

1. Parties

This Student Agreement (“Agreement”) is made between

Laurea University of Applied Sciences (“Laurea”)
Ratatie 22, 01300 Vantaa, Finland

and

The Student, who is liable to pay tuition fees in accordance with the legislation which came into effect on the 1st of January 2016 (Section 13a of the Polytechnics Act). Tuition fees concern non EU/EEA citizens selected for admission for degree programmes taught in English, unless exempted from tuition fees.

Non EU/EEA citizens are exempted from paying tuition fees if they are in possession of any of the following documents mentioned below:

- Passport or a valid national identity card to indicate the citizenship of EU/EEA/Switzerland
- EU Blue Card residence permit in Finland
- Continuous residence permit in Finland, A-type permit
- Permanent residence permit in Finland, P-type permit
- EU residence permit for third-country citizens with long-term residence in Finland (type P-EU)
- Residence card in Finland for non-EU family members of EU citizens. Family membership is defined as stipulated in the Aliens Act.

The document for exemption is considered valid for the academic year if the document is valid August 1st of the said academic year.

The tuition fee liable Student accepts the agreement by paying the tuition fee. If the Student does not accept the agreement, the Student should not pay the tuition fee.

The Student shall inform Laurea of any change of address and contact numbers and details, otherwise any notices or information sent to the last address provided by the Student shall be deemed to have been properly given.

2. Background

The Student has applied for the Degree Programme offered by Laurea and has been accepted to study in the Programme under the terms and conditions set out in this Agreement. The Student accepts the agreement when accepting the study place offered by Laurea. The contents of this agreement concerns all tuition fee paying students of Laurea University of Applied Sciences. The agreement lays out rights and obligations of the Student and Laurea. The rights and obligations are described in detail in Laurea Policies and Guidelines. Both the Student and Laurea commit to these regulations.

3. Definitions

In this Agreement, the following expressions shall have the following meanings:

Academic Semester means either the time period between 1.1. - 31.7. (Spring Semester) or 1.8.-31.12. (Fall Semester) of each year.

Academic Year: means the time period between 1.8.-31.7. of each year

Fees: means fees payable by the Student to Laurea including but not limited tuition and other costs associated with the fee structure of the Programme.

Policies and Guidelines: means various Laurea policy documents include but not limit to Finnish laws and regulations related to university of applied sciences studies: Laurea Strategy 2020, Laurea's Service Promise, Laurea University of Applied Sciences Degree Regulations, in Laurea's Ethical Guidelines and the Rules of Order at Laurea. The mentioned policy documents are subject to be updated/changed from time to time. Also means the document(s) (on paper or electronic form) published and updated by Laurea from time to time containing details of Laurea's Programmes of Study and other relevant information for students enrolled at Laurea.

Programme: means the academic degree programme for which the Student is enrolled. The total scale of the programme is 210 ECTS credits (Bachelor programmes) or 90 ECTS (Master programmes).

4. Laurea rights and obligations

Student selection is conditional until original certificates have been verified. In cases where applicants fail to submit the necessary certificates within the specified timeframe or the adjusted points do not qualify for acceptance, Laurea has the right to cancel the admittance.

Laurea provides the Student with a Programme in accordance with the programme description. Programme description can be amended from time to time. Laurea makes reasonable efforts to ensure the quality of the Programme offered.

Subject to the Student successfully fulfilling the requirements of the Programme, completing the Programme and complying with this Agreement the Student is awarded the related academic degree.

Laurea is obliged to organise the studies according to the curriculum, so that the Student is able to complete at least 60 ECTS per academic year.

The Programme competence objectives and a more detailed structure of studies can be found in Laurea curricula. Laurea's competence-based curricula adhere to the requirements of the European and National Qualifications Frameworks (EQF and NQF).

The curricula of the Programmes describe the learning outcomes of modules and study units. The implementation plan of each study unit describes the study methods to be used in greater detail.

Laurea is committed to promoting accessible studies in accordance with the Non-Discrimination Act. Education and guidance are arranged in a way that seeks to consider the individual skills of students in completing their studies.

