministry of the Interior's administrative branch, subordinate to the National Police Board. The field of study is internal security.

The Police University College also bears educational responsibility for the Bachelor of Rescue Services degree.

According to section 2 of the Police University College Act (1164/2013), the educational mission of the Police University College is to provide higher education in internal security, based on the cultural knowledge of and research conducted in the field, for those aiming for specialist and leadership positions in the profession, to support the professional growth of each individual and promote lifelong learning objectives and to carry out applied research and development activities that serve the planning and development of police operations and internal security, and teaching at Police University College. In carrying out its mission, the Police University College cooperates with the national and international stakeholders of the police.

2 § The degrees awarded by the Police University College

The degrees awarded by the Police University College are:

- 1) Bachelor of Police Services, in Finnish “poliisi (AMK)”, in Swedish “polis (YH)”.
- 2) Bachelor of Rescue Services, in Finnish “pelastusalan päällystötutkinto (AMK)”, in Swedish “befälsexamen för räddningsbranschen (YH)”.
- 3) Master of Police Services, in Finnish “poliisi (ylempi AMK)”, in Swedish “polis (högre YH)”

3 § Professional specialisation studies and studies other than degree studies

In addition to higher education degree studies in internal security, the Police University College provides professional specialisation studies comprising 30–60 credits.

The specialisation studies are comprehensive education programs based on Bachelor's or Master's degrees in Police Services, or previous official qualifications of the police or other education suitable for the studies in question, and they are provided on professional themes according to curricula approved by the Board of the Police University College.

Other education to maintain and develop professional skills is specified in the annual calendar of professional continuing education.

4 § Structure of the degrees

The scope of the Bachelor of Police Services degree is 180 credits and it consists of the following studies:

- basic and professional studies
- optional studies
- practical training
- thesis

The scope of the Master of Police Services degree is 120 credits and it consists of the following studies:

- advanced professional studies
- elective studies
- thesis

The scope of the Bachelor of Rescue Services degree is 240 credits and it consists of the following studies:

- basic and professional studies
- optional studies
- practical training
- thesis

5 § Objectives of the degrees

The general objectives of studies leading to the Bachelor's degree are defined in section 5 of the Government Decree on the Police University College (282/2014) and the objectives of the Master's degree in section 6 of the Decree.

The specific special and professional objectives are specified in the degree-specific curricula, approved by the Board of the Police University College.

6 § Language of degrees

The Police University College's language of instruction and degrees is Finnish or Swedish. Degree education is provided in both languages to the extent required to meet the educational need. The Police University College decides on the use of other language of instruction and degrees in teaching and study performances.

For a justified reason, a student may transfer to complete the degree in a language other than the one in which the student started the studies. The language in which at least one half of the study performances in the degree are completed is regarded as the language of degree.

7 § Language skills

The student shall prove having achieved, in the studies included in the Bachelor's degree, or in another way:

- 1) the Finnish and Swedish language skills which are required under the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) for an office requiring a university degree in a bilingual jurisdiction and which are necessary for practicing the profession and for professional development;
- 2) such proficiency in one or two foreign languages, written and spoken, that is necessary for practicing the profession and for developing professionally.

For a specific and justified reason, the Head of Education may grant a student partial or full exemption from a language proficiency requirement. This may apply, for example, to 1) students having received their school education in a language other than Finnish or Swedish, 2) students having received their school education abroad, or 3) students not having previously studied the other official language of Finland.

In that case, the student must complete other studies, as agreed, to the extent corresponding to the exemption. The total scope of the degree may not change.

A student studying in the Finnish language degree program, who received their school education in Swedish, will prove the required language skills by writing a maturity test in Swedish and by completing the Finnish language course required in the curriculum.

Correspondingly, a student studying in the Swedish language degree program, who received their school education in Finnish, will prove the required language skills by writing a maturity test in Finnish and by completing the Swedish language course required in the curriculum.

By completing the Bachelor of Police Services degree in the other official language of Finland, and by language studies that prove language skills in the other official language of Finland, the student will prove good verbal and written skills in the other official language of Finland.

