

TURKU SCHOOL OF ECONOMICS REGULATIONS ON DEGREES AND STUDIES

On 20 April 2020, on the basis of the University of Turku Rules of Procedure and the University of Turku Regulation on Studies, the Council of Turku School of Economics has decreed the following:

1. Degrees

At Turku School of Economics, the following degrees may be completed: Bachelor of Science in Economics and Business Administration; Bachelor of Social Sciences; Master of Science in Economics and Business Administration; Master of Social Sciences; Master of Arts; Licentiate of Science in Economics and Business Administration; Licentiate of Social Sciences; Doctor of Science in Economics and Business Administration; Doctor of Social Sciences and Doctor of Philosophy as stipulated in Decree 794/2004 and more precisely in these regulations.

These regulations are also to be observed in the degree programmes offered at the Pori Unit of Turku School of Economics.

2. Degree studies

Degree studies may include:

- 1) basic, intermediate and advanced studies in Economic Sciences or Social Sciences
- 2) doctoral studies in Economic Sciences or Social Sciences, a licentiate thesis or a doctoral thesis
- 3) language and communication studies
- 4) multidisciplinary study modules
- 5) studies in other scientific fields
- 6) other studies
- 7) practical training to develop or advance competence.

3. Subjects

The following subjects may provide instruction as part of the curriculum of Turku School of Economics:

Business administration subjects: Management and Organisation, International Business, Accounting and Finance, Marketing, Operations & Supply Chain Management, and Entrepreneurship;
Economic science subjects: Economics, Economic Geography, Economic Sociology, Quantitative Methods in Management, Information Systems Science, Business Law; Social sciences subjects: Economics; and Futures Studies.

In addition, studies offered by the Centre for Language and Communication Studies of the University of Turku may be included in studies at Turku School of Economics in the following subjects: Business English, Business Spanish, Business French, Business Swedish, Business German, Finnish Language and Business Communication, Business Russian, Business Italian, Business Japanese, and Business Chinese. These language subjects may be selected as a minor subject.

By a separate decision of the Council, the TSE curriculum may also include studies in subjects other than those listed above.

The major subjects and specialisation areas of degrees are specified in the degree structures and degree requirements adopted by the Council.

4. Curricula

The degrees awarded by the degree programmes at Turku School of Economics are completed following the currently valid curriculum. To students who began studying for a Bachelor of Science in Economics and Business Administration degree before 2016, for a Master of Science in Economics and Business Administration degree before 2018, and postgraduate degrees before 2018, the instructions issued on the harmonisation of degree requirements at Turku School of Economics and any transitional rules will be applied.

5. Basic, intermediate, and advanced studies

In the Bachelor of Science in Economics and Business Administration and Bachelor of Social Sciences degrees, subject studies are composed of basic and intermediate studies:

Basic studies completed at the beginning of the degree programme aim at providing the student with an overview of essential concepts, theories, and research results in the subject field. Intermediate studies are divided into compulsory and optional studies. They aim at providing the student with a general view of the pivotal problems in the field and the ability to apply the theory, methods and research findings of the field to analysing and solving practical problems as well as to presenting the reasoning behind the solution in both written and spoken form.

The Master of Science in Economics and Business Administration, Master of Social Sciences, and Master of Arts degree programmes comprise advanced studies. Advanced studies aim at providing the student with in-depth theoretical knowledge of the subject and an ability to independently acquire scientific information, recognise it, analyse it, and apply it to problem solving in new situations.

6. Restrictions of right to study for a degree

A degree student at Turku School of Economics may only hold the study right for one degree of the same level at a time. If a student is granted a second study right by TSE for a degree of the same level, his/her earlier study right will be terminated at the acceptance of the new study right if the degree in question remains incomplete. In addition, the criteria for student selection may impose limitations in granting a student with a new study right at the same field of study.

7. Scopes and structures of degrees

The scope of a Bachelor's degree is 180 ECTS credits. The degree programme is organised in a manner that allows a full-time student to complete the degree in three years.

The scope of a Master's degree is 120 ECTS credits. The degree programme is organised in a manner that allows a full-time student to complete the degree in two years.

The scope of a licentiate degree is 150 ECTS credits. The degree studies are organised in a manner that allows students to complete them in approximately two and a half years. New students are no longer admitted to licentiate programmes.

The scope of a doctoral degree is 240 ECTS credits. The degree studies are organised in a manner that allows a full-time student to complete the degree in four years.

The degree structures are approved by the Council. The degree requirements are described in the curricula.

For special reasons, the Council may also grant a degree student permission not to follow the common degree structure as long as the student reaches the basic goals set for the degree.

