

The University of Turku Regulation on Studies

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The original ruling in Finnish will always be applied in juridical proceedings. In addition to the legislation on studies, the provisions of this Regulation on Studies are in force in the University of Turku.

1 The aims and application of the Regulation on Studies

The aim of the Regulation on Studies is to guarantee due process in education and studies, and to promote quality assurance in studies and teaching. The Regulation supports the ethical principles of teaching and research which aim to ensure an atmosphere that values trust and co-operation. This Regulation and other provisions based on it must be applied to practice in a way which advances equality, non-discrimination and communality.

The provisions of Finnish legislation are primary to the regulations of the University, and, of the University's regulations, the Rules of Procedure are primary to other internal regulations and instructions.

This Regulation is applied to the degrees carried out at the University of Turku and to the studies included in the degrees. It is also applied to specialisation education, non-degree education, and open university education as well as continuing education. A student refers to the students in all different types of education, also postgraduate students, unless otherwise stated.

It is separately defined in the Universities Act which of its sections apply to commissioned education. The Regulation on Studies is applied to commissioned education unless otherwise decreed by the Universities Act. The principles of this Regulation on due process, quality assurance, ethical conduct, and communality are also applied in other transnational education.

Separately given regulations, orders and instructions as well as the sections in this Regulation concerning students' due process and disciplinary actions are applied to professionally-oriented postgraduate education.

This Regulation on Studies is complemented with the Rector's decisions on teaching and studying. To ensure students' equal treatment, all central regulations applying to all studies and students are collected in the University Regulation on Studies and Rector's decisions. Faculties and other units that provide education decide only on the regulations and instructions applying to the education of the said faculty or unit.

1.1. Definitions

In this Regulation on Studies,

- **degree programme** refers to education organised by a department or programme and other education where the faculty grants a Bachelor's or Master's degree or an academic postgraduate degree. This Regulation on Studies does not apply the term education programme due to its ambiguity.
- **curriculum** refers to the plan that defines the scope of the studies, learning outcomes, contents, modes of teaching and studying, and evaluation methods. Curriculum can refer to a plan on the level of a degree programme, module or course.

- **syllabus** refers to the plan according to which teaching is organised during a term, academic year, or other time period.
- **course** refers to a part of the studies that covers a particular topic, content or field of expertise, and can be completed separately. Doctoral dissertations, licentiate theses and Master's and Bachelor's theses are also considered as courses.
- **study attainment** refers to a course completed by a student and its scope is defined in credits. Credits are given in whole numbers. The form of the study attainment can be an exam, project work, essay, learning diary, competence test, or other type of attainment defined in the curriculum as well as a combination of these. Study attainment can also refer to transferable studies or other recognition of prior learning required in the curriculum.
- **the right to study** can refer to the right to pursue a degree or the right to pursue studies not leading to a degree.
- **Postgraduate student** refers to a doctoral candidate completing a doctoral degree and a student completing a licentiate degree.

2 Education and educational bodies

2.1. Freedom and publicity of teaching

The University has freedom of research and teaching, and instruction is public. Publicity of teaching means that anyone has the right to participate in the instruction. The provider of education can limit the publicity of instruction only for a justified cause and in exceptional cases. This kind of a reason could be, for example, carrying out the instruction in a manner where publicity would fundamentally impair the students' learning outcomes during the course. In addition, the publicity of instruction can be limited in, for example, patient work or in work comparable to it. Publicity can also be limited in education organised on a commercial basis.

2.2. Degree education

Bachelor's and Master's degrees and academic postgraduate degrees are pursued at the University of Turku. The scope of the Bachelor's degree is 180 credits and the scope of the Master's degree is 120 credits. However, the scope of the Master's Degree in Psychology is 150 credits. One-cycle degrees include the Licentiate Degree in Medicine (360 credits), and the Licentiate Degree in Dentistry (330 credits).

Degree education can only be provided by the faculties of the University. The faculties must organise teaching and study guidance in a way which permits the students to complete their degrees through full-time studying within the target time limit, in an appropriate order, and without interruption. Education leading to a Master's degree must be planned and organised in such a manner that it gives eligibility to academic postgraduate studies.

