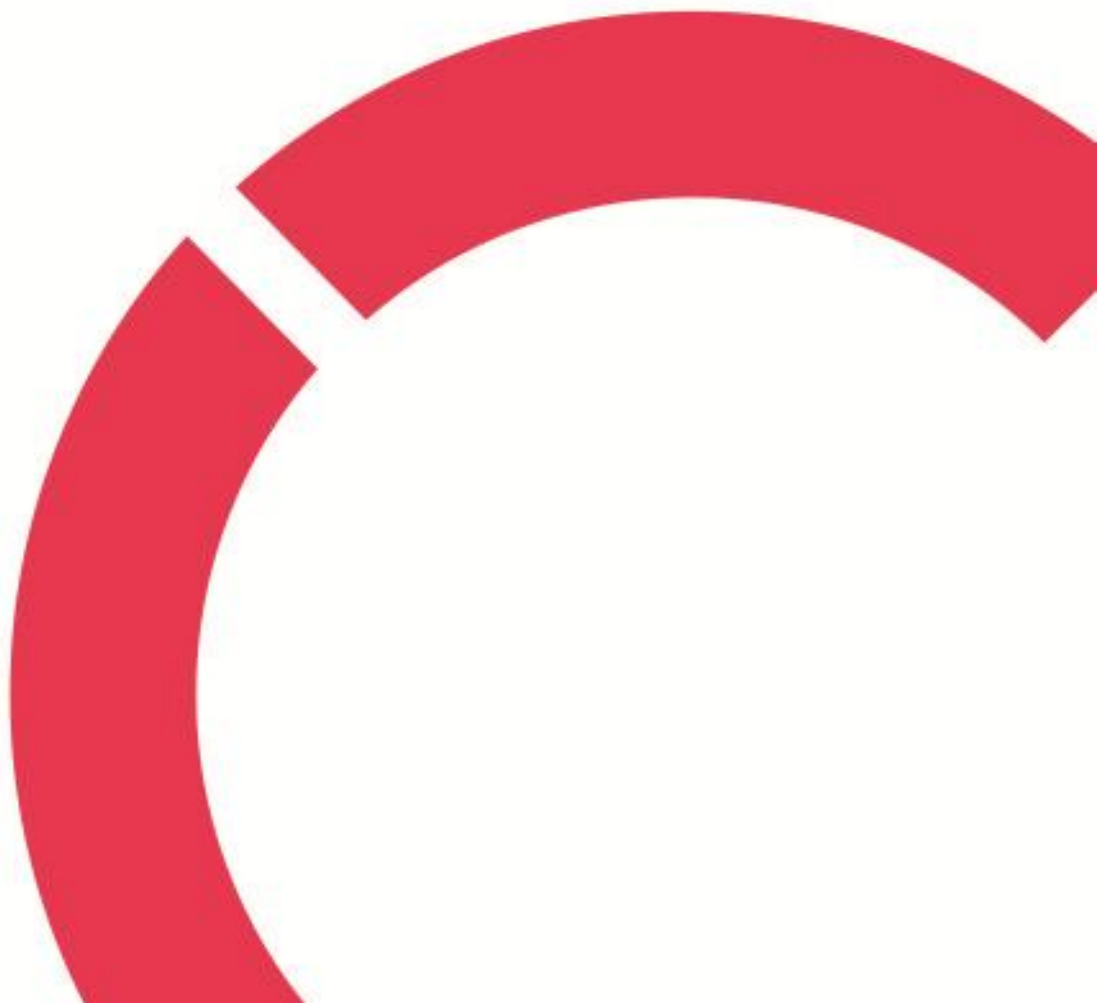


# **BACHELOR AND MASTER STUDENT'S HANDBOOK**

## **FOR CENTRIA UNIVERSITY OF APPLIED SCIENCES PRACTICES**

Updated 21.8.2025



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## 1 INTRODUCTION

Welcome to study at Centria University of Applied Sciences. In this handbook, we have gathered important information for our students. Get to know the points that are relevant to you now. We wish you good luck and success in your studies.

Note: this handbook handles matters from the time your studies at Centria have begun. We know that a lot has happened before studies officially begin. Information about the student's path before studies begin is available on our website ([New students - Centria University of Applied Sciences](#)).