If a student in the Finnish language program for upgrading of qualifications to Bachelor of Police Services has received their school education in Swedish, the student must prove the required language skills in the other official language in Finnish.

If a student in the Swedish language program for upgrading of qualifications to Bachelor of Police Services has received their school education in Finnish, the student must prove the required language skills in the other official language in Swedish.

8 § Curricula of degrees

The Police University College's curricula are competency-based.

As a rule, the Board of the Police University College approves the curricula for degrees and specialisation studies for two years at a time. The curriculum describes the curricula of compulsory and optional/elective studies. The optional/elective studies offered in the curricula in force can be increased during the academic year by decision of the Police University College's Head of Education.

Degree studies must be organised so that the student can complete the studies within the targeted completion time of the degree. The main rule for the academic year in progress is to provide teaching only in accordance with the latest curriculum in force. If a student's study plan changes, these situations will be resolved based on the decisions made by the Head of

Education. The aim of the decisions is always to reach an interpretation that is positive for the student.

At the Police University College, student feedback is collected for all study courses in the academic year. The teacher responds to the feedback received by giving response feedback to student groups.

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

9 § Thesis and maturity test

The thesis is prepared in the language of the degree, but it can also be written in Finnish, Swedish or English, on the precondition that the student agrees on the matter with the supervisor.

To complete the degree, the student is required to write a maturity test in the field of the thesis, to demonstrate familiarity with the field of the thesis and language proficiency in Finnish or Swedish. The maturity test is written in the language in which the student has received school education. If the language in which the student has received school education is not Finnish or Swedish, the maturity test is written in the language of the degree.

As to the development project included in specialisation studies, the instructions are applied as appropriate.

10 § Publicity of the thesis

The Act on the Openness of Government Activities 621/1999 is applied to theses.

The thesis prepared by the student for the degree becomes public as soon as the student has handed it over for assessment to the Police University College, and to the Emergency Services Academy Finland for the Bachelor of Rescue Services degree.

The thesis may not contain confidential or secret information. If confidential or secret information has been produced as result of the thesis, such information must be presented in an appendix, separate from the actual thesis. If the thesis contains a confidential appendix, the public part of the thesis will be handed over to the Theseus online library. The supervisor makes the decision on labelling the thesis as confidential.

The grounds for confidentiality, and the part of the thesis that must be kept secret, must be indicated on the abstract page of the thesis.

If the student intends to use confidential or secret information as the research material of the thesis, the student must obtain a permit for the use of such research material and process the research material in compliance with the terms and conditions specified in the police permit.

Confidential or secret information produced as result of the thesis, or used as the research material of the thesis, may be processed in the Police University College, and for the Bachelor of Rescue Services degree, in the Emergency Services Academy Finland, by the supervisors who evaluate theses.

A research permit is required to use the police's records for research purposes. Separate instructions for requesting a research permit are available on the Internet site of the Police of Finland.

11 § Implementation and scope of the studies

The scope of the studies is based on credits. Credits are allocated to study courses based on the amount of work they require. One credit responds to approximately 27 hours of work by the student.

The studies are planned so that the student can complete 60 credits per academic year.

Student selection and student admission

12 § Student admission

Provisions on student admission are laid down in Chapter 4 of the Police University College Act (1164/2013), sections 15 and 16 of the Government Decree on the Police University College (282/2014) and in section 16 a of the Government Decree on the Police University College (1352/2016) and in sections 12 and 19 of the Act on Emergency Services Academy Finland (607/2006).

Detailed instructions for organising the admission procedure are provided in the degree-specific admission criteria, approved by the Board of the Police University College as stated in the Rules of Procedure of Police University College.

The degrees of the Police University College are not part of the national joint application procedure, and the one study place regulation of higher education institutions does not apply to the Police University College. Therefore, a university degree previously completed by a student, or a study place accepted and leading to the degree, will not be taken into account in the admission of students to the Police University College.

In addition to degree students, the Police University College may admit also visiting or exchange students to complete separately specified studies.

13 § Notification of accepting the study place

The applicant admitted as student must, within the time limit specified in the admission notification, that is, fourteen (14) days, provide notification of accepting the study place.