A doctoral degree is completed in a faculty. A doctoral candidate belongs to a doctoral programme and through it to the University of Turku Graduate School (UTUGS). The doctoral degree includes a doctoral dissertation and postgraduate studies in accordance with the curriculum approved by the faculty. The Rector decides on the scope of the doctoral dissertation and postgraduate studies after hearing the Graduate School and faculties.

The requirements of a licentiate degree include, in addition to the licentiate thesis, other study attainments in accordance with the curriculum approved by the faculty.

Bachelor's degrees cannot be completed in Medicine or Dentistry. The faculty may, however, grant the title of Bachelor of Medicine or Bachelor of Dentistry.

The University can organise degree education in collaboration with one or several Finnish or international higher education institutions. In the joint degree model, the student receives a degree from one higher education institution, and in the double degree model, from both institutions. The higher education institutions make a separate agreement between the universities on the joint degree education organised in collaboration, which is signed by the dean and the Rector on behalf of the University.

The University can also acquire teaching from another higher education institution as specified in the Universities Act.

2.3. Other than degree education

In addition to degree education, the University can organise studies as specialisation education, professionally-oriented postgraduate education, non-degree education, supplementary education, open university education, continuing education and transnational education. This kind of education can be subject to a fee.

The specialisation education provided by universities is meant to be carried out after an academic degree, and it supports professional development and specialisation for those who have already participated in working life. Only education where the bases have been agreed in a collaboration between the universities can be organised as specialisation education. The minimum scope of specialisation education is 30 credits. Instructions have been issued on organising specialisation education at the University of Turku.

2.4. Legal background for education and internal decision-making at the University

The university degrees are laid down in the law. Furthermore, a Government decree lays down more specific educational responsibilities in most fields. These more specific educational responsibilities apply to providing Bachelor's and Master's degree education. The University has to organise the education of both degrees in accordance with the Government decree, and it cannot organise education included in the decree unless it is stated in the decree that the education is part of the educational responsibility of the University of Turku. However, not all fields are included in the decree, and in these cases the University can decide itself on providing the education.

After hearing the faculties, the University Board decides on the amendments proposed to the Ministry of Education and Culture concerning the University's educational responsibility. After hearing the faculties, the Board also decides on other essential amendments to the University's basic degree education, such as establishment and disbandment of major subjects and degree programmes. The Rector decides on changing the names of major subjects and degree programmes and other smaller changes after hearing the faculties.

The faculty councils decide on the specialisation education provided by the faculty. The agreement on the specialisation education is signed by the Rector.

2.5. Responsibilities in the quality of education and teaching

The University is responsible for the overall quality of education and its resources.

The faculty is responsible for the quality of the education it provides and for the allocation of the resources received for the purpose according to the Strategy of the University of Turku. The other units providing education are responsible for the quality of the education they organise.

The appointed person or group is responsible for the quality and development of a degree programme. In addition to degree education, this also applies to other education.

The teacher is responsible for the pedagogical and scientific quality of the instruction they provide as well as for the assessment of students' learning.

The student is responsible for their own learning and the progress of their studies.

2.6. Educational bodies and their remit according to the University's regulations, and the Teaching and Learning Council

According to the University's Rules of Procedure and regulations, the educational bodies are faculties, faculty councils, deans, heads of department, preparation groups, and Graduate School. In addition, the University has a Teaching and Learning Council.

In education, the remit of the faculty councils is

- *to develop education and research in the faculty;*
- *to adopt the curricula;*
- *to approve doctoral and licentiate dissertations and to give permission for the defence of dissertations at a public examination;*
- *to propose the number of new students to be admitted annually into the faculty and to decide on the admission criteria.*

In education, the remit of the deans is

- *to be responsible for developing the faculty and for implementing the University's strategy in the faculty;*
- *to admit new students.*

The remit of the Head of Department is

- *to propose curricula;*
- *to decide on approving the thesis in advanced studies based on the examiners' statement.*

The remit of the committees or preparation groups appointed for teaching and its development is

