



DIPLOMA SUPPLEMENT

0901619 1(5)

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) [REDACTED]
1.2 Given name(s) [REDACTED]
1.3 Date of birth [REDACTED]
1.4 Student identification number or code 0901619

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and title conferred *Liiketalouden ammattikorkeakoulututkinto
Tradenomi, Bachelor of Business Administration*
2.2 Main field(s) of study for the qualification *Social Sciences, Business and Administration
Degree Programme in Business Management*
2.3 Name and status of awarding institution *Seinäjoen ammattikorkeakoulu (Seinäjoki University of Applied
Sciences), state recognised polytechnic.
The quality assurance system of the institution has passed the
international audit conducted by the Finnish Higher Education
Evaluation Council. Further information : www.kka.fi.*
2.4 Name and status of institution
administering studies *Not applicable*
2.5 Language(s) of instruction/examination *Finnish*

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1 Level of qualification *Bachelor's degree (First-cycle polytechnic degree)
See 8.*
3.2 Official length of programme *The degree consists of 210 credits (3.5 years of full-time study)
Finnish credits are fully compatible with the ECTS.*
3.3 Access requirements *The Finnish Matriculation Examination gives general eligibility
for higher education. General eligibility is also given by Finnish
upper secondary vocational qualification. These qualifications
require at least 12 years of schooling. Equivalent foreign
qualifications also give general eligibility for higher education.
There is numerus clausus, i.e. restricted entry, to all fields of
study.
See 8.*

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study *Full-time*
4.2 Programme requirements *Learning outcomes are available in the Course Catalogue.*

Studies leading to the degree comprise:

- 1) basic studies*
- 2) professional studies*
- 3) free-choice studies*
- 4) practical training*
- 5) a Bachelor's thesis, 15 credits*



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See transcript of records.

For aims and objectives of the qualification, see 8.

4.3 Programme details

See transcript of records

4.4 Grading scheme

5 = Excellent

4 and 3 = Good

2 and 1 = Satisfactory

H = Passed

S = Completed

4.5 Overall classification of the qualification

Not applicable

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study

Eligible for second-cycle higher education studies.

As for work experience requirement, see 8.

The admissions decisions are made in the receiving higher education institution.

5.2 Professional status

Under the Finnish legislation, a person who has taken Liiketalouden ammattikorkeakoulututkinto is qualified for posts or positions in the public sector for which the qualification requirement is a first 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 d.

6 ADDITIONAL INFORMATION

6.1 Additional information

6.2 Further information sources

www.seamk.fi/english, Seinäjoen ammattikorkeakoulu (Seinäjoki University of Applied Sciences)

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

24 May 2013

7.2 Signature

7.3 Capacity

*Dr. Karri Ristimäki
Dean*

7.4 Official stamp or seal





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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 nine-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 three-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (ylioppilastutkinto/studentexamen). Vocational institutions provide three-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 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.

First and second cycle 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 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 (three 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



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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. Second-cycle university degree

The second-cycle university degree consists of at least 120 credits (two 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 (six years of full-time study) and in Dentistry the degree consists of 300 credits (five 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 two years of full-time study to complete.

The Doctor's degree takes approximately four years to complete after the second-cycle degree or two 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



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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 (three to four years of full-time study) depending on the field of study. 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 (a year or a year and a half of full-time study). The degree is called ylempi 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 Arts or Master of Business Administration. Eligibility for second-cycle polytechnic degrees is given by a relevant first-cycle degree with at least three 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.

24.05.2013

Name of student **0901619** [REDACTED]

Degree programme **Degree Programme in Business Management** 210,00 cr
Completed 210,00 cr