Laurea is obliged to organise tutoring throughout the studies, an orientation programme is organised in the beginning of the studies, each student has a tutor teacher and a tutor student.

Laurea is obliged to support Student well-being. There is a student wellbeing group at every Laurea unit, whose goal is to promote the studies and well-being of students. In addition to these groups, Laurea offers the services of a student counselling psychologist, a student social counsellor for international students, and a student nurse. Laurea also co-operates with the local student pastors.

Laurea is obliged to offer support in searching for a placement and guidance in completing the placement.

Laurea does not guarantee any Student employment upon graduation, however the degree is designed to help obtaining gainful employment.

5. Student's Rights and Obligations

The Student is obliged to comply with the Policies during the Programme and the Agreement. The Student is obliged to be familiar with the type of education and degree s/he has a study entitlement for. The Student is obliged to adhere to all Policies and Guidelines concerning studies at Laurea.

5.1. Study issues

The Student has the right to complete the degree s/he has the study entitlement for

- Programmes leading to a university of applied sciences degree comprise basic studies, professional studies, elective studies, placements that fosters professional competence and a thesis. Modules constitute a broader competence area, whose mastery typically requires students to complete several study units or a project within a given subject area. The curriculum contains the nationally defined generic competences as part of the objectives set for the modules or study units.

- Programmes leading to a Master's degree include advanced professional studies, elective studies and the thesis. The objective of studies is for the graduate to possess:

- 1) extensive practical basic knowledge and skills and a theoretical foundation for working in expert tasks in his or her field
- 2) capabilities for following and promoting the development of his or her professional field
- 3) capabilities for developing his or her vocational skills and for lifelong learning
- 4) adequate communication and linguistic skills for tasks in his or her field as well as international activities and cooperation. (Decree 546/2013, sections 4 and 7)

Language of instruction in Programmes in English is English. Programmes given in English may include study units or study entities given in Finnish, which help the Student integrate into the Finnish workplace.

The Student must register at Laurea following the procedures and timetable set forth by Laurea, after which he or she will be entered on the list of students. The Student must register him/herself as present or absent each academic year in compliance with the regulations set by Laurea. For tuition fee paying students the registration for the academic year is valid after payment of the tuition fee for the said academic year has been made. Failure to register for the academic year results in loss of study entitlement at Laurea. The Student is obliged to start the studies at the latest three weeks after the official starting day in order to gather credits. In case the Student cannot start the studies by 20th September, he or she can start studies in the beginning of the next academic term 7th January. The fee paid for the first academic term (autumn term) will be refunded. The autumn term registered as present will be taken into consideration if the Student applies for extension of study entitlement period.

The Student draws up a personal study plan within the framework of the Programme's degree structure and curriculum. The Student is entitled to complete the studies leading to a Bachelor's or Master's degree in line with the relevant degree programme and corresponding curriculum and personal study plan, within the recommended duration of the studies. The Student maintains the personal study plan and it is revised annually with the tutor. The Student has the right to receive guidance for drawing up the study plan.

The Student has the right to recognition of prior learning according to the Laurea University of Applied Sciences degree regulations.

Studies and instruction are arranged through study units or projects. Students have the right and obligation to participate in the Programme's study units or projects, so that the learning outcomes are met. Students learn through research, reflection and development activities carried out together with teachers, other students and workplace actors. Students build up knowledge base, practise skills, develop creative problem-solving techniques and acquire competence needed in the professional field by taking part in development projects. Laurea engages in close interaction with employers, and students thus establish contacts with working life. This operating method typical of Laurea is called Learning by Developing (LbD).

The Student is entitled to personal study guidance throughout the studies. Students are obliged to take part in study guidance and assume responsibility for the progress of their studies.

Students must enroll for their chosen study units during according to the Laurea University of Applied Sciences degree regulations.

Laurea provides information on study-related matters to Students through the Laurea's IT environment (Laurea Link). Information on matters related to individual study units and projects is provided using information channels agreed upon with the lecturer. Students are obliged to monitor the aforementioned information channels and ensure that their contact details are up to date throughout their studies.