- *to develop teaching;*
- *to prepare curricula;*
- *to prepare amendments to the degree requirements;*
- *to follow the field-specific needs for education on a national level; and*
- *to follow other field-specific education and science policies.*

According to its Rules of Procedure, the remit of the University of Turku Graduate School is to coordinate and implement doctoral training together with the faculties. In education, the remit of the UTGS Steering Committee is

- *to make university-level policy lines and instructions regarding doctoral training;*
- *to monitor that the implementation of doctoral training is appropriate;*
- *to develop doctoral training structurally, administratively and operationally;*
- *to coordinate the admissions to doctoral training.*

The Teaching and Learning Council prepares matters on education, excluding academic postgraduate education, for decision-making by the University Board or Rector. The remit of the Council is

- to prepare the University's strategic policies on education and promote their implementation;
- to advance and assess the quality of teaching and learning;
- to assess the goals set for student selection and give recommendations to the faculties on the development of the student selections if needed.

The Teaching and Learning Council is appointed by the Rector and its term is the same as the Rector's. The Chair of the Teaching and Learning Council is the Vice Rector responsible for education, and its members represent all the faculties, teachers, students, and Educational Affairs.

Others bodies in education are, for example, the Centre for Language and Communication Studies, Educational Affairs, and the Brahea Centre of the University of Turku.

2.7. Free degree education

Studies leading to a degree and the entrance examinations as part of student selection are free of charge to the student. In addition to the teaching included in the degree studies, the required or related tasks such as assessment, guidance, counselling, transcripts of records, and diplomas are also free of charge.

Materials required as part of gratuitous teaching, such as tools, machines, equipment, protective clothing, equipment required by safety regulations, the University's property used in teaching, such as materials and equipment, or any similar teaching equipment, may not be charged for.

If the student is given study materials or tools, machines, materials or other equipment for their personal use and they will retain them after completing the studies, a payment may be charged according to the actual acquisition or production costs.

The University can charge fees from a student accepted to a degree programme leading to a foreign-language Bachelor's or Master's degree in accordance with the conditions laid down in the legislation.

Students applying for education provided in a language other than Finnish or Swedish may be required to take an international test subject to a fee.

3 Planning and development of education and teaching

Education provided by the University must be thoroughly planned. The Rector decides on the general principles and rules which are followed in the degree programme curricula. The education provided by the faculties must be based on the curricula approved by the faculty council.

The curricula for degree education and open university education are in force for two years. The curricula come into effect on 1 August. The curricula work starts approximately a year before the new curriculum period begins. The faculty councils approve the new curricula on 30 April at the latest. The approved curricula are published without delay in the electronic study guide. The units must publish the syllabus for the autumn semester on 15 June at the latest, and the syllabus for the spring semester on 15 November at the latest. The working plans of the teaching staff must be drafted in such a way that the teaching duties required by the curricula can be accomplished.

Feedback on education and teaching shall be regularly collected from students, and it is used in improving education in the manner described in the student feedback system. Feedback from the University's stakeholders is also utilised in the development of education.

The University encourages its teachers to develop their teaching and pedagogic skills. Teachers have the possibility to include in their work plans time for developing their teaching skills and participating in training. The University supports pedagogic development by producing and offering different kinds of training and educational materials.

4 Student selection

The University Board decides, upon proposals from the faculty councils, the number of students admitted annually to the University to pursue a lower or higher academic degree. The provision does not apply to commissioned education.

The faculty decides on the admission criteria of its degree education. Student selection follows admission criteria which have been defined and published in advance and are in accordance with the legislation, and the student selection has to be carried out according to good governance.

When selecting students to pursue a degree, the applicants must prove their language skills in the manner described in the admission criteria. The University follows the manners of verifying language skills which are defined in the Rector's decision.

The student selection to doctoral training is carried out in collaboration between the faculties and doctoral programmes in accordance with the Rules of Procedure of the Graduate School. The Graduate School sets the application period to doctoral training. The doctoral programme makes a proposition on granting a study right for the faculty's decision.