## 2 STUDENT'S TOOLS

Throughout the pages of this Handbook, we will refer to the student's tools use on many occasions. In this chapter we will clarify what these student's tools are.

### 2.1 Peppi

Peppi is a student management system. In Peppi, the student has a Student's desktop, which contains many different functions. Students should familiarise themselves with Peppi's Student's desktop from the very beginning of their studies. It's worth browsing through the tabs of Peppi and finding out all the different functions.

You can log in to Peppi via Centria Centraali: <https://net.centria.fi/centraali/>

From the Student's desktop in Peppi, a student can

- see the plan of their study programme.
- see the progress of their studies and their grades.
- do course enrollments.
- do enrolments for re-exams.
- monitor the progress of his/her own studies.
- enrolls herself/himself for the academic year.
- update his/her own contact details.
- use WIHI (a thesis communication application where students submit a topic proposal, communicate with their supervisor, return text versions, and receive feedback).
- use the VALO graduation service (to start the graduation process and apply for a degree).
- download a transcript of records.
- apply for recognition of prior learning (from of previous studies) via eRPL.
- view the curriculum and progression plan for his/her own study programme.
- make applications: application for study time extension, transfer application, certificates of absence, resignation notice.

#### 2.1.1 Fokus

Fokus is a tool for monitoring the progress of your studies. It contains graphs that allow you to monitor the progress of your studies, see a forecast of your graduation date, and monitor course completion and study workload on a timeline. Fokus can be used in PSP discussions. You can find Fokus in Peppi on the student's desktop. You can also find a direct link in the icons on the front page of Peppi's desktop. You can find the explanations and interpretation instructions for the graphs directly in Fokus behind the info symbols. You can also find more information in the Itslearning environment, Digistart workspace.

### **2.1.2 Atomi**

Atomi (study certificates and transcripts). Atomi is a service that allows you, as a degree student, to print an electronically signed printout yourself, such as a transcript or study certificate. An electronic signature replaces a handwritten signature and stamp. An electronic document is only official in electronic form. You can find Atomi in Peppi on the front page of the student's desktop and in the top bar. More detailed instructions for using the Atomi service can be found in the Itslearning environment, Digistart workspace.

### **2.1.3 Course feedback**

Feedback is collected from courses, which is used to develop education. Students who have been accepted for a course implementation can provide feedback. The Peppi system automatically sends an email to students when the implementation feedback survey opens for response. The message contains a link where you can provide feedback. More detailed instructions on Course Feedback can be found in the Itslearning environment, Digistart workspace.

### **2.1.4 E-applications**

E-applications In Peppi. You will find a few E-applications that are open at separately specified times (applying for additional time, transfer application, submitting a certificate of absence as part of the academic year registration, resignation notification). You can find more detailed instructions on E-applications in the Itslearning learning environment, Digistart workspace.

### **2.1.5 eRPL**

An electronic service for the recognition of previously acquired competence in Centria, i.e. applying for crediting previous studies towards a Centria degree. See chapter 6 for more details. You can find the current instructions and the principles regarding RPL on our website. [Content of studies - Centria University of Applied Sciences](#)

### **2.1.6 Cross-institutional studies**

You can place cross-study studies from another higher education institution in your studies in accordance with your study right and curriculum. Study selection and registration are only possible for those studies that are linked to your study right. The offer is based on agreements between schools. Registration for studies takes place in Peppi via Hops. Instructions related to cross-study can be found here: [Cross-institutional studies - Centria UAS](#) More information can also be found in the Itslearning learning environment, Digistart workspace.

### **2.1.7 Wihi**

Wihi is a guidance and management system for thesis projects within Peppi, which acts as a tool at different stages of the thesis process. Communication related to the thesis takes place in Wihi (thesis feedback, messages, external feedback, plagiarism detection and evaluation). When feedback on the text is done in Wihi, this helps all parties to understand what has been agreed, what has been returned and at what stage the thesis is at.

You can access Wihi from the top bar of Peppi.

In Wihi, the thesis progresses in stages, with each stage having its own workspace. When one stage is completed, the workspace for the next stage opens in Wihi.

Start your thesis with a topic proposal. Once the topic proposal has been approved, you will proceed to plan a tentative schedule for the different stages of your thesis. Make the timetable suitable for you.