8. Degree goals

The degree goals are in keeping with the relevant Government decree, and the degree programmes have learning outcomes approved by the Council and described in the curriculum. The learning outcomes are based on Turku School of Economics' strategy and their achievement is monitored regularly.

9. Personal study plan and guidance

During the first year of studies for each degree he or she is completing, a degree student must draw up a personal study plan (HOPS) for himself/herself, which includes any complementary studies.

During the first year of studies, each student in the Bachelor of Science in Economics and Business Administration programme must choose the area of specialisation/main subject of his/her degree. The choices depend on the degree programme to which he/she has been admitted to. The Vice Dean responsible for teaching confirms the number of students in each specialisation area after hearing the subjects.

Provisions on study guidance for undergraduate students are contained in the University of Turku Regulation on Studies and the Rector's decisions.

The following principles are followed in the selection of postgraduate student supervisors: 1) At least two supervisors are appointed for each postgraduate student, both of whom must have a doctoral degree, 2) one of the supervisors must be a member of TSE's teaching and research staff; 3) the principal supervisor is at the third stage of the researcher career or is on an equivalent level in scientific merit, and is an active researcher and publisher, 4) active scientific research activities are also required from the second supervisor and other possible supervisors.

A postgraduate student and the supervisors also prepare a supervision plan, in which the student's and the supervisor's responsibilities and the postgraduate study schedule are defined. The subject's professor in charge of doctoral training will sign the plan. In addition, the doctoral candidate may have a follow-up group supporting the doctoral dissertation process. The group's members do not have to fulfil the above-mentioned principles.

10. Changing major subjects/specialisation areas

On certain conditions and by application, a student admitted to a Bachelor/Master of Science in Economics and Business Administration degree programme may change his/her major subject or degree programme and specialisation area. The responsible teacher of the applied subject/specialisation area approves changes of major subject/specialisation area. A student admitted directly to a Master's programme may not change major subjects.

A precondition for changing the major subject of a postgraduate degree is that the student has completed at minimum 60 credits of studies whose content corresponds with the major subject of his/her postgraduate degree, of which at minimum 18 credits are advanced studies. Changes of major subject in postgraduate degrees are approved by the director of the doctoral programme.

Any student with a degree in a discipline other than Economics and Business Administration who wishes to change his/her study right for a postgraduate degree must, before a right to study for a Doctor of Economics and Business Administration degree is granted to him/her, complete the basics of Business Administration subjects, basic studies in one Business Administration subject, and separately specified complementary studies in the field of the major subject, including methodology studies relevant to the major subject. Decisions on changes of study right are made by the Dean.

11. Recognition of prior learning and credit transfer

The University of Turku Regulation on Studies is applied to the recognition of studies completed at other educational institutions and competence attested in some other way.

At least half of the scope of the degree to be completed, excluding postgraduate degrees, must be completed at Turku School of Economics. That is, courses completed elsewhere may be included in the degree at a maximum of half of the degree's scope (90 ECTS credits in Bachelor's degree and 60 ECTS credits in Master's degree).

For the inclusion of studies and competence in a degree, see separate guidelines on the TSE Intranet site.

12. Internship

The goal of an internship is to introduce the student to practical working life and develop his or her expertise and ability to apply and use scientific knowledge. The internship must correspond to the learning outcomes set for the degree and the studies.

Before beginning an internship, it is recommended that the student contacts the subject to which the internship is relevant. After the internship period, the student must write a scientific report to show whether he/she has reached the goals set for the internship.

Work experience or education and training which develop the student's expertise and professional competence and are consistent with studies in the field can be accepted as an internship if acquired at maximum five years before the studies began.

The internship may not amount to more than 6 credits per degree.

For more information about recognising an internship and including it in the degree, see separate guidelines on the TSE Intranet site.

Postgraduate degrees may include an expert internship as described in detail in the curriculum.

13. Study attainments

The manner in which study attainments for a course should be completed is defined in the curriculum. All study attainments of a course must be completed as directed and within the set time limit.

It is recommended that the students complete their courses in the order set out in the curriculum.

A student who has been admitted to Turku School of Economics to complete both a Bachelor's and a Master's degree must have completed the Bachelor's degree before participating in a Master's thesis group.

A student may retake an examination regardless of the results previously achieved. The number of examination retakes is not limited. An opportunity to participate in three consecutive examinations meeting the same degree requirements must be reserved for a student. If the requirements of the course subsequently change and the student has not completed the examination or other required coursework, he or she must complete the course in accordance with the new requirements. Decisions on how the degree requirements should be interpreted are made by a responsible staff member of the subject in question.