Admission criteria to other than degree studies are decided by the provider of education, i.e. the faculty, Educational Affairs of the University Services, or the independent unit. The faculty admits the students to continuing education, specialisation education or to other non-degree studies or JOO studies based on the national agreement on flexible study rights. The Educational Affairs of the

University Services admit students to open university education in collaboration with the faculties. The independent units admit students to their education.

5 Right to pursue studies

5.1. Right to study

The right to study refers to the right to pursue a degree or the right to pursue studies not leading to a degree. The student must have the correct right to study for their studies.

For basic degree students who received a study place in the student selections of autumn 2005 or after, the duration of the right to study is restricted as decreed by the Universities Act.

The target time for the completion of a Bachelor's degree is three academic years, and two academic years for a Master's degree (two and a half academic years for the Master's Degree in Psychology). A Master's degree is completed after a Bachelor's degree or a corresponding degree. The target time for the Licentiate of Medicine degree is six academic years, and five and a half academic years for the Licentiate of Dentistry degree. The faculty may permit an extension to the right to study upon the student's request.

A student who has completed a Master's degree at the University of Turku or a Bachelor's degree whose completion does not entitle them to a right to pursue a Master's degree has the right to supplement their degree for free during the same academic year and the following two academic years after graduation by enrolling as a student supplementing their degree.

If a degree programme is disbanded, the University must offer its students the opportunity to complete their studies within a reasonable time. The faculty shall decide on the organisation of the transition period.

Academic postgraduate degrees are pursued after the Master's degree or a corresponding degree. The faculty decides on the conditions that permit starting the academic postgraduate degree studies before the Master's degree is completed. A student may simultaneously hold only one right to pursue a doctoral degree at the University of Turku.

The rights to study for specialisation education, open university education, continuing education and non-degree studies are limited both in their contents and duration.

Students have the possibility to pursue studies in other faculties. The faculties decide on granting these kinds of rights to study.

The faculties decide according to the University's jointly agreed criteria which study rights at other Finnish universities are supported under the national agreement on flexible study rights (JOO studies).

5.2. Registering as student, and losing, terminating and forfeiting the right to study

A student must register to the University every academic year either as an attending or non-attending student as defined by the University. A student who has registered as an attending student holds the right to study. A student who has not registered as attending or non-attending will

lose their right to study. If the student wishes to start or continue their studies later, they have to apply for the right to re-register according to the University's instructions. A re-registration fee will be charged in accordance with the Government decree.

Degree students' right to study ends when they have completed the degree that was the basis for the study right or when the study time allotted for the degree ends.

A student may voluntarily forfeit their right to study. In these cases, the right to study can be re-acquired only through student selection. The notification for forfeiting the study right is drafted according to instructions.

There are also passive study rights in the University's study register. A student who does not have any active study rights cannot be registered in the University as attending or non-attending student.

According to its earlier regulations, the University has transferred to the passive register the study rights of those degree students who have been accepted to the University of Turku before the student selection of the academic year 2005-2006 when the demarcation of study time came into force. Re-activating a passive right to study requires an application to the faculty, drafting a personal study plan, and the faculty's approval of the study plan.

Doctoral candidates' right to study is transferred to the passive register if they have not progressed in pursuing their degree. Doctoral candidates deliver an annual progress report to their doctoral programme according to the instructions of the doctoral programme. The report follows the progress of the degree and it includes the supervisor's review of the doctoral candidate's situation. The faculty follows the progress of the students completing a licentiate degree. The right to study is transferred to the passive register when the academic year ends (31 July).

Re-activating a doctoral candidate's passive study right requires delivering a feasible plan according to the instructions of the doctoral programme and faculty. The faculty to which the right to study has been granted decides on the activation of the study right.

6 Realisation of education and student guidance

6.1. Carrying out studies

The units providing education define the ways of carrying out the studies in their curricula. The students can carry out studies independently or in groups through different written and oral assignments, e.g. as course and book exams, essays, seminar papers, demonstration and laboratory work, online instruction, internships, and a different combination of these.