You can find more detailed Wihi instructions and descriptions of the different stages of the thesis here => [1 STAGES OF A THESIS - Centria Guide for Thesis and Academic Writing 2022 - LibGuides at Centria University of Applied Sciences](#)

### **2.1.7 Valo**

Once you have completed your studies, you will not graduate automatically, but will have to apply for a degree. This is where the VALO graduation service comes in. Students should start the graduation process in VALO when all or almost all their studies are complete. VALO will guide the student through the steps required to graduate. The student should follow the instructions given. The service supports the smooth preparation of the graduation application and the transparency of the graduation process. The VALO graduation service can be found in Peppi, the top bar of the student's desktop.

## **2.2 ItsLearning**

Itslearning is an online learning environment used for both face-to-face and online learning. Typically, each course has its own Itslearning e-learning platform.

You can log in to ItsLearning via Centria Centraali: <https://net.centria.fi/centraali/>

There are ItsLearning environments for (almost) every course. An ItsLearning environment for a specific course typically contains information about the course objectives, assessment criteria for the

course, supporting materials, assignments and possibility to give feedback. The learning environment may also include online discussions.

Link to online meetings is typically posted in the ItsLearning workspace. Some teachers may also send the link to the student's email.

### **2.3 Student email**

Centria provides students with a student email. You can log in to Microsoft 365 through Centria Centraali: <https://net.centria.fi/centraali/>

In the Microsoft 365 environment you will also have access to OneDrive, Word, PowerPoint, Sway, etc.

We recommend that students use Centria's email address for all communication regarding their studies. Students are also required to monitor email communication as it is used for communication (alongside the ItsLearning environment).

### **2.4 Tuudo**

Tuudo brings together important services for students:

- student card
- schedules
- course credits
- campus maps
- etc.

Tuudo works on both Android and iOS mobile devices and can be downloaded to your phone from either the Google Play Store or the Apple App Store.

Tuudo also works as a library card at Centria Library. With the Tuudo card you can:

- borrow books at vending machines and at customer service
- make new loans and monitor due dates
- monitor reservations and payments
- check library opening hours

You can find more detailed Tuudo instructions in the Itslearning learning environment, Digistart workspace. You can also find more information on the Tuudo website: <https://www.tuudo.fi/>

### **2.5 Exam**

The electronic exam system is called Exam. Centria students can take Exam exams at Centria's premises in Kokkola, Ylivieska, Pietarsaari and elsewhere in Finland (there are Exam rooms in many

Universities and Universities of applied sciences throughout Finland). The exam room is equipped with real-time and recording camera surveillance. Exam system allows for more flexible access to exams than the traditional time and place bound, teacher-led and supervised exams.

For more detailed information about Exam possibilities and practices here:

[Electronic examination system: EXAM - Centria UAS](#)

### **3 NEW AND CONTINUING STUDENT'S CHECKLIST**

#### **3.1 Take care of your tuition fee obligations (if you are liable for tuition fees)**

More information about tuition fees and scholarships for Bachelors degrees here => [Tuition fees & scholarships - Bachelor's degrees - Centria UAS](#)

More information about tuition fees and scholarships for Masters degrees here => [Tuition and scholarships for Master's degree programmes - Centria](#)

#### **3.2 Enrol for semester (applies to continuing students who are not liable for tuition fee)**

If you are not liable for tuition fee, you need to do enrolment for semester in Peppi. Open top bar – enrollment for semester.

Degree students must enrol as present (attending) or absent (non-attending) for each study year. The duty to enrol applies to all students studying in degree programmes leading to a bachelor's or a master's degree.

Only students who are enrolled as present students have the right to pursue studies, to have credits entered in the record of credits and to receive guidance related to studies.

The enrolment period for the whole study year is from 1 April until 31 July.

#### **3.3 Check your email and Itslearning chat/messages regularly**

As you start and progress in your studies, you will receive important messages in your email and to ItsLearning chat and message box. It is the student's responsibility to check the email on a regular basis and stay informed.

Through ItsLearning, the teacher can send a private message to the student or a group message to the whole group. The student can also send a message to the teacher about the course.