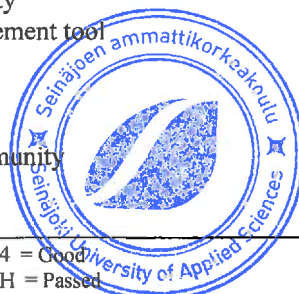
<u>Study modules and study units</u>	<u>Length</u>	<u>Grade</u>	
BASIC STUDIES	45,00 cr		
Introduction to business and entrepreneurship	5,00 cr	5	Excellent
Introduction to accounting	5,00 cr	3	Good
Introduction to marketing	5,00 cr	3	Good
Business information technology	5,00 cr	3	Good
Basics of business mathematics	5,00 cr	5	Excellent
Introduction to law	4,00 cr	3	Good
Introduction to economics	4,00 cr	4	Good
Basics of statistics	3,00 cr	5	Excellent
Entrepreneurship and business start-up	5,00 cr	3	Good
PERSONAL DEVELOPMENT AND STUDY PROCESS	4,00 cr		
Study skills and professional growth	2,00 cr		
Study skills and professional growth 1	1,00 cr	H	Passed
Study skills and professional growth 2	1,00 cr	H	Passed
Information retrieval	2,00 cr	H	Passed
PROFESSIONAL STUDIES	43,00 cr		
Expanding Business Know-How	9,00 cr		
Introduction to International Business	3,00 cr	4	Good
Company Law	3,00 cr	3	Good
Spreadsheet calculation for the purposes of working life	3,00 cr	5	Excellent
Customer orientation in business	12,00 cr		
Customer service as a competitive tool	2,00 cr	3	Good
Competitive tools in marketing	4,00 cr	4	Good
Production of Web Pages	3,00 cr	5	Excellent
Management of marketing communication	3,00 cr	3	Good
Financial and operational planning	9,00 cr		
Interpretation of financial statements	2,00 cr	4	Good
Introduction to financial management	2,00 cr	2	Satisfactory
Business taxation	2,00 cr	2	Satisfactory
Competent book-keeper	3,00 cr	2	Satisfactory
Development of business and personnel	13,00 cr		
Leadership	2,00 cr	2	Satisfactory
Quality and project management	2,00 cr	3	Good
Labour law	3,00 cr	2	Satisfactory
Payroll administration	3,00 cr	4	Good
Human Resource Management	3,00 cr	5	Excellent
Alternative professional studies	36,00 cr		
Marketing	13,00 cr		
Customer relationship management	3,00 cr	2	Satisfactory
Price setting and profitability	2,00 cr	4	Good
Marketing plan as a management tool	3,00 cr	4	Good
Personal sales	2,00 cr	3	Good
Consumer behaviour	3,00 cr	4	Good
Personnel management	13,00 cr		
Development of work community	3,00 cr	5	Excellent
Knowledge Management	4,00 cr	4	Good

5 = Excellent
1 = Satisfactory

4 = Good
H = Passed

3 = Good
S = Completed

2 = Satisfactory



24.05.2013

Name of student **0901619** [REDACTED]

<u>Study modules and study units</u>	<u>Length</u>	<u>Grade</u>	
Strategic management	2,00 cr	4	Good
Networks in Business	4,00 cr	4	Good
Retail trade and entrepreneurship	10,00 cr		
Retail business and its operational environment	5,00 cr	3	Good
Competitive methods in retail trade	5,00 cr	4	Good
Studies supporting research work	6,00 cr		
Research work and academic writing	2,00 cr	H	Passed
Thesis seminar	2,00 cr	H	Passed
Business research methods	2,00 cr	H	Passed
LANGUAGE AND COMMUNICATION STUDIES	23,00 cr		
Business Swedish	3,00 cr	5	Excellent
Swedish business communication	3,00 cr	4	Good
Business English	3,00 cr	5	Excellent
English Business Communication	3,00 cr	4	Good
Finnish business communication	4,00 cr	4	Good
Spoken Swedish	2,00 cr	3	Good
Meeting and negotiation skills	3,00 cr	4	Good
Spoken English	2,00 cr	5	Excellent
Swedish Skills of the Staff of Public Organizations, written		4	Good
Swedish Skills of the Staff of Public Organizations, oral		4	Good
FREE-CHOICE STUDIES	12,00 cr		
Introduction to Photoshop image processing	3,00 cr	H	Passed
Continuation course to Photoshop image processing	2,00 cr	H	Passed
German 1, elementary course	3,00 cr	3	Good
Computer user's data security	2,00 cr	5	Excellent
Personnel development and occupational welfare	2,00 cr	3	Good
THESIS AND MATURITY EXAMINATION	15,00 cr		
Thesis	15,00 cr	p1) 4	Good
Maturity examination		H	Passed
PRACTICAL TRAINING	30,00 cr		
Practical training	30,00 cr	p2) H	Passed
Practical training			
p2) Practical training, [REDACTED]	30,00 cr	H	Passed
Thesis			
p1) [REDACTED]	15,00 cr	4	Good



24.05.2013

Name of student 0901619 [REDACTED]

The student has acquired the language skills in Swedish required of state officials functioning in a position requiring a higher education in a bilingual office according to the Act (424/2003, 6 §) with a grade of Good in written language skills and Good in spoken language skills. The student has also acquired the language skills in Swedish necessary for practicing the profession and for further professional development (Decree 352/2003, 8 §, 1). The student has gained such oral and written skills in the obligatory English language required by the degree programme that are necessary for practising the profession and for further professional development (Decree 352/2003, 8 §, 2). The student has received the school education in the Finnish language and completed the maturity test in the Finnish language.

Seinäjoki 24 May 2013



Päivö Laine
Head of Degree Programme