6.2. Special arrangements

Accessibility and the individual conditions of students with disabilities and learning difficulties must be taken into account in the mode of study, study materials and duration of the examination. In order to ensure non-discrimination, students with different kinds of disabilities, chronic diseases, and learning difficulties will be provided with reasonable arrangements that promote accessibility and are considered necessary for studying or the study attainment because of the students' disability, illness or learning difficulty.

Separate instructions have been given on applying for special arrangements.

6.3. Scope of studies

The scope of studies is based on a credit that corresponds to 27 hours of work from the student. One Finnish credit shall equal one credit in the European Credit Transfer System (ECTS). Completing the degree within the target time requires approximately 60 credits of studies in an academic year, which is equivalent to 1,600 hours of work. Courses are assigned credits according to the amount of work they require. When drafting curricula, the units have to make sure that the credits of the study attainment corresponds to the amount of work required from the student.

6.4. Language of instruction and examination

The language of instruction and examination at the University of Turku is Finnish. The University has to provide the education included in its educational responsibility in Finnish in accordance with the Government decree. In Finnish-language education, the student has the right to use Finnish in their course work and receive the assignments included in the studies in Finnish. In this kind of education, the teaching staff has no obligation to hand out assignments or receive course work in any other language. In the Finnish-language education, courses can also be provided in other languages when the purpose of the course requires it.

In addition to the education in Finnish included in the University's educational responsibility, the University can offer education also in other languages when it is appropriate for the objectives of the education. Using another language as the language of the degree, degree programme or study attainment has to be decided when the curriculum is approved. In education carried out in another language, its essential parts as well as the thesis in degree programmes must be carried out in the language specified in the curriculum.

6.5. Language skill requirements for basic degree students

A student must demonstrate either as studies included in their Bachelor's or Master's degree or in another way to have acquired:

- proficiency in Finnish and Swedish as required of personnel in bilingual government agencies in positions requiring an academic degree under Section 6, Subsection 1 of the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) and as required in their own field; and
- proficiency in at least one foreign language, which enables the student to follow the development in their field and to act in an international environment.

This does not apply to students who have completed their primary and secondary education in another language than Finnish or Swedish or abroad. The language skill requirements for such students are decided by the faculty.

For specific reasons, the faculty may grant the student either a partial or full exemption from the language skill requirements specified above.

6.6. Maturity test and its language

With the maturity test, the student demonstrates their knowledge of the field of the thesis and their Finnish or Swedish language skills. The maturity test is taken in the language of education decreed by law which is Finnish or Swedish.

When the student has completed their primary and secondary education in another language than Finnish or Swedish or abroad, the maturity test demonstrates only the knowledge of the field of the thesis. The student demonstrates only their knowledge of the field of the thesis with the maturity test also when they have taken the maturity test in their previous academic degree and the maturity test was at the time checked for language skills and knowledge of the field.

When the maturity test demonstrates only the knowledge of the field, the abstract or another suitable part of the thesis (e.g. summary) will function as the maturity test.

6.7. Academic year and periods

The academic year of the University begins on 1 August and ends on 31 July. The autumn semester begins on 1 August and ends on 31 December and the spring semester begins on 1 January and ends on 31 July. The academic year is divided into periods, two of which are in the autumn semester and three in the spring semester, the last of which is the summer period. During the summer period, teaching, exams, or studies conducted in some other ways can be organised. The periods begin and end at the same time in all faculties. The Rector decides the duration and time of the periods for the curriculum cycle. Studies are organised according to the Rector's decision, unless there is a justified reason for deviating from the decision related to the organisation of the studies.

The student must be able to complete the course during the period(s) defined in the curricula. The faculties must consider the organisation of the teaching in the periods as a whole, so that the teaching and strain of studying is divided as evenly as possible between the periods.

6.8. Guidance

The student has the right to receive guidance on the planning and implementation of their studies, and the faculty or another unit organising teaching has to ensure adequate guidance resources. The student shall be offered guidance at all the stages of their studies as well as information about other services supporting studies and student life. In the guidance relationship, the student and advisor have a clear understanding of their own rights, responsibilities and duties.

