



METROPOLIA UNIVERSITY
OF APPLIED SCIENCES

MAKE A DIFFERENCE WITH US

 Metropolia
Metropolia

The logo for Metropolia University of Applied Sciences. It features a stylized, flowing 'm' symbol followed by the word 'Metropolia' in a bold, white, sans-serif font. Below it, the word 'Metropolia' is repeated in a smaller, lighter blue font.



METROPOLIA UNIVERSITY OF APPLIED SCIENCES

Diploma Programme Information Package

Autumn Term 2025



Studying at Metropolia

ONE METROPOLIA – FOUR CAMPUSES

The largest university of applied sciences in Finland

Four education fields:

- Technology
- Health Care and Social Services
- Culture
- Business

Over 80 different study programs

17 500 students

1 000 staff members



Arabia Campus
• Culture



Karamalmi Campus

- ICT
- Industrial Management



Myllypuro Campus
• Healthcare and Social Services
• Technology / Construction



Myyrmäki Campus
• Business
• Technology

Grade On the Basis

Credit above 80%	Pass= 2 Credit
Credit below 80%	Fail= 0 Credit

***80% attendance is compulsory**

Curriculum Industrial Management Diploma Programme, 60-90 ECTS

Mandatory Study Courses	ECTS
Information Management and Architecture	5
Project and Self Management	5
Data Analysis	5
Introduction to Finnish Business Culture	5
Technical Sales	5
International Business English	5
Strategy, Management & Leadership*	5
Business Process Development*	5
Performance Management*	5
Supply Chain Management*	5
Business Data Analysis and Visualisation*	5
Total	55

Optional Study Courses	ECTS
Research Methods* (this course is mandatory for the students applying to Master's Degree Programme)	5
Non-Stop Self-Study courses	0-35

* Completed study course can be transferred towards the Industrial Management Master's Degree Programme if the student meets the other criteria of the Master's Degree admission.

Curriculum Information Technology Diploma Programme, 60-90 ECTS

Mandatory Study Courses	ECTS
Introduction to Modern SW Development	5
Project and Self Management	5
Data Analysis	5
Enterprise Networking, Security and Automation	5
Virtualization and Cloud Computing	5
Python Programming	5
Artificial Intelligence with Python*	5
Ethical Hacking*	5
Full Stack Web Development*	10
Linux Servers and Databases*	5
Total	55

Optional Study Courses	ECTS
Research Methods* (this course is mandatory for the students applying to Master's Degree Programme)	5
Non-Stop Self-Study courses	0-35

* Completed study course can be transferred towards the Information Technology Master's Degree Programme if the student meets the other criteria of the Master's Degree admission.

Metropolia account

Metropolia account activation:

Metropolia Student Services will send you a Candour ID verification link to confirm your identity and create your Metropolia credentials. It is important to complete the verification as soon as possible when the link arrives. For this process, you will need your passport.

After successful verification, the Student Services will send you a PDF file containing instructions on how to activate your Metropolia account. Please complete the activation as soon as possible, **as the activation link is only valid for a limited time**. Once you active your Metropolia account, you should receive an email from studentservices@metropolia.fi including your Metropolia account information (i.e. your username and a default password). Please remember to change the default password the first time you log in.

Once you have activated your account, you can try logging into oma.metropolia.fi. OMA is the most important platform for students; it contains information about your courses, schedule, and more.

OMA study platform for academic information, course schedule, materials etc: <https://oma.metropolia.fi>

Problems with the password: <https://wiki.metropolia.fi/display/itservices/Password>



Study related platforms

OMA study platform for academic information, course schedule, materials etc: <https://oma.metropolia.fi>

Moodle platform for courses and materials: <https://moodle.metropolia.fi/my/>

Metropolia email: <https://mail.metropolia.fi/>

Please notice that all the communication to the Metropolia staff should be done **via Metropolia email** (not by using your own personal email such as gmail or sending whatsapp messages).

Study schedule: lukkarit.metropolia.fi

Use your own study group code to check your study group's schedule. If you don't know the study group code, please ask our student assistants.

Tuudo:

Download **Tuudo** app on AppStore or Google Play and login with your Metropolia credentials. Use it for e.g. checking your **study schedule**, reserving a teamwork space, checking the lunch menu, using your library card etc.