#### **3.4 Attend orientation and your group meetings**

An orientation is held for new bachelor's and master's student groups at the beginning of their studies. During the orientation, you will receive practical information about study practices. You will

also get to know Centria personnel, especially the persons in charge of your degree programme and the other students in your group.

The programme and schedule of the orientation day(s) will be informed to students by e-mail. This information can also be found on the Centria website (for students => information for new students => orientation).

The Orientation Day(s) can be organised either face-to-face on campus or online or in a hybrid format. Hybrid implementation means an implementation that can be attended on-site at the Kokkola campus (Talonpojankatu 2) or online. More information about the implementation of your orientation will be available on our website => [Orientation - Centria University of Applied Sciences](#).

The orientation day is for new groups only. As your studies progress, your tutor will organise group meetings to discuss current study issues (starting a thesis, progressing in your studies, graduating, etc.). Get involved in the group, it will help you orientate yourself at different stages of your studies.

Your study group provides valuable support for your studies. It allows you to network and get peer support for your studies. We encourage all students to be open, to share their reflections and experiences, as this will greatly enhance their learning. Receive feedback and give constructive feedback to others.

### **3.5 Familiarize yourself with the curriculum and personal study plan (PSP)**

Each group has a group-specific curriculum. Familiarize yourself with the curriculum.

You can find the curriculum via Peppi (top bar curriculums) or via Centria's website (<https://centria.opinto-opas.fi/curricula> => select the year when you started your studies).

### **3.6 Plan your studies**

The curriculum shows which studies belong to the student's target degree. A goal-oriented schedule plan has been created for the studies (which courses you should take first year, second year etc.). Teacher tutor will demonstrate this schedule plan for the group.

If for one reason or another you need to proceed differently than the plan specifies, talk to the teacher tutor about your situation. The student counsellor will also help you in planning your studies.

As part of your study planning, consider whether you have previous higher education (at least bachelor's level if you are studying for a bachelor's degree OR at least master's level if you are studying for a master's degree) qualifications and whether you could apply for recognition of prior learning to your current degree studies. See chapter 7 for more information.

### 3.7 Enrol for the courses

At the beginning of the semesters (autumn and spring), students need to enrol for courses. This happens in Peppi => PSP => enrolment tab in the top bar => enrol. Enrolment for the implementations of the next academic year opens in the previous spring term.

After the student enrolls and the teacher accepts them for the course, it takes one day for the ItsLearning learning environment of the course to become visible to the student. The student must primarily register for the course of their own group. Sometimes students register for the wrong courses, in which case the teacher may reject the registration.

### 3.8 Get to know the course learning environments in ItsLearning

Once you have enrolled for the course and teacher has accepted you in, course's learning environment in ItsLearning will open for you. This happens after a short delay.

<https://centria.itslearning.com/>

Please make sure that each course has its own ItsLearning environment.

- Have a look at the materials available for the course.
- See if there are any instructions in the discussion area. Teachers will announce the remote links to the courses by telegram or on the ItsLearning platform (e.g. the discussion area).
- Check the learning outcomes for the course, they will help you to orient your learning towards the objectives of the course.
- Familiarise yourself with the assessment of the course (mark or number) and the assessment criteria, which will also help you to understand what kind of competences the course aims to achieve.
- Try to get an overall idea of the structure of the course (what the student has to do, what the tasks are, what the timetable is, etc.). This will help you to plan your learning.
- Find out if the course requires a pre-assignment before the first meeting. If the course has a pre-assignment, do it.

### 3.9 Get to know student's tools

Open Centria Centraali (<https://net.centria.fi/centraali/>) where you can log in to email, Peppi and ItsLearning. Look at these tools one by one and test what you find behind the different icons. You won't break the systems by getting to know them and trying them out. It is important that you become familiar with these systems and know how to navigate between them.

### 3.10 Take advantage of support and guidance available

Centria offers all its degree students' different types of support for their studies. The different types of support are listed on the Centria website under the heading "Skills Centria". You can find it using a search "Skills Centria" or the direct address is [Skills Centria - support with studies](#)

Skills Centria is designed for both bachelor's and master's degree students.

All the workshops benefit bachelor's students, but a master's student could benefit mostly from an **open assignment workshop** (offered by special needs teachers), where they can work on challenging assignments, **thesis workshops** or **career services workshops**.