If the same examination is taken several times, the highest grade will apply. However, a student cannot raise a grade that has been included in a degree already awarded to him/her.

14. Attendance

The curriculum specifies how each course should be completed.

The student's attendance and active participation in the instruction may be set as a requirement for passing a course. Any regulations and recommendations related to mandatory attendance can be found in the course curricula.

Acceptable reasons for absence include the illness of the student or his/her child, reasons related to a pregnancy, and participation in a military refresher course. Apart from cases of illness, permission to be absent should be requested in advance. In cases of sudden illness, the teacher should be notified as soon as possible. Where the student or his/her child is ill, the teacher may request a medical certificate. Discretionary grounds for granting permission to be absent include family reasons, such as the serious illness of a person close to the student, or an exceptional child care situation.

Decisions on approving absences and making up for them are made by the person responsible for the course or another teacher appointed by him/her with the objective of ensuring that each student reaches the learning outcomes set for the course.

15. Examinations

In accordance with guidelines issued by the University of Turku examinations are, as a rule, organised electronically. The times and dates of examinations are posted in the study information system and the e-exam system.

The staff responsible for each subject look after the practical examination arrangements. When arranging examinations, a sufficient number of supervisors should be assigned to each examination room (over 50 examinees – at least 2 supervisors). Examination supervisors are appointed by the subjects.

If a teacher is disqualified or temporarily unavailable, the head of the department appoints another teacher of the same subject or another competent person to organise the examination.

When preparing examination questions, it must be assured that the examination corresponds to the learning outcomes specified for the course in question and the degree requirements. The standard and number of examination questions should also be proportionate to the examination's length.

The Association of Economics Students in Turku, the representatives of Bachelor and Master of Social Sciences students and the Association of Economics Students in Pori are entitled to receive a copy of the examination questions or the sample examination after the first examination of a course.

16. Registration for study attainments and examinations

The course offer of Turku School of Economics is primarily targeted at TSE degree students. If no other information on the target group of a course is provided in the course description found in the study guide, the course may also be taken by other students of the University of Turku, students availing of flexible study rights, and non-degree students. However, should it become necessary to limit the number of students accepted for the course, degree students of Turku School of Economics will always be prioritised.

Following the registration practices of Turku School of Economics, students primarily register for courses or examinations using the study information system. A student must register for an examination at the latest seven days before the examination date.

Decisions on accepting late registrations for an examination are made by the person responsible for the course.

A student may only register for a single examination to be taken in one examination session. An exception to this rule may be granted by the examiners. By special permission, a student may take at most two examinations in a single examination session.

When a student sits an examination in the electronic examination system, he/she may not retake the examination before it has been assessed by the teacher. Exceptions are granted by the teacher of the relevant course.

17. General principles of acceptance for courses

The course offer of Turku School of Economics is primarily targeted at TSE degree students.

The following general principles apply when accepting students for courses:

- TSE degree students are given priority to all courses
- the studies will be completed in the unit to which the student has been accepted (Turku or Pori)
- however, a student from either Turku or Pori Unit can participate in the other unit's course if the course in question is not offered in their own unit, the course fits the student's degree requirements, and there is space on the course
- acknowledging the above-mentioned principles, Master's students at Turku School of Economics (who have finished their Bachelor's degree) are prioritised in advanced courses
- a course can be defined in the curriculum to be available only for TSE students, students of a specific programme, a specific subject, or a certain field of specialisation

If the study module's course description has no additional information about the target group, students from other faculties at the University of Turku, JOO-students (students with flexible study rights), and non-degree students as well as exchange students (if applicable) may take the course. Should the course have restricted attendance, TSE degree students take priority.

18. Examination session

While the maximum duration of a conventional examination session is three hours as a rule, for a justified reason the session may last at most four hours. While the maximum duration of an electronic examination is two hours as a rule, for a justified reason the session may last at most four hours. Regarding the duration of a maturity test, the guidelines issued by the University of Turku are complied.

Students must arrive on time for the examination. The examination time of a conventional examination begins as the students are given their examination questions. Students are not allowed to leave the examination session before 20 minutes have passed from its beginning. For a justified reason, the supervisor may allow a student who arrives at most 20 minutes after the beginning of the examination to participate in it.

In a conventional examination, the student must use the examination paper handed out by Turku School of Economics or other response form and a calculator handed out by the examiner. The students should bring their own writing supplies. Should they wish, they can bring a drinking bottle without a label or with a covered label and some fruit to the examination. Other possessions must be left at a location shown by the supervisor.

If other supplies apart from the necessary writing supplies are allowed or needed, the course teacher must inform the students and the supervisors of this in advance.