VPN instructions for accessing Metropolia email and platforms (for students outside of Finland):

<https://wiki.metropolia.fi/display/itservices/VPN+Connection+via+GlobalProtect+Service#VPNConnectionviaGlobalProtectService-STEP1/OptionB:PersonalDevicesNotMaintainedbyMetropolia>

VPN Connections

Please follow the instructions on Metropolia Wiki, VPN Connection via GlobalProtect Service

<https://wiki.metropolia.fi/display/itservices/VPN+Connection+via+GlobalProtect+Service#VPNConnectionviaGlobalProtectService-STEP1/OptionB:PersonalDevicesNotMaintainedbyMetropolia>

- > STEP 1 / Option B: Personal Devices, not maintained by Metropolia
- > STEP 2 (applies to all computers)

STEP 1 / Option B: Personal Devices Not Maintained by Metropolia

1. Navigate in your browser to <https://vpngp.metropolia.fi>
2. Download the version of GlobalProtect that is compatible with your operating system.



GlobalProtect Portal

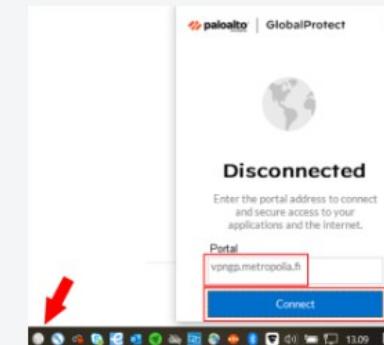
- Download Windows 32 bit GlobalProtect agent
- Download Windows 64 bit GlobalProtect agent
- Download Mac 32/64 bit GlobalProtect agent

Windows 32 bit OS needs to download and install Windows 32 bit GlobalProtect agent.
Windows 64 bit OS needs to download and install Windows 64 bit GlobalProtect agent.
Mac OS needs to download and install Mac 32/64 bit GlobalProtect agent.

3. Launch the installation from the downloaded setup file.
4. GlobalProtect. The installation wizard will guide you step by step until the installation is completed.
5. Continue following this guide from the section below titled "STEP 2 (applies to all computers)."

STEP 2 (applies to all computers)

1. Click the small gray globe icon found at the bottom of your Windows computer screen. On a Mac, you can find the GlobalProtect icon at the top of the screen.
2. Enter the address vpngp.metropolia.fi into the Portal text field in the opening GlobalProtect window (if it is not already there).

Windows computer	macOS computer
	

3. The service will prompt you for your username and password in a browser window. Log in the same way as you do for cloud services: `yourusername@metropolia.fi` (not your email address, but your username in its short form,

How to Check Announcements in the Diploma Programme / Study guidance at OMA workspace

You have a general [study guidance workspace at OMA](#). All the general and important information, announcements and materials related to studying and living in Finland will be found at the study guidance OMA workspace:

Log in to OMA (oma.metropolia.fi)

Open Diploma Programmes - general guidance in OMA workspace

Go to the “Announcements” Section

You will find:

- Event notifications
- Workshop info

Go to “Documents” you can find documents like career coaching, Nonstop online course, etc

The screenshot shows the 'DIPLOMA PROGRAMMES - General guidance' workspace. On the left, there is a sidebar with navigation links: Frontpage, Announcements (which is selected and highlighted in grey), Documents, Assignments, Parts of implementation, Discussion, Users and groups, Preferences, General, Modules, and Tools. Below the sidebar, there is a search bar labeled 'Search from my workspaces'. The main content area has a header 'DIPLOMA PROGRAMMES - General guidance' with a 'New announcement' button. Below the header, there are buttons for 'Published', 'Pending publication', 'Drafts', and 'Archive'. A 'SHOW' dropdown menu is set to 'All' with a '50' results per page option. A list of announcements is displayed, each with a small icon, the title, and a timestamp. For example, the first announcement is 'Metropolia Welcome Hub Opens in October – Guidance, Support and Events for International Students' posted on 11.09.2025 at 08:56 by Anna Sarantila, with 1 read. Other announcements include 'Second Hand Days at Metropolia Campuses, September 15–19, 2025', 'Tuesday Tips!', 'Kick-Off Potluck Party', 'Important Update On Contact Information', 'Join the Friends Program!', 'Greetings from your new Programme Coordinator', 'ICT Intensive week in October 2025', 'Reminder: Masters Degree Information today', 'Second Hand Days at Metropolia Campuses, September 15–19, 2025', 'Espoo Cine International Film Festival from 22 to 31 August, 2025', 'Espoo Day', and 'Career guidance services'.