14 § Academic year

The academic year at the Police University College begins on 1 August every calendar year, and ends on 31 July the next year. The autumn term begins on 1 August and ends on 31 December, and the spring term begins on 1 January and ends on 31 July.

Education in degree programs is provided in four periods during the academic year, decided on separately for each academic year.

The progress of the Bachelor of Rescue Services is defined in academic years and academic terms. The academic year is divided into the autumn and spring term.

15 § Registration as an attending (present) or non-attending (absent) student

Students in the Bachelor of Police Services degree program begin studies principally at four points in time each year, at the beginning of each period. To ensure the equal treatment of students, the provision of education and progress of Bachelor's degrees is also described in terms of academic years. An academic year is a period that consists of four periods, that begins for each student from the beginning of studies.

Students in the Bachelor of Rescue Services program principally begin studies in the autumn (full-time studies), with the exception of multiform studies, that begin in the spring.

All students must register as an attending (present) or non-attending (absent) student each academic year. For a justified reason, the Police University College can accept a change to the registration as attending or non-attending. The change can be granted at the earliest from the beginning of the next period and at least for two periods at a time.

If the student neglects the obligation to register, they lose the right to study.

A student having accepted a study place must register as an attending student for the first study year, unless the student has a lawful reason for the absence.

A student may register as non-attending, if the student, in the first study year:

- 1) is performing service in accordance with the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the Act on Voluntary Military Service for Women (194/1995);
- 2) needs leave from studies to care for their child in connection with the child's birth or adoption;
- 3) is unable to begin studies due to a personal illness or injury; or
- 4) is prevented from beginning studies due to care required by the severe illness or injury of a family member.

The reason for absence must be verified with official documents during the registration period. The documents accepted as verification for the reason of absence, include:

- Induction order to perform service
- Certificate by Kela of a maternity, paternity or parental allowance application, or if such a certificate is not yet available, a medical certificate of pregnancy
- Corresponding certificates by authorities of other countries of statutory parental leave
- Decision on sickness allowance, or if such a decision is not yet available, a medical certificate that specifies the illness or injury in question that prevents the student from beginning the studies.

On the basis of registering as non-attending, the student may be absent for a total of two years. This time is not included in the time when the student began the studies.

During the training period, the student must be registered as attending and the training period cannot be interrupted by registering as non-attending.

The student must register for one year at a time.

Degree students shall register according to the following schedule:

- begin in January, register in November in the same year,
- begin in March-April, register in February next year,
- begin in August, register in May next year and
- begin in October, register in August next year.

Students in the Bachelor of Rescue Services program register in accordance with the schedule indicated by the Emergency Services Academy Finland.

Continuing students must register as attending or non-attending every year.

16 § Rights of an attending student

Only students registered as attending may pursue studies. If a student fails to register by the deadline, the student will lose the right to study in accordance with section 32, subsection 1 of the Police University College Act (1164/2013).

An attending student may complete studies, is eligible to receive student financial aid and meal subsidy, and benefits related to membership in the student union and services of Finnish Student Health Service (FSHS). Only students registered as attending may complete the degree.

17 § Rights and obligations of a non-attending student

A student registered as non-attending may not pursue studies or receive entries of completed courses in the study register during the absence. A student registered as non-attending has no right to student financial aid or meal subsidy, and is not covered by the insurance policies of the University College. Non-attending students are themselves liable to observe the impacts of absence on the social rights of students.

After the period of absence, the student must register as student in writing with student services.

18 § Registering for study courses and elective/optional studies

Degree students must register for study courses at times separately indicated by the educational institution.

If a registered student does not participate in the actual course, the student must cancel the participation.

As a rule, students in the Bachelor of Rescue Services program study according to a timetable and need not register for study courses. For elective/optional studies, students register at the times separately indicated by the educational institution.

19 § Time limit for study right

The time limit for study right begins at the beginning of the term and period in which the student accepted the study place and registered as a student.

The student has the right to complete the studies leading to a Bachelor's degree or Master's degree in the way specified in the curricula and the Police University College Degree Regulation.