The student must write his/her name, student number, the year when his/her studies began, and the course in question on the examination paper. The student should return all examination papers to the supervisor in person. Any student who gives up must also return the examination papers to the supervisors and, in addition to the above-mentioned information, write a note on the paper indicating that he/she gives up.

The student must prove, and the supervisor must verify, the student's identity at the examination. If the student is unable to prove his/her identity, the supervisor and the examinee should agree on how the student will verify his/her identity at a later date. If the student also neglects to prove his/her identity in this way, the examination is failed.

Detailed guidelines on supervising examinations have been issued separately.

Separate guidelines have been issued on electronic examinations.

19. Maturity test

Provisions on taking a maturity test and the language in which it is taken are contained in the University of Turku Regulation on Studies.

A student can take his/her maturity test after submitting his/her finished thesis for examination. The maturity test is taken as an electronic examination.

Where the purpose of the maturity test is only to demonstrate knowledge of the field of the thesis, rather than writing a separate essay, an abstract or a summary of the thesis is used as the maturity test.

The factual content of the maturity test is examined and approved by the thesis evaluator and its language by a mother tongue teacher.

20. Fraud and misconduct in study attainments

The University of Turku Regulation on Studies contains provisions on cases of fraud and misconduct.

Examination supervisors or teachers who discover fraud in an examination, exercises or other written study attainments report the fraud immediately to the Office for Academic and Student Affairs in writing.

The procedures of the University of Turku are followed in handling any suspicions of fraud.

21. Assessment of study attainments

Provisions on the assessment of study attainments are contained in the University of Turku Regulation on Studies.

If a study attainment consists of several parts, the grade is based on the weighting given to different parts, or on the weighted mean.

When assessing a student's second national language proficiency, the provisions of the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) and of the Government Decree on Proving Proficiency in Finnish and Swedish in Public Administration (418/2003) are taken into account.

A Master's thesis may also have two authors, but it must be possible to show both students' independent contribution to it.

The grade *laudatur* will be awarded for a licentiate/doctoral thesis if the work has been found to have significant scientific value; the grade *eximia cum laude approbatur*, *magna cum laude approbatur*, *cum laude approbatur* or *non sine laude approbatur* will be awarded if the work has been approved unquestionably; and the grade *lubenter approbatur* or *approbatur* will be awarded if the work is deemed to only meet those requirements which have been set for a work written for this purpose.

All theses go through an originality check with an electronic plagiarism recognition programme before they can be passed. The plagiarism recognition programme can also be applied to other study attainments at the discretion of the unit.

22. Doctoral and licentiate thesis

A doctoral thesis should demonstrate the student's ability to produce new scientific information. It should be a work based on independent research on a subject within one of TSE's scientific fields. A licentiate thesis should show the student's good familiarity with his or her field of research and ability to independently and critically apply the methods of scientific research and to approach a research task scientifically.

As a doctoral or licentiate thesis may also be accepted a number of scientific publications on the same theme, manuscripts approved for publication, or other similar work meeting scientific criteria, including a synthesis section on these works discussing the research problem, its motivation and position in the field of science, as well as the objectives, methodology, findings and conclusions of the research. Co-publications may also be accepted if the authors' independent contributions to it can be shown. For the detailed characteristics of compilation publications, see a separate guideline.

A doctoral thesis is defended at a public defence event, and a licentiate thesis is discussed at a public licentiate seminar organised by the subject in question. The event must be announced at least two weeks in advance.

23. Examination of a doctoral thesis

Before submitting his/her doctoral thesis for preliminary examination, a student must have completed 90% of the postgraduate programme studies.

An application for the preliminary examination of a doctoral thesis must be submitted to the doctoral programme steering committee with one complete copy of the manuscript.

After hearing the doctoral programme steering committee, the director of the doctoral programme appoints at least two thesis examiners from outside the University of Turku. Both examiners should hold at least a doctoral degree, and one of them should be at least a docent or have equivalent competence. In exceptional cases, the second pre-examiner may come from another faculty at the University of Turku, but the opponent must come from outside the University of Turku. The preliminary examiners cannot be disqualified or have a controversial relationship to the dissertation research - for example they must not have co-authored publications together with the author of the doctoral thesis or have close and recent (as the main rule, from the past three years) scientific collaboration with the supervisor(s).

After completing their preliminary examination, the examiners must declare whether the thesis has scientific value, which fulfils the criteria for a doctoral thesis. As a rule, the preliminary examiners should give their reasoned statement within two months of the final manuscript being submitted for preliminary examination. Based on a written statement issued by the preliminary examiners, the director of the doctoral programme grants permission to print the thesis and to organise its public defence.

