

SAMK / DIPLOMA SUPPLEMENT

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free of any value-judgements, equivalence statements or suggestions about recognition. Information should be provided in all eight sections. Where information is not provided, a reason should be given.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s): Example

1.2 Given name(s): Elisa

1.3 Date of birth: 01.01.1974

1.4 Student identification number: 0912345

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of the qualification and title conferred:

Liiketalouden ylempi ammattikorkeakoulututkinto, Tradenomi (ylempi AMK), Master of Business Administration

2.2 Main field(s) of study for the qualification: Social sciences, business and administration
Degree Programme in Business Management and Entrepreneurship

2.3 Name and status of awarding institution: Satakunnan ammattikorkeakoulu (Satakunta University of Applied Sciences), state recognised polytechnic, Decree on Higher Education Degree Structure 464/1998 (including amendments).

The quality assurance system of the university / polytechnic has passed the audit conducted by the Finnish Higher Education Evaluation Council. Further information: www.kka.fi

2.4 Name and status of institution (if different from 2.3) administering studies (in original language):
Not applicable.

2.5 Language(s) of instruction/examination: English

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification: Second-cycle polytechnic degree.

3.2 Official length of programme: The degree consists of 90 credits (1.5 years of full-time study). The Finnish credits are fully compatible with the ECTS.

3.3 Access requirements: Eligibility for second-cycle polytechnic degrees is given by a relevant first-cycle degree with at least 3 years of relevant work or artistic experience. There is numerus clausus, i.e. restricted entry, to all fields of study.

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study: Full-time. The programme is designed to be carried out along with work.

4.2 Programme requirements:

Studies leading to a second-cycle polytechnic degree comprise

- advanced professional studies and elective studies, 60 cr
- Master's thesis, 30 cr

Knowledge, skills and competences:

- Analysing and Understanding External Business Environments
- Organisational & Working Life Development Competence
- Strategic Marketing & Business Management Competence

See Transcript of Records for more detailed information.

The general aim of the second-cycle degree, see 8.3.2 for more information.

4.3 Programme details: See transcript of records.

4.4 Grading scheme and grade translation: The grading scheme for a Pass ranges from 5 to 1. Some courses are graded on a pass/fail basis, H/0, respectively.

5	excellent
4	very good
3	good
2	satisfactory
1	sufficient
(0	fail)
H	pass
K	credit transfer
V	exemption

Satakunta University of Applied Sciences does not use a statistical grade distribution.

4.5 Overall classification of the award: Not applicable.

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study: General eligibility for doctoral studies.

5.2 Professional status:

Under the Finnish legislation, a person who has taken the degree described in paragraph 2.1 is qualified for posts or positions in the public sector for which the qualification requirement is a second cycle higher education degree. In some cases, the qualification requirement also includes the completion of studies in certain specified fields of study.

The degree falls under the Article 11 of the Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications, level e.

6 ADDITIONAL INFORMATION

6.1 Satakunnan ammattikorkeakoulu has been found to conform to the Management System Standard ISO 9001:2008. DNV CERTIFICATION OY/AB. Further information: www.dnvba.com

6.2 Further information sources:

- www.samk.fi, Satakunta University of Applied Science
- www.minedu.fi, Ministry of Education and Culture
- www.oph.fi/recognition, www.oph.fi/qualificationsframework, The Finnish National Board of Education, The National Academic Recognition Information Centre (NARIC), the National Coordination Point for the European Qualifications Framework (EQF)

- www.kka.fi, The Finnish Higher Education Evaluation Council

7 CERTIFICATION OF THE SUPPLEMENT

7.1 Date: June 15, 2012

7.2 Signature:

Orvokki Opintotoimisto

7.3 Capacity: Clerical Secretary

7.4 Official stamp:

8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The description of the higher education system has been prepared by the Finnish National Board of Education and approved by the Ministry of Education and Culture.

The Finnish education system consists of basic education, general and vocational upper secondary education, higher education and adult education. The basic education consists of a 9-year compulsory school for all children from 7 to 16 years of age.

Post-compulsory education is given by general upper secondary schools and vocational institutions. The general upper secondary school provides a 3-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (ylioppilastutkinto/studentexamen). Vocational institutions provide 3-year programmes, which lead to upper secondary vocational qualifications (ammattillinen perustutkinto/yrkesinriktad grundexamen).

General eligibility for higher education is given by the Matriculation examination and the upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education.

