



DIPLOMA SUPPLEMENT

1000148 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 1000148

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and title conferred *Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto Restonomi (AMK), Bachelor of Hospitality Management*
2.2 Main field(s) of study for the qualification *Tourism, Catering and Domestic Services
Degree programme in Hospitality 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*
- See transcript of records.*



DIPLOMA SUPPLEMENT

1000148 2(5)

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 Matkailu- ja ravitsemisalan 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, Seinäjoki 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

Dr. Kari Ristimäki
Dean

- 7.3 Capacity
7.4 Official stamp or seal





DIPLOMA SUPPLEMENT

1000148 3(5)

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



DIPLOMA SUPPLEMENT

1000148 4(5)

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



DIPLOMA SUPPLEMENT

1000148 5(5)

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 1000148

Degree programme Degree programme in Hospitality Management

210,00 cr

Completed

213,00 cr

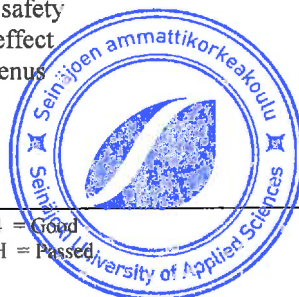
<u>Study modules and study units</u>	<u>Length</u>	<u>Grade</u>	
BASIC AND PROFESSIONAL STUDIES	158,00 cr		
Orientation	11,00 cr		
Studying and occupational skills	5,00 cr	H	Passed
Learning skills and studying at the School of Hospitality Management	2,00 cr	H	Passed
Career planning 1	1,00 cr	H	Passed
Career planning 2	1,00 cr	H	Passed
Studying skills 1	1,00 cr	k1) H	Passed
A succesful project	3,00 cr	3	Good
Information technology	3,00 cr	5	Excellent
Language studies	14,00 cr		
Finnish language and Communication	4,00 cr	4	Good
Written communication	2,00 cr	3	Good
Oral communication	2,00 cr	4	Good
Swedish	4,00 cr	4	Good
Swedish 1, Food Swedish	2,00 cr	4	Good
Swedish 2, Tourism Swedish	2,00 cr	4	Good
Swedish Skills of the Staff of Public Organizations, written		4	Good
Swedish Skills of the Staff of Public Organizations, oral		4	Good
English	4,00 cr	4	Good
English 1, Food English	2,00 cr	4	Good
English 2, Tourism English	2,00 cr	4	Good
Basics in German	2,00 cr	4	Good
Basics of service production	18,00 cr		
Safety in food production	6,00 cr	3	Good
Health aspects in food production	6,00 cr	3	Good
Economy in food production	3,00 cr	3	Good
Peak experiences in food production	3,00 cr	2	Satisfactory
Service production	15,00 cr	k1) H	Passed
Basics in services management	22,00 cr		
Marketing	4,00 cr	3	Good
Personnel Administration	4,00 cr	3	Good
Financial and operational planning	4,00 cr	4	Good
Food Service Quality Management	4,00 cr	3	Good
Advanced nutrition studies	4,00 cr	3	Good
Basics of law	2,00 cr	4	Good
Service Management	12,00 cr		
Service Management	12,00 cr	p1) 4	Good
Service Business Development	25,00 cr		
Research and development	5,00 cr	3	Good
Development of service concept	5,00 cr	4	Good
Development of quality and safety	5,00 cr	3	Good
Development of nutritional effect	5,00 cr	2	Satisfactory
Development of food and menus	5,00 cr	4	Good
Projects	26,00 cr		
Peak Experience Event	5,00 cr	4	Good
Business activities	5,00 cr	4	Good

5 = Excellent
 1 = Satisfactory

4 = Good
 H = Passed

3 = Good
 S = Completed

2 = Satisfactory



24.05.2013

Name of student 1000148 [REDACTED]

<u>Study modules and study units</u>	<u>Length</u>	<u>Grade</u>	
Exhibition and Fair Project	6,00 cr	4	Good
Research project	5,00 cr	p2) 4	Good
Quality development	5,00 cr	p3) 4	Good
Optional projects	15,00 cr		
Nutrition project	5,00 cr	4	Good
Some other current project	10,00 cr	p4) H	Passed
ELECTIVE STUDIES	10,00 cr		
Basics in Spanish	2,00 cr	H	Passed
Finland in English	1,00 cr	H	Passed
Food management	5,00 cr	4	Good
Digital Graphics	2,00 cr	5	Excellent
PRACTICAL TRAINING	30,00 cr		
Basic training	12,00 cr	k1) H	Passed
Specialised training	18,00 cr	p1) H	Passed
THESIS	15,00 cr		
Thesis	15,00 cr	p5) 3	Good
Maturity test		H	Passed
Project work			
p4) Some other current project	10,00 cr		
[REDACTED]	5,00 cr	3	Good
[REDACTED]	5,00 cr	4	Good
p2) [REDACTED]	5,00 cr	4	Good
Development project			
p3) [REDACTED]	5,00 cr	4	Good
Specialised Training			
p1) Specialised training, [REDACTED]	24,50 cr	H	Passed
Thesis			
p5) [REDACTED]	15,00 cr	3	Good

Transferable credits

k1) Work experience 18.12.2009
 [REDACTED]



5 = Excellent
 1 = Satisfactory

4 = Good
 H = Passed

3 = Good
 S = Completed


2 = Satisfactory

24.05.2013

Name of student **1000148** [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.

Kauhajoki 24 May 2013


Liisa Nuotio
Head of Degree Programme