Workshops and activities are open to any degree student on a regular or occasional basis, depending on their needs.

See also chapter 9 which gives a broader picture of the services offered to students.

### 3.11 Pay the student health care fee yearly

The student health care fee applies to the student during all academic years (when the student is in attendance) and the student must take the initiative to pay it annually. For this reason, the fee is mentioned again in this section in addition to the new student's checklist (chapter 3).

As a higher education student, you are entitled to the services of the Finnish Student Health Service (FSHS or in Finnish YTHS) and must pay the health care fee to Kela (**Kela** => the Social Insurance Institution of Finland). The fee is paid for both the spring and autumn semesters, i.e. twice a year. The amount to be paid is determined by a government decree and can therefore change from year to year (e.g. in 2023 and 2024 the fee was EUR 36.80 per semester, so 2x36.80 per academic year).

Kela will NOT send you an invoice, but you have to pay the fee on your own initiative in the My Kela service (search engine: paying the health care fee for higher education students).

You must pay the fee even if you do not use the FSHS/YTHS services at all. The fee is a tax-based health care fee. Kela charges a late fee for late payments and collects the unpaid fee by way of an opt-out. More information on Kela's website => [Healthcare fee for students in higher education | Our Services | Kela](#)

### 3.12 Change your Centria password regularly

The Centria password used to access the student's tools must be renewed at least once a year. If the password expires, the student cannot log in to the student's tools.

You can renew your password by going to Centria Centraali => [Centraali - Links for students and personnel - Centria](#) At the bottom of the page you can find "change password". The password can be renewed if you remember the old password, but also in the case that the password has been forgotten.

## **4 STUDY RIGHT**

### **4.1 Period of study right**

The regular completion time for a bachelor's degree is 3,5 years (210 credits) or 4 years (240 credits). The curriculums are planned so that a full-time student can achieve 60 credits per study year.

The regular completion time for a master's degree is 3 years (part-time studies) or 1,5 years (full-time studies).

The study right period includes the regular completion time of the degree plus one year. The student can see from his/her own Peppi what extent (study right period) he/she is entitled to study (Open Peppi, open PSP).

Periods of absence (statutory reasons or a self-selected absence of max 2 semesters without special reason) do not count towards the period of study rights.

### **4.2 Extension of study right**

If a student does not complete their degree within the study right period, they can apply for extension before the study right ends. The granting of an extension is discretionary.

The prerequisite for granting additional time is that the student applies for extension and prepares and submits a goal-oriented and feasible (possible to implement) study plan that enables student to complete his/her studies in a reasonable time (during one year).

Extension of study right is granted for a maximum of one year at a time. In principle, extension is not granted a second time. The only exception to this (maximum one year) is if the student has a special reason for the need of extension (e.g., serious illness, substantially difficult life circumstances etc.). Here too, the student must submit an ambitious, feasible plan leading to graduation within a reasonable time, so that his/her application can be considered. If the student has been granted extension of study right in the past, Centria will consider how the student has used that time. If extension of study right is granted, there is no right of absence (other than for a statutory reason).

For more information go to => [Academic year and enrolment - Centria UAS](#) (check section "Extension of study right")

## 5 EVALUATION PRACTICES

### 5.1 Assessment of courses

At the beginning of each course or in the accompanying material, you will find the learning objectives and assessment criteria for each course. The assessment criteria are always related to the learning outcomes.

Courses are assessed with a grade of satisfactory (1 or 2), good (3 or 4), excellent (5), fail (0) or accepted / rejected. The student has the right to know at the beginning of the course whether a particular course will be assessed with a mark (accepted / rejected) or a number (1-5).

Enrolment for a course, but not completion, will be assessed with a grade of Fail (0).

More information here:

[Practices and principles concerning studies - Centria](#)

#### 5.1.1 Re-take of failed course

It is possible to re-take a failed course twice if the student has completed credits in the course in question.

The re-take of the failed course must be carried out at times determined by the teacher. The re-take of the course must be agreed with the teacher of the course.

If the student has not achieved the minimum competences for the course during the course, he/she may re-enroll for the course (when it is implemented in the future) and build up further competences.