The Student has the right to give feedback in different feedback surveys anonymously.

The Student who is dissatisfied with the results of the assessment of the studies or the recognition of credits or otherwise demonstrated competences has the right to request a reassessment of the results.

A Programme leading to a university of applied sciences degree includes placement(s) to foster professional competence, with a scope of at least 30 credits. The Student is obliged to search for the placement either in Finland or abroad.

5.2. Student benefits

The Student has the right to certain benefits which are available for students, e.g. meal subsidies, the possibility to apply for student housing and travel discounts.

The Student has the right to become a member of LAUREAMKO student union and to receive the benefits offered by the membership.

The Student has the right to become a member of the alumni community Laurea Alumni when graduating.

The Student is obliged to organise accommodation and free time activities. These services are not included in the tuition fee.

5.3. Immigration issues

The Student is aware and agrees that, he/she has a valid permit/visa/etc. to study in Finland. All immigration issues are governed and decided by Finnish government and Finnish Immigration Service. The Student is aware that Laurea does not have any control over the immigration issues.

5.4. Fees and grants

The student is obliged to pay the tuition fee. All the fees are clearly published on Laurea webpage. If the fee-paying Student does not receive a residence permit to study in Finland, the paid tuition fee is reimbursed.

If the applicant's status changes during the application process – but before acceptance of the study place – such that he or she is no longer required to pay the fee, the applicant must make notification of this and provide documentary evidence without delay. The notification must be made no later than the point when the study place is accepted.

If the Student does not pay the tuition fee or provide the documentary evidence for exemption from tuition fees by the given deadline, his or her study entitlement will be cancelled.

If the study entitlement is cancelled due to reasons caused by the student, the paid tuition fee will not be refunded.

In the subsequent years of study, the Student pays the yearly tuition fee before the year's studies begin when registering as present for the coming year. The deadline for this is 31 July.

If the Student's status changes such that he or she is no longer required to pay the fee, the Student is to make notification of this change of status, submitting an account of the matter with any necessary enclosed documents (residence permit) to the Student Affairs Office before the end of the registration period for the next academic year. Loss of one's residence permit partway through one's studies does not result in reimbursement of the yearly tuition fee.

If the Student's residence permit application is pending (and there is no valid residence permit) he or she is required to pay the tuition fee. If the Student receives a residence permit based on which he or she is no longer required to pay the fee, the paid tuition fee of the next academic term is reimbursed.

When studies are nearing completion, if the Student has less than 30 credits remaining, the student can make an application based on which a 50% yearly tuition fee can be charged instead. The Head of student affairs makes the decision. If in the above case the Student does not graduate during the intended semester, a fee is charged for each semester during which the study entitlement is in effect.

A Student registering as absent for statutory reasons or his or her own reason may request the reimbursement of the yearly tuition fee for the period when he or she will not be able to study during the academic year in question. Applications are handled on a case-by-case basis.

If the Student, during the registration period, registers as absent for statutory reasons or for his or her own reason, he or she does not have to pay the tuition fee of the academic year in question. It is possible to register as absent for own reason for one academic year or two academic terms.

If the Student continuing the studies does not pay the fee or provide a document based on which he or she is exempted from the tuition fee by the given deadline, 31st July, he or she will be registered as resigned. The Student can apply for a re-establishment of study entitlement after he or she has paid the tuition fee (8 000 or 10 000 euros) and the fee for re-establishment of study entitlement (50 euros). The Head of student affairs makes the decision concerning re-establishment of study entitlement. If the decision is negative, the paid tuition fee is reimbursed.

The Student has the right to apply for a grant intended for students paying yearly tuition fee. The grants are provided to students applying for them provided that the student has completed at least 60 credits of studies that count towards their Programme in the previous academic year ending on 31 July.

The size of any grant is to be at most equivalent to 15% of the yearly tuition fee.

Grant applications are made using the form provided by Laurea. The Head of student affairs processes the applications and the CEO makes the decision. The Student Affairs Office provides any needed advice on application procedures.

