

## General background for the curricular planning of language and communication studies

The purpose of language studies at a university of applied sciences is to ensure sufficient language and communication skills for students in expert positions within international business and working life. The student is required to have such skills of Finnish and Swedish and another one or two foreign languages that are necessary to practice the profession and to develop themselves professionally.

A student who has completed a Bachelor's degree

- is able to communicate well both orally and in writing both within their own field and to a general audience in his or her mother tongue
- is able to communicate and interact with the other official language in Finland (Finnish or Swedish)
- is capable of international communication in their own field in at least one foreign language.

(Government decree 120 of 2017 on the National Framework for Qualifications and Other Competence Modules)

At Metropolia, a degree consists of independent language and communication courses and integrated studies of professional subjects and language and communication. Language courses are graded as a rule on a scale of 0 to 5. The evaluation of language and communication skills is based on European and national competence descriptions.

- Government decree on universities of applied sciences 18 December 2014/1129 [§7 Language skills](#)
- [Valtioneuvoston asetus tutkintojen ja muiden osaamiskokonaisuuksien viitekehyksestä 120/2017](#) (Bachelor's: level 6; Master's: level 7)
- [Valtioneuvoston asetus suomen ja ruotsin kielen taidon osoittamisesta valtionhallinnossa 481/2003](#)
- [Common European Framework of Reference for Languages: Learning, Teaching, Assessment \(CEFR\)](#)
- [ARENEn suositus \(2010\)](#), role of languages in internationalisation skills:
  - Bachelor's: the student possesses communicative competence necessary for one's work and for professional development in the subject field
  - Master's: the student is capable of international communication in work and operational development
- Metropolia's degree regulations and related instructions on language and communication studies: <https://oma.metropolia.fi/opiskelijoille/opinnot/opintotarjonta/kieliopinnot> .
- OMA announcement 25 June 2019: Metropolia's Curriculum reform 2020 - Metropolia's principles and practices decided
- [OPS-uudistus 2020](#) - The principles and practices of Metropolia's Management Group (found in Teams. The link may require you to log in to Teams.)

## Finnish language and communication

The language statement currently on a Metropolia degree certificate: *The student has completed their school education in the Finnish language and taken the maturity test included in the final project in the Finnish language.*

## **Learning outcomes**

The student is able to communicate and interact when studying and in working life. The student is able to produce various types of texts in their own field for different channels. The student is able to communicate as an expert in various research and development positions and environments, and retrieve and evaluate information critically and use it in a target-oriented way. The student is familiar with the good practices of oral and written communication and is able to apply them appropriately. The student is able to utilise their language and communication skills for the continuous development of their thinking and expertise.

## **Contents**

- Expert-level text skills and writing of professional texts
- Interaction skills: customer communication, group work and negotiation situations
- Presentation skills, effective speaking and giving feedback
- Communication in project and in research and development work
- Communication planning and assessment
- Good practices of digital communication
- Fundamentals of scientific writing
- Ethical and critical use of sources, and proper referencing

## **Prerequisites**

B2 of the Common European Framework of Reference for Languages (CEFR)

## **Further information**

The course content is determined individually for each degree programme and integrated into the degree context in the curriculum and into substance studies.

## **Assessment criteria**

### **Satisfactory (1–2)**

The student is able, under guidance, to use and produce oral and written text types required for professional expert work. The student is able to acquire information from professional sources and to utilise such information in their studies and work. The student is able to act appropriately in communication situations related to expert work and research and development work.

### **Good (3–4)**

The student is independently able to use and produce oral and written text types required for professional expert work. The student is able to acquire information comprehensively from professional sources and to evaluate its reliability and usability in their studies and work. The student is able to act constructively in communication situations related to expert work and research and development work.

### **Excellent (5)**

The student is able, in a target-oriented way, to use and produce oral and written text types required for professional expert work. The student is able to acquire information comprehensively from professional sources and to evaluate its reliability and usability in their studies and work in a critical way. The student is able to act as a group member or head of a group in communication situations related to expert work and research and development work. The student displays a willingness to develop their communication and interaction skills required of experts.

<b>Second domestic language (Swedish/Finnish) and Finnish as a second language (especially in degree programmes that are taught in English)</b>
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The language statement currently on a Metropolia degree certificate: *The student has acquired such written (kotim2kieli) skills that are required of public office holders in a bilingual position that requires a higher education degree (Act 424/2003, 6 §). The student's language skills are evaluated as {kotim2arv\_ki} (written) and {kotim2arv\_su} (oral) (possible grades: good/satisfactory).*

### **Learning outcomes**

The student achieves a sufficient oral and written level of Finland's other official language (Swedish or Finnish as a second language) specified in the Universities of Applied Sciences Decree (1129/2014, §7) and required for work in their field. The student is able to communicate orally and in writing in their own work environment and as a member of a multidisciplinary work community in Swedish, taking ethically into account the various actors, in Finland and the Nordic countries OR in Finnish (S2) in Finland, taking into account the cultural and linguistic starting points of the persons in the communication situation.

The student's oral and written communication skills (Swedish or Finnish as a second language) are at least B1 of the Common European Framework of Reference for Languages (CEFR). The student is able to obtain information about their professional field from various sources and to communicate about such information in writing and orally, making use of any appropriate technology and digitalisation in their work. During the studies, the student will develop an ability to take responsibility for the development of their language and communication competence and an ability and motivation to improve it.