More information here:

[Practices and principles concerning studies - Centria](#)

#### 5.1.2 Improving the grade of an approved course

Student may improve the grade of an approved course once at maximum within one year of the end of the course, except in the courses included in the artistic process. The student must notify the teacher of the course if they wish to re-take a course or improve their grade no later than one month before the end of the one-year period. The decision on the method of re-taking the course (exam, assignments, or other method) is made by the teacher of the course. It is not possible to improve the grade of the thesis.

More information here:

[Practices and principles concerning studies - Centria](#)

## 6 RECOGNITION OF PRIOR LEARNING (RPL)

### 6.1 Principles of recognition of prior learning

Students may have acquired part of the knowledge and skills required for the degree already before starting their studies or during their studies through some other channel than their studies in the university of applied sciences.

Recognition of prior learning (RPL) is a procedure where students can make use of the skills and knowledge they have acquired either in working life or in their previous studies by including those into their degree. Students can also acquire skills during their studies by taking other trainings or through working life experiences and can apply for recognition based on those. In addition to working life experiences and other higher education studies, students may have acquired skills and knowledge also through their hobbies or through voluntary work.

Before the student starts the RPL process, he/she needs to reflect his/her own knowledge and skills on the learning objectives of the course and initiate the RPL process according to the instructions.

More detailed information about the RPL process and principles => [Content of studies - Centria University of Applied Sciences](#) (check section recognition of prior learning)

### 6.2 Starting the recognition of prior learning process in Peppi (eRPL)

If the student has previous studies at least equivalent to bachelor's level, he/she can start the RPL process in Peppi (eRPL) if he/she wishes. The RPL process can be started at any stage of the studies.

**eRPL form can be found in Peppi top bar behind the light bulb symbol.**

When applying for RPL, the student must submit a transcript of records or a degree certificate with the eRPL application showing the studies completed and their assessment. In addition, the student must submit the course description (course description and objectives) and the English name of the course (this is because when the student graduates from Centria he/she will receive both a Finnish and an English degree certificate and the names must be correct). This information is necessary in order to process the RPL application.

More detailed information => [Content of studies - Centria University of Applied Sciences](#) (check section recognition of prior learning)

## 7 THESIS

Useful and comprehensive information on the thesis can be found from our website => [FOREWORD - Centria Guide for Thesis and Academic Writing 2022 - LibGuides at Centria University of Applied Sciences](#)

### 7.1 Scope and implementation

The total length of the thesis is 15 credits in bachelor's degrees and 30 credits in master's degrees.

The thesis is divided into three parts, 1) planning, 2) implementation, 3) reporting and finalisation. Each stage is 5 or 10 credits (5 in bachelor's degrees and 10 in master's degrees). Once one stage is passed, the student receives credits for this stage in the student register. (note: 7.6 evaluation of thesis. The thesis as a whole is rated by number 1-5).

However, these three components are not courses. From the student's point of view, the thesis (including the planning, implementation, reporting and finalisation) is an independent and guided process.

### 7.2 Planning

Students can start their thesis when they have sufficient knowledge in their field. There is no common starting date for the thesis. Bachelor students usually start their thesis towards the end of their studies. Planning can be started even earlier. Course named "conducting research and reporting" is useful to do before doing the thesis (bachelor's degrees).

Some master's students start their thesis at the beginning of their studies. Some students start their thesis as their studies progress. Courses supporting the thesis are related to research and expert communication and research and development methods (master's degrees).

Students schedule the thesis in a way that suits them (e.g. autumn semester, spring semester, academic year, or another chosen timeline). The schedule can also be changed during the process if needed.

### 7.3 Stages of the thesis

Centria's guide for thesis and academic writing offers information and visual demonstration of the stages of the thesis. You can find these here =>

[1 STAGES OF A THESIS - Centria Guide for Thesis and Academic Writing 2022 - LibGuides at Centria University of Applied Sciences](#)

Once you know what the steps are, you'll know what's coming and you'll have the confidence to get started.

#### **7.4 Permits and agreements required for the thesis**

For your thesis, you will need certain permissions and agreements. The permits can seem complicated and confusing at first. Fortunately, not all research requires all permits, and the permits that are required have an important role to play. The subject of the thesis, the way it is carried out and the sponsor will influence what permits you need. Be courageous and find out what permits are required and try to form your own initial idea of what permits your thesis needs.