For each academic year the Student may make one grant request, which must be submitted by 15 October.

The grant is paid by 31 October to the bank account given by the applicant.

Graduated students may apply within one month of graduating for a grant for the tuition fee from the previous year or academic year. Such grants for graduated students are paid no later than two weeks after the decision on the grant application is made.

5.5. Behavioral Obligations

The Student is obliged to commit to the Rules of Order at Laurea concerning good conduct, smoke free and intoxicant free environment as well as care in the handling of property and data. Laurea will not tolerate violence, bullying or intimidation of any kind. All cheating, plagiarism or other academic offences are taken very seriously. Formal disciplinary action will be taken against students who commit any above mentioned acts. Such action will be taken in accordance with Laurea Policies.

5.6. Health/Medical Cover/Insurance

It is the responsibility of the Student to ensure that he/she possesses adequate and valid medical insurance.

All Laurea students are covered only by a statutory accident insurance policy. The Group Insurance Policy covers any student accidents during theory lectures, gym class and during school trips. It also covers accidents that happen when a student takes part in common events under the curriculum and the directly related to-and-from school trips. The insurance policies do not cover just material damage. The university is not liable for missing items. It is worth considering a household insurance policy. In cases that fall under the group insurance policy, the student must first pay all treatment and other costs themselves and apply for compensation from the insurance company after the fact by issuing a claim. Free-time accidents or illnesses are not covered under this insurance policy.

6. Limitation of Liability

Laurea shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused due to circumstances reasonable beyond its control, such as strike or boycott, accidents, failure of any governmental approval required for full performance, civil disorders or commotions, acts of aggression, war, energy or other conservation measures, fire, explosions, failure of utilities, mechanical breakdowns, material shortages, disease, catastrophe or other such occurrences.

In addition circumstances outside of Laurea's reasonable control include but not limit to over or under demand from students, staff illness, lack of funding, government restrictions and changes in Ministry regulations.

If circumstances change outside the reasonable control of Laurea, Laurea reserves the right to change or cancel the Programme partly or in its entirety at any time without liability, even after the Student has registered at Laurea.

Laurea is not liable for and does not warrant that the Programme is suitable for a specific - what so ever - occupation/job/position/purpose.

Laurea is not liable for any special, incidental, indirect or consequential damages. Limitation of liability does not cover damages caused by intentional or gross negligent acts.

7. Miscellaneous

No amendments or variation to this Agreement shall be effective unless made in writing. The Agreement is personal in nature, the Student may not assign this Agreement to a third party.

Any notice or other information that is required to be given by either Laurea or the Student relating to this Agreement must be in writing and may be given by hand or sent by post, facsimile transmission or email.

This Agreement and the relationship between Laurea and the Student shall be governed by, and interpreted in accordance with the laws of Finland, excluding the choice of law rules and principles. In case of dispute or difference between Laurea and the Student arising out or in connection with this Agreement, Laurea and the Student shall first endeavor to settle it amicably. If Laurea and the Student are not successful in their dispute negotiations, the dispute shall be settled in the District Court of Vantaa.

8. Term

This Agreement shall remain in force starting from the date the Student accepts the study place offered at Laurea (provided the Student has paid the tuition fee) until the end of the Student's Programme unless terminated as a result of the Student withdrawing or being removed from the Programme/Laurea.

9. Related regulations and guidelines

Laurea Strategy 2030

https://www.laurea.fi/globalassets/laurea/documents/strategia-2030_eng-lowres.pdf

Laurea's Ethical Guidelines <https://www.laurea.fi/globalassets/laurea/documents/laureas-ethical-guidelines.pdf>

Laurea's Service Promise <https://www.laurea.fi/en/laurea/laurea-as-a-university/>

Laurea University of Applied Sciences Degree Regulations

<https://www.laurea.fi/globalassets/laurea/documents/laurea-degree-regulations>

Laurea University of Applied Sciences yearly tuition fee and grant practices 1 August 2017

https://www.laurea.fi/en/degree_programmes/how-to-apply-to-full-degree-programmes/tuition-fees-and-grants/