Full-time students have the right to complete the studies in a period that exceeds the target time for completion of the degree by one year (time limit for study right). The time for completing other study programs is specified separately in the curriculum for the study program in question.

Table: Police University College degrees, their scope and the target time for completion and time limit for study right.

Degree	Scope of degree	Target time for completion	Time limit for study right
Bachelor of Police Services	180 credits	3	4
Bachelor of Police Services/Polis (YH)	180 credits	3	4
Bachelor of Rescue Services	240 credits	4	5
Master of Police Services	120 credits	2	3
Master of Police Services/Polis (högre YH)	120 credits	2	3
Upgrading of qualifications for Bachelor of Police Services	45 credits	1	2

Students in the Swedish-language Bachelor of Police Services/Polis (YH) degree program have the right to continue their studies in connection with next Bachelor of Police Services/Polis (YH) degree program provided after the student's absence.

Students selected to the Swedish-language Bachelor of Police Services/Polis (YH) degree program, Upgrading of qualifications for Bachelor of Police Services/Polis (YH) program and Master of Police Services/Polis (högre YH) program may, for a justified reason if the studies are delayed, to transfer to pursue the corresponding degree in Finnish, provided that the student agrees and is considered to have the preconditions for completing a degree in Finnish.

20 § Losing the right to study

Students may lose the right to study for the following reasons:

- the student fails to register as being present or absent by the deadline
- the student has failed to complete the studies within the specified time limit and has not applied for discretionary extension
- the student resigns at own request.

No separate decision is made on losing the study right, but the student will be informed about it separately.

A resignation certificate and extract from the study records will be given to the resigning student. Before submitting the resignation notification, the student is obligated to ensure that the completed studies are recorded in the study administration system. Before the student resigns, all property belonging to the University College must be returned. When the student has resigned, the only way to regain the study right is through the standard application and selection process.

21 § Returning the right to study

For a special reason, the Police University College may return the right to study to a student having lost the study right due to neglecting the obligation to register as attending or non-attending.

The period of absence due to failure to register will be included in the period of absence. In a situation when all terms of absence have been used up, the period of absence due to failing to register will be included in the period of study right.

The student must submit a written application for returning the study right within one year from the student having received notification of losing the study right from the Police University College. By application, the study right can be granted for the remaining study right period or discretionary extended study right period for the purpose of completing the degree.

The student may submit a written application for rectification on a decision concerning a returned study right.

22 § Discretionary extension

If the student fails to complete the degree within the specified time limit, the student will lose the right to study.

The student may apply for an extension to complete the studies. If the time limit for study right has expired, the student must submit an application for both returning the study right, and for discretionary extension. By application, the Police University College may grant an extension to the student to complete the studies, provided that the student presents a goal-oriented and viable plan to complete the studies. In addition, the student's preconditions to study may be re-evaluated to ensure that they remain valid.

In the plan, the student must specify the studies to be completed, and present a schedule for completion of the degree. The application must also include an explanation of the reasons for the studies becoming prolonged. The student may be requested to provide additional clarifications to support the decision on the discretionary extension.

The student cannot register as non-attending during the extension granted. The study right must be in force on the date of graduation.

The student will not be eligible for an assignment proposal for practical training if the student's original study right period is not sufficient for completing the practical training and the subsequent studies.

23 § Cancellation of the right to study

The Police University College may cancel the student's right to study if the student:

- 1) loses Finnish citizenship;
- 2) is no longer suitable to serve as a police officer or in rescue services due to state of health, or the student refuses to participate in a health examination necessary to establish the state of health, by order of the Police University College;
- 3) is sentenced to a punishment for a crime committed with intent, the quality and severity of which prove that the student is unsuitable to serve as a police officer or in an internal security post, or to participate in the education or training at the Police University College, and the sentence is legally valid;
- 4) severely endangers security by violating a provision of the Police University College Code of Conduct referred to in section 35; or
- 5) severely endangers security by violating a provision of the Code of Conduct referred to in section 33 of the Act on Emergency Services Academy Finland.