The student will prepare a personal study plan individually for each degree they pursue. The aim of the personal study plan is to help the student outline their degree and studies, enhance study guidance, and increase the student's ability to plan their studies in a target-oriented and realistic way.

In addition, a guidance plan on doctoral training is drafted between the doctoral candidate and the supervisors.

Further instructions on the principles of guidance and its implementation are provided as Rector's decisions.

7 Evaluation of competence and credit transfer

7.1. Objectives and methods of evaluation

The purpose of the evaluation of learning and competence is to give the student feedback on the progress of their studies and the obtained learning outcomes. When drafting exercises and questions that evaluate learning, it must be ensured that the assessment concentrates on the learning outcomes stated in the curriculum.

The student demonstrates their learning with study attainments. The time provided for carrying out study attainments has to be in proportion with the level and extent of the required attainment.

In order to develop their study skills, each basic degree student receives verbal evaluation in addition to a grade for at least one study attainment during the first year of their studies. Students are given feedback on the development of their competence during other stages of their studies as well.

Evaluation methods are defined in the curricula. If the course is completed with an examination or a corresponding method, it has to be organised at least three times with the same requirements. The latter two examinations have to be organised within one year of the first examination. The dates of the examination must be stated in the syllabus or at the beginning of the course at the latest. The students must have enough time to prepare between the examinations. Students participating in an examination must be able to prove their identity if asked.

7.2. Evaluation criteria

The evaluation of study attainments is carried out with the following grading system: 5=excellent (A), 4=very good (B), 3=good (C), 2=satisfactory (D), 1=sufficient (E), 0=fail (F), or alternatively on a pass/fail basis. The second national language is evaluated with grades "satisfactory" or "good language skills", in exceptional cases with "excellent language skills". If a student completes the same course several times, the highest grade shall be in force.

The evaluation criteria of the studies are public. The student has the right to get information within a reasonable period on how the evaluation criteria have been applied to their study attainments: the student must have the opportunity to see their written or otherwise stored coursework after it has been graded and, when requested, get qualitative feedback from the evaluator.

The disqualification of the person determining the grade is assessed on the basis of the provisions concerning disqualification laid down in the Administrative Procedure Act.

7.3. Publication of results

The results of the study attainments are available in the study record system. The study attainments have to be evaluated and the results must be published and delivered to the system as soon as possible, however, within three weeks of completing the attainment. The Master's thesis must be evaluated within four weeks after it has been delivered for examination. With the exception of theses, study attainments delivered during the summer between 1 June and 15 August have to be evaluated and delivered to the study record system on 5 September at the latest.

7.4. Recognition of prior learning and credit transfer

When a student is completing a degree, the other studies completed in another Finnish or foreign higher education institution or other institution can be recognised to be included in the degree, and studies of corresponding level may be used to compensate for studies in the degree according to the faculty's decision. A student may also, according to the faculty's decision, have competence attested in some other way recognised and included in the degree or use it to compensate for studies in the degree. Earlier studies and competence attested in some other way shall be included in the student's personal study plan.

Studies completed elsewhere and competence attested in some other way must fulfil the learning outcomes set for the degree and its parts.

Studies included in another academic degree of the corresponding or higher level can be recognised in a Bachelor's degree for a maximum of 45 credits and in a Master's degree for a maximum of 30 credits. This stipulation does not apply to bilateral credit transfer between the Licentiate Degrees in Dentistry and Medicine. Studies in an applicable licentiate degree can be transferred to doctoral degree studies either in part or fully according to the decision of the faculty. A maximum of 10 credits can be transferred to doctoral degree studies from another completed doctoral degree.

The thesis of each degree has to be completed in the University of Turku or as studies according to a collaboration agreement signed by the University of Turku. However, a Bachelor's or Master's degree thesis can be recognised if it has not been included in a previous degree.

The faculty decides whether studies completed in a university of applied sciences can be recognised in the academic degree.

The faculty decides on attesting, grading and recognising prior learning and the procedures concerning it according to the special needs of each academic field.

Joint orders and instructions on the University level can be issued with a Rector's decision.