The Finnish higher education system comprises of universities (yliopisto/universitet) and polytechnics (ammattikorkeakoulu, AMK/yrkeshögskola, YH). All universities engage in both education and research and have the right to award doctorates. The polytechnics are multi-field institutions of professional higher education. Polytechnics engage in applied research and development. The polytechnics use the terms polytechnic or university of applied sciences when referring to themselves. This higher education system description uses the term polytechnic.

Higher education studies are measured in credits (opintopiste/studiepoäng). Study courses are quantified according to the work load required. One year of studies is equivalent to 1600 hours of student work on the average and is defined as 60 credits. The credit system complies with the European Credit Transfer and Accumulation System (ECTS).

8.1. University degrees

The Government Decree on University Degrees (794/2004) defines the objectives, extent and overall structure of degrees. The universities decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

8.1.1 First-cycle university degree

The first-cycle university degree consists of at least 180 credits (3 years of full-time study). The degree is called kandidaatti/kandidat in all fields of study except Law (oikeusnotaari/rättsnotarie) and Pharmacy (farmaseutti/farmaceut). The determined English translation for all these degrees is Bachelor's degree, the most common degrees being the Bachelor of Arts or Bachelor of Science.

Studies leading to the degree provide the student with: (1) knowledge of the fundamentals of the major and minor subjects or corresponding study entities or studies included in the degree programme and the prerequisites for following developments in the field; (2) knowledge and skills needed for scientific thinking and the use of scientific methods or knowledge and skills needed for artistic work; (3) knowledge and skills needed for studies leading to a higher university degree and for continuous learning; (4) a capacity for applying the acquired knowledge and skills to work; and (5) adequate language and communication skills.

Studies leading to the degree may include: basic and intermediate studies; language and communication studies; interdisciplinary programmes; other studies and work practice for professional development. The degree includes a Bachelor's thesis (6 – 10 credits).

8.1.2 The second-cycle university degree

The second-cycle university degree consists of at least 120 credits (2 years of full-time study). The extent of studies required for a programme leading to the second cycle university degree which is geared towards foreign students is a minimum of 90 credits. The degree is usually called maisteri/magister. Other second-cycle degree titles are diplomi-insinööri/diplomingenjör (Technology), proviisori/provisor (Pharmacy) and arkkitehti/arkitekt (Architecture). The determined English translation for all these degrees is Master's degree, the most common degrees being the Master of Arts or Master of Science. The second-cycle university degree title in the fields of Medicine, Veterinary Medicine and Dentistry is lisensiaatti/licentiat, the English title being Licentiate. The admission requirement for the second-cycle university degree is a first-cycle degree.

In the fields of Medicine and Dentistry the university may arrange the education leading to the second-cycle university degree without including a first-cycle university degree in the education. In Medicine the degree consists of 360 credits (6 years of full-time study) and in Dentistry the degree consists of 300 credits (5 years of full-time study).

Studies leading to the second-cycle university degree provide the student with: (1) good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subject or good knowledge of the

advanced studies included in the degree programme; (2) knowledge and skills needed to apply scientific knowledge and scientific methods or knowledge and skills needed for independent and demanding artistic work; (3) knowledge and skills needed for independently operating as an expert and developer of the field; (4) knowledge and skills needed for scientific or artistic postgraduate education; and (5) good language and communication skills.

The studies leading to the second-cycle university degree may include: basic and intermediate studies and advanced studies; language and communication studies; interdisciplinary study programmes; other studies; and internship improving expertise. The degree includes a Master's thesis (20 – 40 credits).

8.2. Doctoral degrees

Students can apply for doctoral studies after the completion of a relevant second-cycle degree. The aim of doctoral studies is to provide student with an in-depth knowledge of their field of research and capabilities to produce novel scientific knowledge independently.

A pre-doctoral degree of *lisensiaatti/licentiat* (Licentiate) may be taken before the Doctor's degree and in general it takes 2 years of full-time study to complete.

The Doctor's degree takes approximately 4 years to complete after the second-cycle degree or 2 further years following the pre-doctoral degree. A student who has been admitted to complete the Doctor's degree must complete a given amount of studies, show independent and critical thinking in the field of research and write a Doctor's dissertation and defend it in public.

