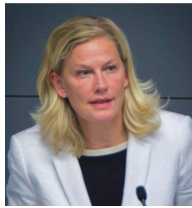



## PERSONAL INFORMATION

## Lotta Parjanen



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 [www.polamk.fi](http://www.polamk.fi)

Sex Female | Date of birth 09/05/1967 | Nationality Finnish

## WORK EXPERIENCE

11/2015–Present

**Head of Education**

Police University College, Tampere (Finland)

- In charge of degree programmes, i.e. Bachelor of Police Services and Master of Police Services

11/2009–11/2014

**Head of Student Services**

Police University College, Tampere (Finland)

- In charge of student admission, student services, library, curriculum

01/2004–10/2009

**Head of Student Services**

Tampere University of Applied Sciences, Tampere (Finland)

- In charge of student admission, recruitment, student services

01/2002–12/2003

**Editor for Continuing Education Web Service**

University of Tampere

Project for Ministry of Education

- Editing and designing Web service for Continuing Education in Higher Education

01/2000–12/2000

**Coordinator**

University of Tampere

Project for Ministry of Education

- Planning and initiating nationwide web service for Finnish Education

1999–2000

**Coordinator**

University of Tampere

Institute for Extension Studies

- planning education for tutors online

- planning education for Third Age University

1996–1999

**Coordinator**

University of Tampere

Projects for Ministry of Education

- writing publication of national Open University in

Finland and develop its activity and statistics

1995–1995

**Secretary**

University of Tampere  
Secretary in Ministry of Education workgroup concerning Open University studies

1992–1993 **Student counselor**  
University of Tampere  
- tutoring and counselling for Open University students

1986–1993 **Secretary**  
Tampere Summer University  
- summers and short periods in winter time  
working as a secretary for Summer University courses

08/1990–12/1990 **Secretary**  
International Institute for Women leaders - WoMan, Tampere  
secretary for computer based learning courses

EDUCATION AND TRAINING

2014	<b>Certificate of Management (Hyvä johtaja)</b> Ministry of Interior, Tampere (Finland)	EQF level 7
2012	<b>Study Programme in Administration and Management of Higher Education (41 ECTS)</b> University of Tampere, Tampere (Finland)	EQF level 7
1995	<b>Master of Education (M.Ed.)</b> University of Tampere, Tampere (Finland) Adult education, sociology, administration, art history	EQF level 7
1990	<b>Studies in Sociology and Anthropology</b> Virginia Tech, Virginia (United States)	EQF level 7
1987	<b>High School Diploma</b> Tampereen Lyseon lukio, Tampere (Finland)	EQF level 4
1985	<b>High School Diploma</b> Spring Lake High School, Michigan (United States)	EQF level 4

PERSONAL SKILLS

Mother tongue(s) Finnish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	B2	B2
Swedish	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Organisational / managerial skills** - experience of leadership more than 15 years and general management being in charge of significant budget  
 - good organisational skills gained in a merger between two universities and police education reform in Finland

**Job-related skills** - good command of quality management having an central role in three higher education audit evaluation

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Basic user	Basic user	Independent user

Digital skills - Self-assessment grid

**Driving licence** BE

**ADDITIONAL INFORMATION**

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**Publications** Open University in Finland - Ministry of Education 1997