8 Theses and their evaluation

Before theses are accepted, they are checked for plagiarism with the electronic originality check system. The originality check system can also be used in other studies according to the units' own consideration. The Rector gives the more specific orders on checking the originality.

The disqualification of the person evaluating the thesis is assessed on the basis of the provisions concerning disqualification laid down in the Administrative Procedure Act.

Before the Master's thesis, licentiate thesis or doctoral dissertation is evaluated, the author must have a chance to make an appeal on the statement of the examiner, preliminary examiner or opponent.

The author of the thesis has the right to decide its method of publication. The aim is to publish the theses in electronic form in the University's publication repository. Publication in the University's publication repository is not a requirement for accepting the thesis.

Theses are fully public documents after they are accepted. A thesis may not contain, for example, information classified as confidential by the community which supported the writing of the thesis.

The archival of theses is defined in the University's retention schedule and in the regulations of records management.

8.1. Master's theses

Master's theses are evaluated with the grading system 5=excellent, 4=very good, 3=good, 2=satisfactory, 1=sufficient, 0=fail. Exceptions to this are the degree programmes in dentistry and medicine where the grading system for the thesis is pass/fail.

The Master's thesis must be evaluated within four weeks after it has been delivered for examination. June, July, August and December make an exception and the faculties decide on the time limit for these months.

Instruction on the examination and evaluation procedures of Master's theses are issued with a Rector's decision.

8.2. Doctoral dissertations and licentiate theses

Experts appointed by the faculty will conduct a preliminary examination of a doctoral dissertation, the thesis of a doctoral degree. The preliminary examiners have to be selected from outside the University of Turku. In exceptional cases, one of the preliminary examiners can be from another faculty at the University of Turku.

The faculty grants the doctoral candidate the permission to defend the doctoral dissertation based on the preliminary examiners' statements. In their statement, the preliminary examiners must unambiguously express whether they recommend granting the permission to defend the doctoral dissertation or not. The postgraduate studies must be completed and approved before the permission to defend the doctoral dissertation is granted. After the permission to defend the doctoral dissertation has been granted, the doctoral dissertation can be published, printed and distributed.

The faculty appoints at least one opponent and an evaluation committee, if it used in the faculty, as well as the Custos to the public defence. The doctoral candidate has the right to make an appeal on the appointment of the preliminary examiners and opponent. The defence of the doctoral dissertation is public.

The faculty decides on the approval, grade and distinction on the basis of the expert statements and the evaluation of the possible evaluation committee.

The faculty appoints the examiners of a licentiate thesis and decides on approving the licentiate degree on the basis of the expert statements.

9 Appeal procedure

Matters related to the evaluation and credit transfer are handled within the University, and an appeal against a decision which has been made as a result of an appeal for rectification may not be lodged in a court of justice.

9.1. Evaluation of a study attainment and recognition of prior learning

The student can make an oral or written appeal regarding a study attainment excluding the evaluation of a thesis which is described in 9.2. The student can also make an oral or written appeal regarding the recognition of studies completed elsewhere or competence attested in some other way. Rectification to an evaluation of a study attainment is requested from the teacher who made the evaluation and rectification to recognition of earlier studies or competence is requested from the person who made the decision on credit transfer. The appeal for rectification of a grade must be made within 14 days after the student has had the opportunity to be informed of the grade and the grading criteria applied to them. The appeal against the decision on credit transfer has to be made within 14 days after the decision has been informed.

The decision concerning the appeal for rectification shall be given in writing. If the student is dissatisfied with the decision, they can bring the matter to the Academic Appeals Board for consideration within 14 days after being informed about the decision.

9.2. Master's degree, advanced studies and postgraduate degree theses

A student can make a written appeal for rectification regarding the evaluation of Master's thesis or advanced studies thesis or other comparable study attainment to the Academic Appeals Board within 14 days after being informed about the decision.

A student can make a written appeal for rectification regarding the grading of a doctoral dissertation or a licentiate thesis to the administrative body responsible for the grading of the thesis within 14 days of being informed about the decision.