The student may be ordered to undergo examinations and checks performed by a health care professional to establish the student's state of health if there is justified reason to suspect that the student is no longer suitable to serve as a police officer or in rescue services. If the student refuses to undergo examinations and checks regarding the state of health and functional capacity, the student's right to study can be suspended until the student agrees to undergo such examinations and checks. The suspension period is not included in the time of pursuing studies.

24 § Study right in programs for upgrading of qualifications for Bachelor of Police Services

The study program for the upgrading of qualifications for Bachelor of Police Services is intended for students selected for the Master of Police Services degree program who do not have a suitable Bachelor's degree or other suitable university degree. (Section 23, Police University College Act 1164/2013).

The study program for the upgrading of qualifications for Bachelor of Police Services is also intended for police officers who have received police training but do not have a university degree, and work in the Police University College as teachers, referred to in section 41 of the Police University College Act (1164/2013). By approval of their supervisor, the teachers with an employment relationship of at least six months may apply to the study program for the upgrading of qualifications for Bachelor of Police Services.

The teaching of students selected for the upgrading of qualifications for Bachelor of Police Services preceding the Master of Police Services degree program is arranged in such a manner that the degree can be completed in one year. The Bachelor of Police Services degree must be completed before the beginning of studies in the Master of Police Services degree program.

Teaching for those working as teachers in the Police University College, and participating in the study program for the upgrading of qualifications for Bachelor of Police Services, is arranged in such a manner that it is possible to complete the studies within two years of the beginning of the studies in accordance with the personal study plan. The study right remains valid while the student is working as a teacher and within the aforementioned time limits also when the person in question transfers to the service of another police unit or employer during the studies, provided that the new unit or employer approves continuing the studies as personnel training.

25 § Study counselling

The student has the right to study counselling throughout the studies. The student is obligated to participate in study counselling and to bear responsibility for the progress of studies. More detailed provisions on the implementation of study counselling for Bachelor of Police Services students are included in the Police University College's study counselling plan.

Study counselling for Bachelor of Rescue Services students is given at Emergency Services Academy Finland.

26 § Accessibility of studies

In an accessible higher education institution, the operating culture, the overall attitudes, learning environments and pedagogic practices support the agency, inclusion and equality of diverse students and various situations in life. The Police University College's non-discrimination and equality plan is updated regularly. The plan describes, in further detail, how non-discrimination, equality and accessibility are promoted.

The Police University College has provided codes of practice for teachers and students alike on how to take learning difficulties into consideration. The student and teacher will agree together on the special arrangements necessary for pursuing studies.

As to Bachelor of Rescue Services students, the Director of Education of Emergency Services Academy Finland makes the decisions on special arrangements in accordance with the codes of practice of the Emergency Services Academy Finland. The student and teacher will agree together on the practical implementation of special arrangements for studies.

27 § Study attendance and completing a study course

Study attendance requires registration as a student in attendance once every academic year.

Students in the Bachelor of Police Services program must register for all study courses, including the practical training. Students in the Master of Police Services program register themselves only for the optional/elective study courses. Students in the Bachelor of Rescue Services program register themselves only for the advanced and optional/elective professional studies.

The student's right and obligation to participate in teaching is specified for each study course on the implementation plan. The Police University College may restrict the number of students participating in a study course. Students for each study course must be selected on equal

grounds, including whether the study course is compulsory, the number of credits attained or another similar special reason.

The methods for completing studies are specified in the descriptions of study courses in the curriculum. Completion of previous studies may be required to entitle a student to participate in some study courses. The previous studies required are listed in the curriculum.

28 § Confidential information and police registers

It is the teacher's duty to inform students whenever information to be kept secret based on the Act on the Openness of Government Activities or other legislation is processed in connection with teaching.

Police University College students may not disclose or unlawfully use confidential information during their education or thereafter.

Police personal data registers may be used in police training activities if the data are essential for carrying out the training (see the Act on the Processing of Personal Data by the Police, sections 16 and 18). However, in order to supervise the use of the registers, the teacher must be able to investigate in arrears which data have been used in training activities or in performing the study assignments given.

Separate detailed provisions apply to applying for a licence to use and decision-making on the matter.