### **Contents**

The course content is determined on the basis of the degree programme, consisting of oral and written exercises relevant to each field of study:

- The field's key international and international-at-home interaction situations: individual and group communication
- Key concepts and terms used in the field
- Professional organisations, work environments, duties, processes and tools
- Self-assessment of language and communication skills, and development of learning strategies

### **Prerequisites**

B1 of the Common European Framework of Reference for Languages (CEFR)

### **Further information**

The course content is determined individually for each degree programme and integrated into the degree context in the curriculum and into substance studies. Oral and written language skills are assessed separately.

### **Assessment criteria**

#### **Satisfactory (1–2)**

The student can communicate in their most typical general and field-specific professional situations in working life. The student can write simple texts with a reasonable amount of consistency. There may be errors, but the message comes across nevertheless. The student takes part in simple interaction, but often needs help from other speakers. The student is comfortable with everyday vocabulary and the vocabulary of their own field, but inaccuracies and the influence of other languages may make it difficult to get the message across. The student uses the commonest basic structures in a one-sided way and sometimes incorrectly. The student can pronounce understandably but not like a native, and the slowness makes it difficult to assess how well the message may get across.

#### **Good (3–4)**

The student can communicate reasonably well in their daily general and field-specific professional situations in working life. The student is able to write a text with coherent content, getting the message across, and is proactive in interaction in common situations in the field. The student is reasonably fluent in basic vocabulary of their field and general language. Word choices may sometimes be inaccurate and the sentence structures imperfect, but these do not interfere with the communication. The student pronounces understandably, and pauses in the flow of speech do not prevent the message from getting across.

#### **Excellent (5)**

The student can communicate in versatile and demanding general and field-specific professional situations in working life. The student can write clear and detailed text in a way that is suitable and accurate for the situation. The student takes an active part in interaction in a way that is appropriate in professional situations. The student speaks fluently and effortlessly and takes into account the other speakers. The student uses general vocabulary and the vocabulary in their own field in a versatile way, making very few grammatical errors. The student pronounces clearly and the speech sounds natural.

### Foreign language (English)

The language statement currently on a Metropolia degree certificate: *The student has acquired such oral and written English skills that are necessary for practicing their profession and for further professional development (Decree 1129/2014, §7).*

### Learning outcomes

The student is able to communicate fluently and efficiently in English in student and working life assignments in their field in Finland and abroad, and able to use English to develop their own professional skills. The student is able to act naturally in a multicultural environment, taking into account specific characteristics of the communication situations and the other speakers' cultural and linguistic circumstances. The student is able to obtain information required in their professional field from various sources and to process and communicate about it in writing and orally. The student has a realistic perception of their language and communication skills, and takes a positive approach to developing them as part of their professional skills.

### Contents

The course content focuses on the following field-specific subjects, improving both oral and written communication skills:

- The field's key international and international-at-home interaction situations: individual and group communication
- Key concepts and terms used in the field in texts appearing in the field
- The professional field's text conventions and text types
- Information acquisition, processing, application and dissemination and the reading of scientific information in a foreign language
- Professional organisations, work environments, duties, processes and tools
- Training and career planning in your own professional field
- Self-assessment of language and communication skills, and development of your own learning strategies

### Prerequisites

B2 of the Common European Framework of Reference for Languages (CEFR)

**Further information**

The course content is determined individually for each degree programme and integrated into the degree context in the curriculum and into substance studies.

**Assessment criteria****Satisfactory (1–2)**

In communication situations related to their professional field, the student trusts their communication skills enough to manage professional language use situations by asking questions to check any unclear points, and thanks to their own short speeches are able to understand the other speaker's communication in order to act appropriately. The student expresses their thoughts in a simple way and for the most part coherently and reasonably understandably despite shortcomings in professional language and making grammatical errors that make it difficult for the message to get across. The student can produce simple texts of a specific format independently, and longer texts by means of language tools.

**Good (3–4)**

In communication situations related to their professional field, the student trusts their communication skills enough to manage language situations in the field as expected from a professional. The student exchanges ideas on an equal basis with an independent language user, and if necessary, takes the initiative to communicate in professional language use situations, taking into account to some extent the other participants' language and cultural backgrounds and the circumstances. The student expresses themselves, without delay, clearly and in detail, using professional vocabulary accurately. The student pronounces English clearly so that the overall message is conveyed, and produces texts for different purposes, without any of the occasional weak points in the language stopping the message from getting across.

**Excellent (5)**

In communication situations related to their professional field, the student trusts their communication skills to take part and take the initiative in language use situations in various communication situations in the field, following the conventions. The student exchanges ideas clearly and fluently on an equal basis with a skilful language user, and communicates, taking the initiative if necessary, also in demanding professional language use situations, taking into account the other participants' language and cultural backgrounds. The student expresses themselves efficiently and accurately, using demanding professional vocabulary accurately. The student pronounces English clearly with natural stress and rhythm so that the overall message is emphasised, and produces clear, well-structured and compelling texts in various text types.

Changes after the descriptions were accepted on 26 September 2019	
<b>Date</b>	<b>Change</b>

Proposal 4 September 2019 / Language and communication teachers, Language and Communication Coordinator Katja Hämäläinen and Specialist Tiina Kokko

Proposal accepted on 26 September with an amendment: reference to the number of credit points has been deleted / Tapani Martti

16 October 2019	p. 3: outdated decree number 352/2003 §8 replaced with the currently valid decree: 1129/2014, §7
16 October 2019	p. 4: outdated decree number 352/2003 §8 replaced with the currently valid decree: 1129/2014, §7
25 November 2019§	p. 3: the language statement for the second domestic language on a Metropolia degree certificate updated