Before permission for the public defence is granted, the author of the thesis must be given the opportunity to present his/her rejoinder.

After hearing the doctoral programme steering committee, the director of the doctoral programme grants the thesis permission for public defence and appoints one or two opponents to examine the thesis, at least one of whom is a docent or has an equivalent qualification.

As permission for the public defence is granted and after hearing the doctoral programme steering committee, the director of the doctoral programme appoints a Grading Committee to assess the doctoral thesis. The members of the Committee are the opponent(s), the preliminary examiner(s) and the supervisor(s). The specific tasks of the Grading Committee members are decided by the Council.

Furthermore, the director of the doctoral programme appoints a TSE professor, who can also be a professor emeritus/emerita or, for a special reason, a holder of some other doctoral degree, to act as the custos at the defence (chairman of the defence). The custos is usually the supervisor of the thesis.

The thesis must be published in a manner approved by the TSE Council. The thesis must also be available for at least 10 days before the public defence at a location designated by Turku School of Economics, unless an exception is granted.

At the public defence, after the author of the thesis has delivered his/her *lectio praecursoria* (introductory lecture), the opponents must give their statement first. After that, others may ask questions about the thesis. The public defence may not last longer than six hours, of which the official opponents may use at most four hours.

After the public defence, the Grading Committee shall discuss the grade to be awarded for the thesis. The opponents, after hearing the Grading Committee, have two weeks from the date of the public defence to give their written statement, which must include a reasoned evaluation of the scientific value of the thesis, an opinion on whether it fulfils its purpose, and an assessment of the public defence. The Grading Committee shall be notified of this statement. Should a preliminary examiner, who is a member of the Grading Committee, disagree about the grade, he/she has 14 days from the date of being notified of the statement to inform the Council of Turku School of Economics of his/her differing opinion and its reasons.

The thesis is graded on the basis of the opponents' statement and any differing opinion (statement) from the member(s) of the Grading Committee (preliminary examiners). Before the grade is set, the doctoral candidate must be given the opportunity to present his/her rejoinder.

24. Examination of a licentiate thesis

An application for the appointment of examiners for a licentiate thesis is submitted to the doctoral programme steering committee with one copy of the finished licentiate thesis as an attachment. After hearing the doctoral programme steering committee, the director of the doctoral programme appoints two thesis examiners, at least one of whom must come from outside the University of Turku. The examiners must give a reasoned written statement on the licentiate thesis within a month after its final version has been submitted for examination. The director of the doctoral programme grades the thesis on the basis of the examiners' statement after hearing the doctoral programme steering committee. Before the grade is set, the author of the licentiate thesis must be given the opportunity to present his/her rejoinder.

25. Graduation

After completing all the studies needed for a degree, a student must apply for module marks for the degree studies. If over half of the module's credits have been evaluated in other ways than on the scale of 0-5, the module will be marked as *pass*. After the module marks have been registered, the student must apply for graduation by completing an electronic application.

The Dean may grant a student no more than one degree per each date of approval of degrees.

After having his/her doctoral or licentiate thesis approved, the student is issued a degree certificate with the appropriate attachments without a separate application.

The common degree certificate templates of the University of Turku are used for this.

26. Complementation of a degree

A student who has completed at the University of Turku or, before 2010 at Turku School of Economics, a Master's degree or a Bachelor's degree which does not provide the holder the right to complete a Master's degree, has the right to complement his/her studies free of charge as set out in the University of Turku Regulation on Studies.

For more information, see the university's website.

Complementary studies are free of charge for the student. In instruction where the number of participants is restricted, priority will be given to students who have not completed a degree.

27. Study right for non-degree studies

A right to pursue non-degree studies at Turku School of Economics may be granted to a person who is taking the studies in question in order to become eligible for applying for a place in degree studies at Turku School of Economics, or to a person who is taking the studies in question to achieve some qualification (for example, studies required for HT/KHT examination or JHT examination). See a separate guideline about applying for a right to pursue non-degree studies. The applicant may be required to have a good English language proficiency (cf. level required of those applying for admission to a Master's programme).

28. Other study rights

In addition to students complementing their degrees and non-degree students, studies at Turku School of Economics may be taken by students of other faculties at the University of Turku, exchange students as well as those pursuing studies under separate agreements (including students with flexible study rights, students of other higher education institutions, those pursuing studies in national networks, and open university students in integrated instruction).

29. Entry into force

These regulations shall enter into force on 1 August 2020. These regulations repeal the previously approved Regulations on Degrees and Study Attainments by the Council of Turku School of Economics and their subsequent amendments.