

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): ██████████
1.2 Given name(s): ██████████
1.3 Date of birth (day/month/year): ██████████
1.4 Student identification number or code: ██████████

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and title conferred (in original language): Kauppatieteiden maisteri (Master of Science (Economics and Business Administration))
- 2.2 Main field(s) of study for the qualification: Business Economics
- 2.3 Name and status of awarding institution (in original language): Itä-Suomen yliopisto / Yhteiskuntatieteiden ja kauppatieteiden tiedekunta (University of Eastern Finland / Faculty of Social Sciences and Business Studies), state recognised university, Decree on Higher Education Degree Structure 464/1998. The quality assurance system of the university has passed the audit conducted by the Finnish Higher Education Evaluation Council. The auditing certificate is valid for six years (until 24.3.2017).
- 2.4 Name and status of institution (if different from 2.3) 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: Second-cycle university degree. See 8.
- 3.2 Official length of programme: The degree consists of at least 120 credits, 2 years of full-time study. Finnish credits are fully compatible with the ECTS.
- 3.3 Access requirement(s): The admission requirement for the second-cycle university degree is a first-cycle degree (See 8.1.1.).

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study: Full-time
- 4.2 Programme requirements: The master's degree consists of major studies in advanced level as well as minor and/or optional studies. The aims of the degree is to provide the



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student with good overall knowledge of the major subject and with the fundamentals of the minor subject, knowledge and skills to apply scientific knowledge and methods as well as knowledge and skills for independently operating as an expert and developer of the field.

The degree includes theoretical, philosophical, historical and methodological studies in the main subject as well as practical training. The focus of the studies is on research methods and the master's thesis. Minor studies may be compulsory or may be chosen freely. With optional minor studies the student may steer the degree to his/her professional aims.

The studies towards the degree provide the student with facilities for administrative, planning, research and educational posts according to their academic choices.

4.3 Programme details (e.g., modules or units studied), and the individual grades/marks/credits obtained (if this information is available on an official transcript this should be used here.):

See transcript of records.

4.4 Grading scheme and, if available, grade distribution guidance:

Study attainments are assessed on the scale pass-fail. Passed study attainments can also be assessed on the following grading scale: sufficient (1), satisfactory (2), good (3), very good (4), and excellent (5). Furthermore, theses completed in advanced studies, licentiate theses and doctoral dissertations can be graded on the following seven-stage scale: approbatur, lubenter approbatur, non sine laude approbatur, cum laude approbatur, magna cum laude approbatur, eximia cum laude approbatur and laudatur; or on the scale satisfactory, good and excellent; or on the scale pass and pass with distinction.

The assessment of language skills in the second domestic language uses the scale satisfactory-good; as laid down in the Act on the Knowledge of Languages Required of Personnel in Public Bodies (Laki julkisyhteisöjen henkilöstöltä vaadittavasta kielitaidosta 424/2003) and the Government Decree on the Demonstration of Language Skills in the Finnish and Swedish Languages in State Administration (Valtioneuvoston asetus suomen ja ruotsin kielen taidon osoittamisesta valtioneuvoston asetus 481/2003).



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

5.2 *Professional status:* Under the Finnish legislation, a person who has taken the degree of Master of Science (Economics and Business Administration) 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 minor or major 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 *Additional information:* Joensuun yliopisto (University of Joensuu) and Kuopion yliopisto (University of Kuopio) have merged into Itä-Suomen yliopisto (University of Eastern Finland), as of 1.1.2010. Both Joensuun yliopisto and Kuopion yliopisto were state recognised universities.

6.2 *Further information sources:* www.uef.fi (University of Eastern Finland)
www.minedu.fi (Ministry of Education and Culture)
www.oph.fi (Finnish National Board of Education)



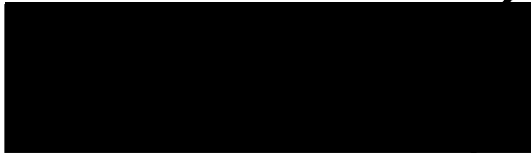
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7 CERTIFICATION OF THE SUPPLEMENT

7.1 *Date:*

22.08.2013

7.2 *Name and signature:*



7.3 *Capacity:*

Administrative Officer

7.4 *Official stamp or seal:*



8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

See next page.



8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

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 *licentiaatti / 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 and Culture 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 and Culture 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 *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 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.