8.3 Polytechnic degrees

The government decree on polytechnics (352/2003 including amendments) defines the objectives, extent and overall structure of polytechnic degrees. The Ministry of Education confirms the degree programmes of polytechnics, and within the framework of these regulations, the polytechnics decide on the content and structure of their degrees in more detail. The polytechnics also decide on their annual curricula and forms of instruction.

8.3.1 First-cycle polytechnic degrees

The first-cycle polytechnic degree consists of 180, 210 or 240 credits (3 to 4 years of full-time study) depending on the study field. For specific reasons, the Ministry of Education may confirm the scope of the degree to exceed 240 credits. The first-cycle polytechnic degree is called *ammattikorkeakoulututkinto/yrkeshögskoleexamen*. The determined English translation for the degree is Bachelor's degree. The degree titles indicate the field of study, e.g. Bachelor of Engineering or Bachelor of Health Care. Studies leading to the degree provide the student with (1) broad overall knowledge and skills with relevant theoretical background for working as expert of the field; (2) knowledge and skills needed for following and advancing developments in the field; (3) knowledge and skills needed for continuous learning; (4) adequate language and communication skills; and (5) knowledge and skills required in the field internationally. The first-cycle polytechnic degree comprises basic and professional studies, elective studies, a practical training period and a Bachelor's thesis or a final project.

8.3.2 The second-cycle polytechnic degrees

The second-cycle polytechnic degree consists of 60 or 90 credits (1 or 1.5 years of full-time study). The degree is called *yllempi ammattikorkeakoulututkinto/högre yrkeshögskoleexamen*. The determined English translation for the second-cycle polytechnic degree is Master's degree. The degree titles indicate the field of study, e.g. Master of Culture and Art or Master of Business Administration. Eligibility for second-cycle polytechnic degrees is given by a relevant first-cycle degree with at least 3 years of relevant work or artistic experience.

Studies leading to the degree provide the student with (1) broad and advanced knowledge and skills for developing the professional field as well as the theoretical skills for working in demanding expert and leadership positions in the field; (2) profound understanding of the field, its relation to work life and society at large as well as the knowledge and skills needed for following and analysing both theoretical and professional developments in the field; (3) capacity for life-long learning and continuous development of one's own expertise (4) good language and communication skills required in work life; and (5) knowledge and skills needed to function and communicate in the field internationally.

The second-cycle polytechnic degree comprises advanced professional studies, elective studies and a final thesis or a final project.

15.06.2012

Student **0912345** Example Elisa **010174-1234**

Degree Programme **Business Management and Entrepreneurship** **90,00 cr**
01.09.2008 - 15.06.2012

Taken **90,00 cr**

<u>Modules and Courses</u>	<u>Extent</u>	<u>Grade</u>	<u>Tutor</u>
ADVANCED PROFESSIONALS STUDIES	51,00 cr		
Analysing External and Internal Managerial Environments	15,00 cr		
Strategic Intelligence and Possible Futures	3,00 cr	4	19.01.2009 Ope Oili
International Business Environment	6,00 cr	4	24.02.2009 Ope Oili
Market Analysis	6,00 cr	4	08.04.2009 Ope Oili
Competent Individuals and Innovative Organisations	12,00 cr		
Cross-Cultural Team and Networking Skills	3,00 cr	4	02.07.2009 Ope Oili
Successful Leadership	6,00 cr	4	15.12.2010 Ope Oili
Developing Human Resources and Organisations	3,00 cr	5	04.11.2009 T Ope Oili
Developing Business Strategies and Operations	24,00 cr		
Innovation and Change	6,00 cr	3	28.03.2011 Ope Oili
Strategic Marketing Management	6,00 cr	5	03.02.2010 Ope Oili
International Project Management	6,00 cr	2	26.10.2010 Ope Oili
International Marketing Communications	6,00 cr	5	14.06.2011 Ope Oili
ELECTIVE STUDIES	9,00 cr		
Corporate Governance and International Financing	3,00 cr	5	24.03.2010 Ope Oili
Comparative European Business	3,00 cr	5	07.11.2011 Ope Oili
Academic Writing	3,00 cr	2	11.05.2012 Ope Oili
MASTER'S THESIS	30,00 cr		
Maturity Examination		H	14.05.2012 Ope Oili
BACHELOR'S THESIS			
Development of Induction Process Case Company Trotter	30,00 cr	3	15.05.2012 Ope Oili

Rauma 15 June 2012

Orvokki Opintotoimisto
 Clerical Secretary