OMA workspace

All the study courses have an OMA workspace where you can find all the relevant information re. the course. There are also Moodle workspaces for some of the courses in addition to the OMA workspace.

Teacher will go through following points in the first lecture:

- Content of the study course
- Objectives (learning outcomes)
- Evaluation criteria
- Assignments, exams etc.
- Presence requirements



Metropolia email

Metropolia email addresses are usually in a form firstname.lastname@metropolia.fi. This is also generally used way to form email addresses in the business world.

All the email addresses have been generated as per the instructions from your agent and some of you may have email addresses in a form of e.g. FirstnameSecondfirstname.Lastname@metropolia.fi (e.g. JaneSusan.Smith@). These email addresses can be changed to firstname.lastname@metropolia.fi, if you wish (e.g. JaneSusan.Smith@ > Jane.Smith@). We can also create email addresses in a form of firstname.secondfirstname@metropolia.fi or similar, if you don't have a last name to use.

! Please contact diplomas@metropolia.fi if you wish to have your email address amended.

Please note that all the communication will be through Metropolia account instead of your own personal email so start using your Metropolia email from now on.

Where to use the username:

<https://wiki.metropolia.fi/pages/viewpage.action?pageId=192190286>

Add a Photo to Metropolia Email



- Sign in to your Metropolia email.
- Click on your profile icon at the top-right corner (indicated in the image).
- Click on the “Upload photo” button, as highlighted in the image.
- Choose the desired image file from your device.
- Save

Add a Photo to Metropolia Account



- Sign in to your Metropolia account (oma.metropolia.fi)
- Click on your profile icon at the top-right corner (indicated in the image).
- Click on the “Edit” button > “Upload Profile Picture” as highlighted in the image.
- Choose the desired image file from your device.
- Save

Why Adding a Photo to Your Email is Important?

Adding a photo makes it easy for recipients to recognize you and connect quickly, improving your email's impact.

Nonstop Online Courses

Students can complement their studies with Nonstop online courses. Non-stop courses can be completed on two different study platforms: Moodle and Viope. You can find the instructions and a list of courses here: [Metropolia's ICT nonstop](#)

Moodle:

If a student is completing Non-stop courses in Moodle, they must log in to Moodle using their Metropolia credentials (username and password). In addition, an Enrollment key is required for Moodle courses. You will find it from the link above.

1. Select your Moodle course [here](#).
2. Go to the course page using the link.
3. Log in to Moodle with your Metropolia credentials.
4. Join the course platform using the enrollment key.

Viope:

If a student is completing Non-stop courses in Viope they must register as Viope user. Please note that Metropolia credentials will not work in Viope.

1. Go to metropolia.viope.com
2. Register by clicking "enroll on a course", create yourself a username and select one course you want to enroll (for multiple courses, first select this one and inside the platform, you may select the rest)
3. Enroll metropolia.viope.com with the username and password you have just created

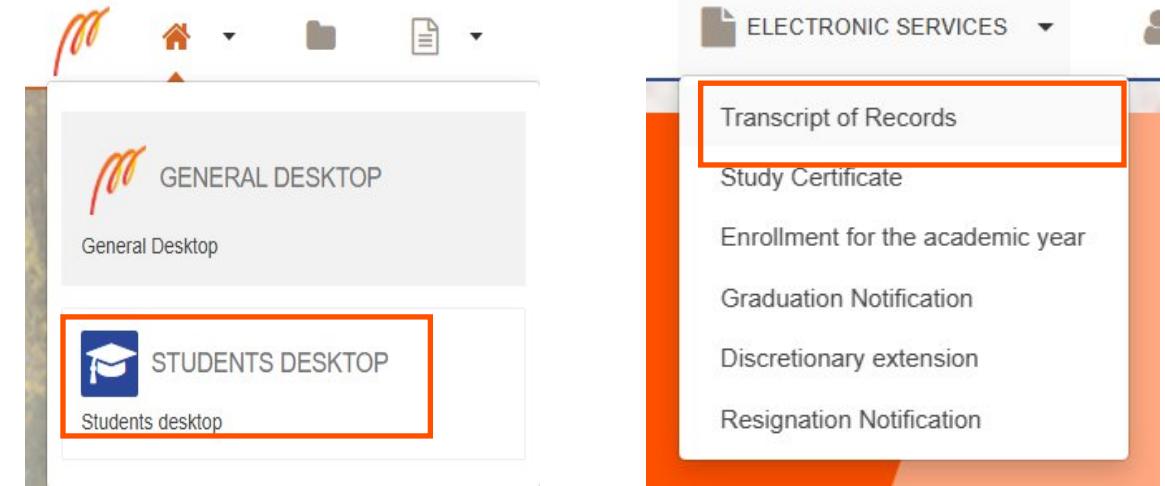
Evaluation:

- Non-stop courses are evaluated on a pass/fail scale. The student does not receive a numerical value. You can find instructions on how to complete the course on the course platform. From Viope, go to the "Bulletin board" section. Please read the assessment criteria carefully.
- When the student has completed the Moodle course, please send an assessment request to:
ict_school_moodlesupport@metropolia.fi
- When the student has completed the Viope course, please send an assessment request to:
viopesupport@metropolia.fi.
- Hox! It will take approx 2-4 weeks to get the credits from a completed self-study course. Please check your study register from OMA that you have got all the credits from the completed courses.

Students with 90 credits are eligible to begin self-study courses to complete the remaining 30 credits.

How to View Your Grades in OMA

1. Login <https://oma.metropolia.fi>
2. Access the “Student Desktop”
3. Navigate to "Electronic Services" > "Transcript of Records" in the dropdown
4. Your grades will appear once instructors submit them.



This screenshot displays the 'Transcript of Records' page from the OMA system. The main area shows a grid of courses with their respective credits and grades. A specific row for 'Software Engineering I' is highlighted in blue. On the right side of the screen, there are various filters and summary statistics, such as 'Download transcript (PDF)', 'Report Card', 'Module project', 'Grade distribution', 'Student number', 'GPA', 'Average', 'Grade complete', and 'Notes'.

Course	Credits	Grade
Software Engineering I	5 credits	A+
Java Script Development	5 credits	B+
Linux Systems and Databases	5 credits	B
Unstructured and Cloud Computing	5 credits	B-
Business Marketing, Services and Applications	5 credits	C+
Python Programming	5 credits	C
Official Accounting	5 credits	C-
Front End Web Development	5 credits	D+
Artificial Intelligence with Python	5 credits	D
Data analysis	5 credits	D-
Project and Portfolio Management	5 credits	F
Software Engineering II	5 credits	A+
Research Methods	5 credits	B+
General Studies	20 credits	B
Management Accounting	5 credits	B-
Project I	5 credits	C

Assessment

Each teacher will evaluate his/her part of the course.

To pass a course, you need to receive at least the grade 1.

Assessment methods can be assignments, exam, exercises etc.

Grading scale:

- 5 (excellent)
- 4 (very good)
- 3 (good)
- 2 (very satisfactory)
- 1 (satisfactory)
- 0 (fail)

All grades will be recorded to OMA system within 4 working weeks of the completion of the course at the latest.

Importance of Finnish ID Registration

- This is to inform you to send a photo of your Residence Permit Card (if your Finnish ID number is printed on the card), or alternatively a copy of your DVV documentation, to Metropolia Student Services (studentservices@metropolia.fi) from your Metropolia University mail id as soon as possible.
- **Important:** When sending your email, please also write a short message asking Student Services to add your Finnish ID code to your diploma programme student role, and include your student number. It is important that your Finnish ID number is connected to your student role in Finland, because otherwise the **Finnish authorities will not be able to see your completed study courses.**

Review Your Personal Information

- Please check your personal information by navigating to My Profile > Henkilötiedot (Personal Details) in the Student Desktop.
- If you notice any errors or need to make changes to your first or last name, please contact diplomas@metropolia.fi

You can find in the 'Study Data' that the program offers two options for credit completion: students are required to earn either 60 credits or 90 credits.

The screenshot shows the 'HENKILÖTIEDOT' (Personal Details) section of the Metropolia Student Desktop. The page header includes 'ASETUUKSET' and 'HENKILÖTIEDOT'. Below the header, there's a sub-header for 'FURTHER EDUCATION PROGRAMME IN TECHNOLOGY, COMMUNICATION AND TRANSPORT'. The main content area contains several input fields and dropdown menus. On the left, a sidebar lists 'Study data', 'Attendance data', 'PSP', 'Study accomplishments', 'International mobility', and 'NAVPREET KAUR'. Under 'Personal details', there are fields for 'First names', 'Last name', 'Date of birth (DD.MM.YYYY)', 'Social security number', 'Nationality', 'Sex/gender', 'Mother tongue', and 'Contact language'. A note at the bottom right states 'Language of school education No value'. A link 'Importance of Finnish ID Registration' is highlighted in the sidebar.