A summary of the contracts and permits you will need can be found here => [Thesis contract and forms - Centria Guide for Thesis and Academic Writing 2022 - LibGuides at Centria University of Applied Sciences](#)

#### **7.5 Evaluation of the thesis**

The student's completed thesis is graded satisfactory (1 or 2), good (3 or 4), or excellent (5).

The detailed assessment criteria are available on Centria's Thesis and Writing Guidelines website, under Assessment => Criteria for the assessment [11 ASSESSMENT - Centria Guide for Thesis and Academic Writing 2022 - LibGuides at Centria University of Applied Sciences](#)

## **8 GRADUATION**

### **8.1 VALO graduation service**

Once a student has completed their studies, they do not graduate automatically, but must apply for graduation. This is where the VALO graduation service is used. The student should start the graduation process in VALO when all or almost all studies are completed. VALO will guide the student on what is required to graduate. The student should follow the instructions given.

The VALO graduation service is a service for students and personnel that compiles the to-do list and instructions for the graduation process in one place. The service supports the smooth preparation of the graduation application and the transparency of the graduation process.

The VALO graduation service can be found in Peppi, the top bar of the student's desktop.

You must allow sufficient time for the different stages of the application process. Therefore, it is recommended to start the application process in the VALO service approximately 5-6 weeks before the graduation date.

More detailed guidelines available => [VALO graduation service and electronic certificate - Centria](#)

### **8.2 e-Diploma and how to download it**

Centria issues the diploma electronically. If a student wants a paper diploma, he or she can print it from the electronic diploma. The electronic diploma is an official certificate that does not require a separate authentication. It can be easily sent as an attachment to the authorities or to the employer. The e-Diploma can be saved, and it is recommended to save it in several different locations and to back it up.

NOTE! The certificate must be uploaded within 14 days of the date of graduation.

### **8.3 Graduation dates**

For more information on possible graduation dates and the time required for the graduation process, click here => [Academic year and enrolment - Centria UAS](#) (check section graduation)

## 8.4 Graduation celebration

In the spring semester, graduates are celebrated at a Closing Ceremony of the Academic Year. In the autumn term, graduates are celebrated at a Christmas Celebration. Students can register and attend the party if they wish. Attendance is not compulsory. The exact dates will be published on our website.

## 8.5 Centria alumni

Centria alumni are a network of professionals who have graduated from Centria. Alumni are an important stakeholder for us. Alumni are valued as partners and contacts in the working life.

As an alumnus, you get a perspective on current issues in the world of education, and you can participate in the development of your field of study if you wish. We also want to offer our alumni the opportunity for continuous learning and updating their skills, for example through Open University of Applied Sciences studies.

As an alumnus you can participate in the development of our education in different ways according to your wishes, for example:

- by acting as a mentor for students in your field
- By offering thesis topics or practical training positions to students.
- recruiting Centria students to your own organisation
- giving lectures to Centria students about your work and your organisation.
- participating in events organised by Centria
- participating in the development of education, for example in field-specific advisory councils
- telling your own career story for marketing purposes
- networking with other Centria alumni

You can register as an alumnus on our website and subscribe to our alumni newsletter => [Alumni activities - Centria University of Applied Sciences](#)

## 9 GUIDANCE AND COUNCELLING SERVICES

At Centria, the development of student expertise, professional growth and wellbeing is supported by teachers and a wide range of services and student care professionals. Through these lists and task descriptions, we want to familiarize you with our guidance and counselling services that are available to you throughout your studies.

### 9.1 Teacher tutor

- Each group has its own teacher tutor. She/he is the closest guide to her/his group.
- Introduces students to their studies at the beginning of their studies.
- Organises **personal study planning discussions** for each student (PSP discussions).
- Monitors the progress of the students in his/her group.
- If there are changes in your circumstances that affect your studies / study progress, inform your teacher tutor.

### 9.2 Head of degree programme

- Each field of education has its own head of degree programme.
- Acts as a supervisor for teachers.
- Is responsible for developing teaching together with teachers.
- Makes administrative decisions (for example recognition of previous studies, etc.)

### 9.3 Teachers

- Responsible for the content and teaching of the course.
- Responsible for questions related to the course.
- Guide you through the practices and principles of the course.
- Informs the objectives and content of the course to students.
- Informs the principles of course assessment in the course.
- Guides and instructs on the practices of the field of study.