Assessment of studies and competences

29 § Assessment of competences and storage of assessment data

The assessment of students' competences and learning is based on the learning outcomes in the curriculum and assessment criteria.

The requirement level is described in connection with each study course.

The studies are primarily assessed using a scale of 0–5. In assessment based on numbers, the grade 0 means fail. For a justified reason, the assessment scale of pass/fail may be used. In the assessment of languages, the Police University College follows the recommendations of the expert working group for languages and communication at Universities of Applied Sciences.

Assessment criteria for pass and fail assessment are specified for each study course. On numeric scale, assessment criteria are specified for grades 1, 3 and 5.

The grading scale is given in the curriculum. The teacher will record the grades given in the study register at the latest within three (3) weeks from the last partial or total study performance in the study course. For retakes and improvement of grades, the new grade and date of completion will always be updated in the study register. When a student has improved a grade, the higher grade will remain valid.

The teachers will retain the assessed study performances for six (6) months.

The results of study performances (assessments) are stored in electronic format in the educational institution's information system, from where data is regularly disclosed to the National Register of Education Records, Qualifications and Degrees (VIRTA) for permanent storage.

Degree diplomas are stored permanently.

30 § Assessment of theses

The theses will be graded on a scale of 0–5. The assessment of theses follows an assessment matrix that defines verbal criteria by assessment criterion for grades 1, 3 and 5.

A maturity test is required to gain a pass grade.

31 § Retake of study performance or partial performance

Study courses may include one or more study performances that are assessed as specified in the curriculum.

If necessary, two possibilities will be provided to retake an exam for a study course. Students have the right to retake a failed performance twice and to improve the grade of passed courses once on the general examination day or in another procedure provided for the retake (e.g. an electronic exam).

The teacher of the course informs about the retake days at the beginning of the study course or part of course. Retakes and improving grades must be completed within a maximum of six months from the end of the study course.

Failure to arrive for an exam counts as an attempt to complete the course.

If the assessment of a study performance is not based on a written exam but other assessment methods, the teacher in question will inform the student of how the retake is possible.

The assessment of retakes and substituting performances is based on the same assessment criteria as the original performance. The better grade will remain valid.

If the student fails to pass a study course in the manner described above, the student must participate again in the teaching of the study course, in a manner to be agreed separately with the teacher in charge of the course, the remaining study right period permitting. In this case, the student is entitled to the standard number of times for completing the course.

It is not possible to retake a failed practical training period included in the Bachelor of Police Services degree, because the training requires an assignation by a police department to the post of a fixed-term constable intern. The practical training period can be extended due to illness, injury or another particularly weighty reason in the manner and to the extent determined by Police University College. The teacher in charge of students' practical training periods makes the decision on extending the practical training period.

Emergency Services Academy Finland makes the decision on the retake of the practical training period for the Bachelor of Rescue Services degree.

The grade of a thesis cannot be improved. The student may submit a request for rectification to the Examination Board.

32 § Access to information pertaining to assessment

Students have the right to access information on the application of assessment criteria to their study performance. Students have the right to review their assessed study performances.

Students can review their study performances and print out an extract from the study records. Pass grades recorded in the study register cannot be deleted in arrears.

The assessment of study performances and publishing of results must be scheduled so as to ensure the student's possibilities to be entitled to full student financial aid. In addition, before the practical training period, passing of the study performances that are prerequisite to being accepted to practical training must be known.

The study performances must be recorded for the academic term in which the teaching of the study course ended.

33 § Publicity of the grade

The provisions in sections 1 and 24, subsection 1, paragraph 29 of the Act on the Openness of Government Activities (621/1999) apply to the publicity of assessment data. Accordingly, numeric grades are public information in the main. Verbal assessments are also public information, except in case they involve assessment of the student's personal characteristics.

34 § Fraud in studies

If a student has committed plagiarism or other fraud in the study performance, separate instructions apply. As result of fraud, the student's study performance may be rejected, the student may receive written caution, or the student may be suspended for a limited period of one year at most.

The theses written by Police University College students undergo a check using an anti-plagiarism software. If the student's thesis includes confidential parts, only the public part of the thesis will be analysed using the software.