Things to do and remember

1. Activate your Metropolia account
2. Remember your username and password (the password needs to be changed the first time you log in, please follow the given instructions)
3. Activate and test your VPN connection, if outside of Finland
4. Familiarize yourself to OMA platforms (schedule, materials etc.)
5. Communication to Metropolia staff members only by using Metropolia email address:
<https://mail.metropolia.fi/>
6. Download Tuudo to your mobile phone (your study schedule will be on Tuudo)

Login to Metropolia Email in Outlook

- Install and Open Outlook on your mobile
- Click on "Add account"
- Type your Metropolia email: username@metropolia.fi > enter your Metropolia password. (For IOS)
- FirstName.LastName@metropolia.fi. Then select Continue. (For Android)
- The option "Setup account manually" will appear on the screen. Press this button.
- Select "Exchange" from the options displayed on the screen.
- Ensure that the "Use advanced settings" toggle is turned on. Fill in all the fields on the screen except for the Description.

Email address: firstname.lastname@metropolia.fi

Server: sync.metropolia.fi

Domain: pk.amk.root

Username: username (Note: Username is a short ID, e.g., tomitk)

Password: Your Metropolia password

- If the app then asks if you want to add another account, select "Maybe later".
- You have now set up your Metropolia email account in Microsoft Outlook.

How to add Google account

- Go to Google or Chrome Page and click "Create account" or "Sign in".
- Enter your Metropolia email (e.g., username@metropolia.fi).
- Create a strong password and click "Next".
- Complete identity verification (via phone number or other recovery options).
- Use your account to access Google Workspace tools (Gmail, Drive, etc.).



KARAMALMI CAMPUS AND OTHER PRACTICAL INFO

Karamalmi Campus

- Open on **Mon-Fri 07:30 a.m - 9 p.m.** NOTE: You can access the building until 8:30 p.m.
- Visiting address: Karaportti 2, 02610 Espoo.
Reception +358 40 545 1572 aulapalvelut.karamalmi@metropolia.fi

Metropolia students have access to floors: 2, 5, 6, and 7.

1st floor: auditorium

2nd floor (main entrance):

Student and admission services office

Metropolia helpdesk

Library

International relations: international coordinator

Student wellbeing services

Canteen

5, 6 and 7th floors: classrooms and staff offices

- Metropolia students or staff do not have access to the other floors / premises.



Diploma Programme office KME670

- Diploma Programme student assistants can be found nearly every day, Monday to Friday from 9:00 to 16:00, in the Diploma Programme office at KME670.
- The other part of the room is for diploma programme students to ‘hang out’, to do group works etc.
- Please notice that eating is prohibited in the diploma programme room.

Classrooms

- **Classroom code**

Classrooms are marked as codes, for example KME559

- KM= Karamalmi Campus
- E= E-side
- Number 559 = 5th floor

- **Lockers** (5-7 floors)

There are lockers for student to use on the campuses. Most of the lockers have electric locks, which needs the key card.

- **Other facilities**

Dressing rooms and showers (2nd floor).

Operates with the key card.

- **On-line class:** go to course workspace to find links to on-line lessons

Students access cards

Student needs an access card to move around at Metropolia campuses.

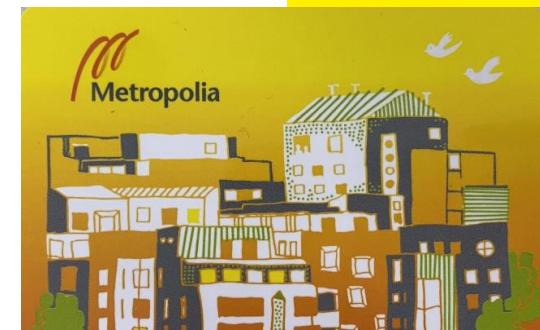
- Staircases and lifts / elevators are locked.
- Classrooms are unlocked.
- Please note: do not leave your items inside classrooms when leaving for lunch etc.
You are responsible for your own items.

Karamalmi: You can ask Navpreet or Sneha for an access card and activate the card with the registering machines in the lobbies.

You are allowed to stay on campus during the opening hours.