30.08.2013

[REDACTED]

Date of birth [REDACTED]
 Student number [REDACTED]
 Registered 01.08.2005

STUDY RIGHTS

Admitted by Faculty of Social Sciences and Business Studies
 Organisation Business, Kuopio (K)
 Valid 01.01.2008 - 22.08.2013
 Starting Date 24.03.2011
 Decree Government Decree on University Degrees 794/2004
 Scope of Studies Master of Science (Economics and Business Administration)
 Major Business Economics
 Orientation Accounting and Finance
 Graduation Date 22.08.2013
 Thesis, Advanced Studies [REDACTED]
 Grade magna cum laude approbatur
 Date 04.06.2013

Courses completed: 30.05.2006 - 22.08.2013

COURSES	CREDIT POINTS	GRADE	DATE	INSTRUCTOR	
231	Master of Science (Economics and Business Administration)	120,00	Pass	22.08.2013	Faculty of Social Sciences and Business Studies
5215310	Basic Studies, Management and Leadership	29,00 *	4/5	29.11.2012	Päivi Eriksson
5210201	Human Resource Management	6,00	4/5	21.05.2010	Maria Kangasniemi
5213221	Improving Managerial Work	6,00	5/5	08.06.2011	Maria Kangasniemi
5213311	Managing Future	6,00	4/5	29.11.2012	Teuvo Kantanen
K003607	Strategic Management	5,00	5/5	28.02.2008	University of Kuopio
K009898	Labour Law	6,00	3/5	30.06.2008	University of Kuopio
5214300	Advanced Studies, Accounting and Finance	70,00 *	3/5	31.07.2013	Jyrki Niskanen
5214301	Master's Thesis, Accounting and Finance	30,00	MCL	04.06.2013	Faculty of Social Sciences and Business Studies
5214302	Master's Thesis Seminar in Accounting and Finance	5,00	Pass	22.05.2013	Mervi Niskanen
5214303	Current Research in Accounting and Finance	5,00	3/5	26.11.2009	University of Kuopio
5214311	Financial Accounting and Auditing Research	6,00	3/5	12.05.2009	University of Kuopio
5214312	Short Term Financial Management	6,00	4/5	06.05.2011	Mervi Niskanen



30.08.2013

Date of birth

Student number

COURSES

		CREDIT POINTS	GRADE	DATE	INSTRUCTOR
5214321K	International Financial Accounting	6,00	4/5	04.05.2012	Kati Pajunen
5214328	Internal Audit and Internal Control	6,00	2/5	31.07.2013	Mervi Niskanen
K011445	Advanced Course in Management Accounting	6,00	5/5	15.05.2009	University of Kuopio
5010009	Other Studies included in the Master's Degree	21,00 *	Pass	23.02.2011	Mervi Niskanen
5210351	Analysing Interviews and Texts	5,00	5/5	23.02.2011	Heidi Rajamäki
8014003	German 3	4,00	2/5	15.12.2010	Hanna Vanninen
K000352	Ethics 1	2,00	4/5	12.03.2009	University of Kuopio
K009267	Local Economic Policy	5,00	4/5	24.02.2009	University of Kuopio
KAY10111	Business Ethics	5,00	Pass	30.05.2006	Open University, Social Sciences and Business Studies , Kuopio (K)

Studies included in the degree

120,00

* Counted in the studies included in the degree and in TOTAL

** Completed at another institution

Signature of the Registrar

Administrative Officer



30.08.2013

[REDACTED]

Date of birth

[REDACTED]

Student number

[REDACTED]

Explanation of Transcript Grading Systems:

5/5 Excellent
 4/5 Very good
 3/5 Good
 2/5 Satisfactory
 1/5 Sufficient
 Pass Course completed successfully

Approved courses in the Second Domestic Language (Swedish or Finnish) are graded with the scale satisfactory (T) - good (H). The numerical grading scale of the Second Domestic Language is the following: 1-3 = satisfactory (T), 4-5 = good (H).

Grading of thesis and dissertation:

L laudatur
 ECL eximia cum laude approbatur
 MCL magna cum laude approbatur
 CL cum laude approbatur
 NSA non sine laude approbatur
 LA lubenter approbatur
 A approbatur
 or
 AppD Approved with Distinction
 App Approved
 or
 K/E Excellent
 H Good
 T Satisfactory
 V Sufficient

The measure for the extent of studies shall be a credit point. The average input of 1600 working hours needed for studies of one academic year shall correspond to 60 credits.

The combined extent of basic and intermediate studies shall be a minimum of 60 credits.