### 9.4 Student services

- Provides general customer service and student guidance.
- Manages the student register.
- You can contact the student advisers by email => [studentservices@centria.fi](mailto:studentservices@centria.fi)
- More information and ways to contact => [Student Services - Contact information - Centria](#)

## 9.5 Admissions services

- Admissions Services guide and help applicants with all tasks concerning the application process.
- Admissions services email is (all admissions related issues): [admissions@centria.fi](mailto:admissions@centria.fi)
- Provide information and guidance on Centria's tuition fees.
- If you have tuition fee related questions, send your message to the dedicated email => [tuitionfee@centria.fi](mailto:tuitionfee@centria.fi) => using this email address for tuition fee related issues will get your case processed in the best possible way.

## 9.6 Integration services

- Integration Services guide international degree students, especially in the early stages of their life and studies in Finland.
- You can contact integration services with matters concerning arrival, integration, housing, services and finding meaningful things to do.
- More information and contact information here => [Integration services - Centria University of Applied Sciences](#)

## 9.7 Student counsellors

- Provide students with guidance and counselling on their studies.
- Guide you in planning your studies (together with teacher tutors).
- Provide guidance in case of study problems.
- Guide you on how to plan your studies.
- You can contact student counsellors using this email => [studencounsellor@centria.fi](mailto:studencounsellor@centria.fi)

## 9.8 Special education teacher

- Lends you tools to support your learning.
- Organises a special education teacher's open workshop every week. Free to attend,
  - if you have difficult tasks
  - if you are struggling and can't get started.
  - if you have missed some of your homework
- Guides you in your study technique, helps you to find suitable ways to support your studies.
- Guides you on how to cope with learning difficulties or dyslexia, for example, and how to make progress in your studies.
- More information here => [Skills Centria - support with studies](#)
- Performs reading and writing fluency testing.
- Writes recommendations on study support measures, based, for example, on a doctor's or other expert's statement or a diagnosis.

- You can reach the Special Education Teacher => [specialteacher@centria.fi](mailto:specialteacher@centria.fi)

### **9.9 Career and work-life services**

- Provide career guidance, i.e. help you consider different career options.
- Know local businesses well, give tips on practical training.
- Provide information on summer jobs.
- Organises recruitment events, where companies come to Centria to meet students and find good employees for themselves.
- More information here => [Student's career and work-life services - Centria](#)

### **9.10 Study psychologist**

- The aim of their work is to support mental wellbeing and promote study skills.
- The hope is that students will make use of this service sooner rather than later. The early help of a discussion is more effective.
- Meets students one-to-one.
- You can book an appointment by contacting the study psychologist by email.
- Meets with groups if necessary.
- More information here => [Student's wellbeing - Centria University of Applied Sciences](#)

### **9.11 Student pastor**

- Centria has a student pastor who is an Evangelic Lutheran reverend in the Kokkola Parish.
- Pastor is available for all Centria students regardless of anybody's religion or denomination – or any other feature.
- You are safe to come as you are. Contacting the pastor is confidential and free of charge.
- More contact information here => [Student's wellbeing - Centria University of Applied Sciences](#)

### **9.12 Library personnel**

- Provide advice and guidance on the use of library services.
- Advice and guide how you can find helpful and necessary information.
- Services are available throughout your studies.
- Guide thesis writers.

### 9.13 International office

- Advise and guide those interested in an exchange.
- Guide exchange students about the opportunities available.
- More information here => [International office - Contact information - Centria](#)

## 10 USEFUL LINKS

- Academic year and enrolment:
  - <https://net.centria.fi/en/for-students/students-guide/academic-year-and-enrolment/>
- Skills Centria – support with studies:
  - <https://net.centria.fi/en/for-students/students-guide/guidance-and-advising/workshops-and-events-supporting-studies/>
- Cross-institutional study opportunities:
  - [Cross-institutional studies - Centria UAS](#)
- Centria Guide for Thesis and Academic Writing:
  - <https://libguides.centria.fi/centriaguideforthesis>
- Centria Centraali, access to important tools:
  - <https://net.centria.fi/en/centraali-en/>