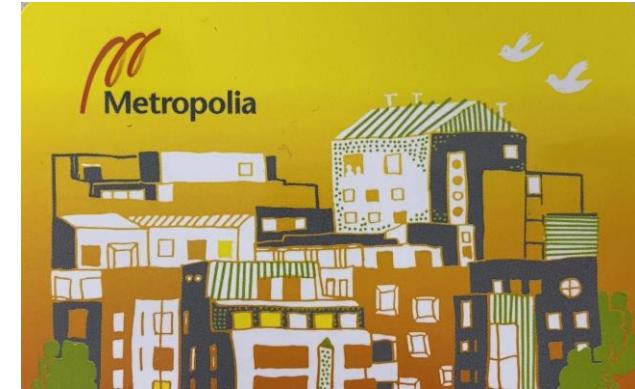
After opening hours, the alarm system is on and the key cards of the students don't operate - if the security company must be called, the costs will be billed to the person who caused the alarm.

<https://wiki.metropolia.fi/display/tietohallinto/Kulkutunnisteet>



How to active student access card

1. Use a Metropolia card to activate the access. You can get an access card from the reception.
Alternatively you can use another card (gym card, membership card) if you have one. Please DO NOT use a bank card, credit card, other payment card or access card of another organization.
2. Go to registration terminal at Karamalmi 2nd floor by the reception desk.
3. Log in to the self-registration terminal with your Metropolia username.
4. Click the Register new card button with the mouse.
5. Show your Metropolia card to the card reader next to the self-registration terminal.
6. The registration terminal guides you to the end of the process.



Student Restaurant Food&Co

- Student restaurant: Karakaarenkuja 6, 02610 Espoo
- **Access from the 2nd floor** or outside, behind the school
- Open on Monday to Friday from 8.30 to 14.30
- **Metropolia students lunch time at 11.45 at the earliest until 13.30**
(Leppävaara High School's students lunch time is from 10.45 to 11.45)
- Three lunch options available daily. [See the menu.](#)
- Also breakfast served daily from 8.15 to 10.00.

- Please note! There are fridges and microwaves on the 5th, 6th and 7th floors so you can also bring your own lunch with you.

Library and information services

Steps to Activate Your Library Card in Tuudo:

- Open Tuudo App
- Access the Library Section and Tap “I don’t have a card”
- Check Your Personal Details
- In “Field of Study” Add **Metropolia Student, Technology**
- Campus: **Karamalmi**
- Tap “Register”

The main to access the Metropolia library services is [MetCat Finna](#).

You can find the exact opening hours on each campus library's own page:

[Arabia](#)

[Myllypuro](#)

[Myyrmäki](#)

[Karamalmi](#)

You can contact the library via chat or email library@metropolia.fi

<https://www.metropolia.fi/en/services/library>



Parking at Karamalmi Campus

- Students may park their cars in the parking area P6 or P7.
- Bicycle parking area is behind the building.
- Parking spaces in front of the building are reserved for the staff only.

Smoking

- Please note, that majority of the campus is **non-smoking area**. Smoking (including e-cigarettes and other vape-things etc) is permitted only at the designated smoking area which is located between the buildings (ask the reception for details unless you are aware where the designated smoking place is). **Smoking is strictly prohibited close to the building below the windows.**



Silent spaces: Karamalmi KME652

- We respect one another's silence. If there is already someone in the room as you enter, you are still free to come and engage in your own exercise.
- This room is meant to be always used by all and cannot be reserved for individuals or groups.
- In this room, we observe the values of the school.
- The responsibility for the use of this room lies with the janitors.

Children at the campus

- We recommend not take your children to the campus. However, if you need to bring your child / children to the campus, please note that the parents are always responsible for their children.
- The children should not be left unattended at the campus and they are not allowed to walk / run around the campus alone. There are a lot of equipment in the premises that can be unsafe for children.
- Children should not disturb teaching in any circumstances.

Kick- Off Potluck Party

Hello everyone,

Let's start the new semester together with good vibes, good food and new friends.

We are organising a Kick- Off Event for ICT and IM Diploma program students to celebrate the beginning of the autumn semester. The evening includes fun team activities and games to help you get to know each other better.

The event follows the potluck principle: everyone brings along a small dish of something tasty. All the food will be placed on a shared table for everyone to enjoy, so more variety, the better.

Date & Time: Friday 19 September 2025, 16:00- 20:00

Location: Karamalmi Campus (5th floor)

Please sign up here <https://forms.office.com/e/EtxHVqp2zm>.

Please confirm your attendance by Monday 15th September 2025. Places are limited to the first 50 participants.

Bring your best mood and team spirit. Let's make it a great start to the semester!

See you there
Potluck Party Team

THANK YOU!