9.3. Academic Appeals Board

The University has an Academic Appeals Board which is responsible for managing appeals for rectification regarding the grades of study attainments or decisions on recognition of prior learning and previously acquired competence as well as handling decisions concerning such appeals. The composition of the Board is laid down in the University of Turku Rules of Procedure.

The term of office of the Academic Appeals Board is four years, with the exception of the student members whose term of office is two years.

In order to make a decision, the Academic Appeals Board must hear the person responsible for the grade or the credit transfer. The Academic Appeals Board may also consult external specialists.

10 Misconduct, disturbances and disciplinary action

10.1. Misconduct

Ethicality is one of the most central values in the operations of the University of Turku. From the personnel and students, this requires honesty, objectivity, and following the principles of good scientific practice.

When misconduct is suspected, the University's guidelines on handling misconduct are followed. Suspected misconduct has to be handled immediately.

If a student is proven to have committed plagiarism or other misconduct, the study attainment is failed.

An exam supervisor can remove a student from an examination immediately if the student is fraudulent or behaves inappropriately. This also applies to entrance exams. There is a separate guideline for the procedure in electronic examination.

10.2. Disturbances

Disciplinary action can be applied in disturbances if the student

- disturbs teaching;
- acts in a violent or threatening manner;
- causes disturbance at the University in some other way.

Causing disturbance at the University refers to, for example, a situation where a student behaves inappropriately towards a University employee, other student or other person related to the studies.

A student who disturbs teaching, behaves violently or threateningly, or endangers the life or health of another person can immediately be ordered to leave the premises where the teaching or a University's event is organised.

In addition, it is laid down in the Universities Act that a student may be banned from attending teaching for a maximum of three days. The application of the provision in university studies is very limited. The teacher of the course initiates the procedure and the dean of the faculty or a person appointed by the dean has the authority in the matter. The student must be heard before the decision is made.

10.3. Disciplinary actions

Before making a decision on disciplinary action, the student must be informed what the matter involves and they must have a chance to be heard.

The disciplinary actions used by the University in cases of misconduct and disturbance are a written warning and temporary suspension for a maximum of one year. Temporary suspension can be used as a disciplinary action if the conduct or negligence is serious or if the student continues their disruptive behaviour after receiving a written warning.

The Rector decides on the warning while the University Board decides on temporary suspension.

In addition, the legislation lays down provisions on the impediments for admitting a student, revoking the right to study, and drug testing. The provisions on impediments for admitting a student and revoking the right to study are only applied to the degrees defined in the decree.

11 Certificates

The faculty grants the student a degree certificate on the degree they have completed. All degree certificates include a Diploma Supplement which is meant for international use and which contains sufficient information about the University, the studies mentioned in the certificate and the level of studies in educational systems.

The Bachelor's and Master's degree certificates must include the following information:

1. the name of the degree and the field of education;
2. the major subject or a corresponding module or a degree programme;
3. possible specialisation education included in the degree and its field;
4. central contents of the degree; and
5. the language skills demonstrated by the student; when recording the student's language skills, the Act on the Knowledge of Languages Required by Personnel in Public Bodies shall be taken into consideration.

In addition, the degree certificate states the teacher qualification included in the degree.

In addition to the items 1–4 mentioned above in relation to the basic degrees, the degree certificates of postgraduate degrees include the title of the doctoral dissertation as well as the possible distinction given to the dissertation.

The degree certificate is always granted in Finnish to the students who have completed a Bachelor's or Master's degree. Additionally, a degree certificate in a foreign language is issued for degrees completed in a foreign language. A degree certificate is provided in Finnish and English for postgraduate degrees.

In collaborative degree education, one or several certificates are issued according to whether the degree is a joint degree of several higher education institutions leading to one degree certificate or whether it is a double degree programme where the student receives a certificate from each institution upon graduation.

A certificate is granted to the student for specialisation education and it includes the name, central contents and scope of the education. A certificate or a transcript of records is granted on other education provided by the University and it includes the central contents and scope of the education.

12 Entry into force

The Regulation on Studies enters into force on 1 August 2018.