Anti-plagiarism software can be used on all written work by students.

Recognition of prior learning

35 § Recognition of studies and prior learning

Forms of recognition of prior learning include substitution, inclusion and identification and recognition of prior learning. The process for recognition of prior learning is defined in separate instruction.

Studies can be recognised either in full or in part. If recognition of prior learning is granted to a student, the student need not participate in teaching for the parts included in the recognition of prior learning. As to partial recognition of prior learning, the student must complete the studies in the manner instructed by the teacher in charge.

Studies completed no more than ten years before are eligible for recognition of prior learning.

Recognition of prior learning cannot be based on previous recognition of prior learning. The recognition of prior learning is possible only on the basis of the original documents.

Recognition of prior learning is not possible for the thesis and practical training period. However, students having completed the basic qualification for police services will be granted recognition of prior learning for the practical training period.

If a student has participated in the application and student selection process for the Bachelor of Police Services degree, and gained the right to study that way, and has previously completed the basic qualification for police services, that qualification will be recognised through inclusion. In this case, the recognition of prior learning means that the student will have to complete studies in accordance with the curriculum for upgrading of qualifications for bachelor of police services.

36 § Recognition of prior learning in language studies

Students may apply for recognition of prior learning for foreign language study courses on the basis of previous study performances. The same principles as in other studies apply to the recognition of prior learning for languages.

If the student has completed language studies in a corresponding professional field in another University of Applied Sciences or university, the studies will be recognised as such.

If the student has completed language studies of the same scope and level in a different professional field in another University of Applied Sciences or university; or has a National Certificate of Language Proficiency at level four (4) at minimum; or has completed a public administration language examination, the student must complete the aforementioned studies specifically for the professional field in question to achieve the statutory language proficiency specific to the field.

The student may apply for substitution of language exam and/or a part of contact studies in the other official language based on the public administration language examination, a National Certificate of Language Proficiency (level 3) or language studies completed in connection with

previous studies, in the way referred to in the Government Decree on proving proficiency in Finnish and Swedish language (481/2003).

Recognition of prior learning in the other official language must be applied for at the beginning of studies before the courses in the language in question begin.

37 § Recognition of prior learning in the other official language

The student may apply for substitution of language exam and/or a part of contact studies in the other official language based on the public administration language examination, a National Certificate of Language Proficiency (level 3) or language studies completed in connection with previous studies, in the way referred to in the Government Decree on proving proficiency in Finnish and Swedish language (481/2003).

Substitution for prior learning in the other official language must be applied for in a separate application at the beginning of studies, at the latest before the courses in the language in question begin.

38 § Examination Board

The Police University College has an Examination Board for the processing of rectification requests concerning the assessment of study performances or recognition of prior learning.

The provisions laid down in sections 11 and 34 of the Police University College Act and section 18 of the Government Decree on the Police University College (282/2014) are applied to the activities of the Examination Board.

Certificates issued to students

39 § Certificates issued to students

During the studies, students may print out an extract from the study records from the study administration system. If necessary, the Police University College can issue a certificate to the student to prove the study right or registration as an attending student.

Based on a written application, the Police University College will grant the student a degree certificate. The degree certificate is issued in the language of the degree. An appendix to the degree certificate is issued in the language of the degree and in English.

In addition to the degree certificate and its appendix, the student receives a Diploma Supplement intended for international use.

After all study performances required for the degree are recorded in the system, the student can apply for a degree certificate. The application for a degree certificate must be submitted at least three (3) weeks before the desired graduation day.

Graduation days are the last working days of each month, except in July, when graduation is not possible. If the application for a degree certificate is not submitted by the deadline, it will automatically be transferred to the next possible graduation day. A separate schedule applies to the Master of Police Services degree.

By request, the Police University College can issue the applicant a separate certificate for a degree certificate application submitted, and give an assessment of the expected graduation day pursuant to section 23a of the Administrative Procedure Act (434/2003).

The degree certificate granted will be sent by post on the graduation day to the address indicated in application, or the student may collect the certificate from student services, as from the graduation day.