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Guidelines for degrees and studies at the University of Helsinki

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The guidelines for degrees and studies at the University of Helsinki are based on the following statutes and regulations and their subsequent amendments:

- Universities Act (558/2009)
- Government Decree on Universities (770/2009)
- Government Decree on University Degrees and Professional Specialisation Programmes (794/2004) (hereinafter 'Decree on degrees')
- Ministry of Education and Culture Decree on the Specification of Educational Responsibilities (1451/2014) (hereinafter 'Decree on educational responsibilities')
- Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) (hereinafter 'Act on language proficiency'), and
- Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki

As concerns teacher education, these guidelines also draw on the following statutes and their subsequent amendments:

- Teaching Qualifications Decree (986/1998)
- Basic Education Act (628/1998)
- Government Decree on the National Objectives for Education Referred to in the Basic Education Act and in the Distribution of Lesson Hours (422/2012) (hereinafter 'Decree on the distribution of lesson hours in basic education')
- Act on General Upper Secondary Education (714/2018), and
- Government Decree on General Upper Secondary Education (810/2018) (hereinafter 'Decree on general upper secondary education')

In addition to the above-listed statutes and regulations, the completion of degrees and studies is governed by decisions made by the rector, vice-rectors and directors of development at the University of Helsinki as well as by regulations and instructions based on these decisions.

These guidelines apply to the degrees and studies completed by degree students in bachelor's, master's and doctoral programmes. The guidelines are to be followed in Open University studies and non-degree studies, unless otherwise stipulated in this decision.

Where applicable, these guidelines will also be applied to the studies and degrees of other students at the University. Specialist education and education leading to specialist qualifications in medicine, dentistry and veterinary medicine as well as other equivalent education will comply with the decisions made by the faculties responsible for the relevant education. However, sections 12 (Registration at the University) and 13 (Degree certificates and other certificates) apply to the above programmes as well.

A separate rector's decision has been issued on the degrees and studies completed in joint degree programmes.

1 Fields of education, degrees and the structure of education

The fields of education at the University of Helsinki and the degrees it awards are provided for in the Appendix to the Decree on degrees and the Appendix to the Decree on educational responsibilities.

Education leading to degrees is provided under degree programmes. A degree programme constitutes an educational framework in one or several disciplines that share a sufficiently consistent scientific or educational foundation. A degree programme encompasses discipline-specific and optional studies. Degree programmes may contain different study tracks. The rector



decides on degree programmes, the available degrees and the faculties coordinating the degree programmes.

Besides degrees, the University offers specialist programmes, non-degree studies as well as continuing education and Open University studies.

2 Student admissions

Degree students are admitted to degree programmes. The rector decides on the general guidelines for student admissions. The faculty council decides on the admission criteria of degree programmes coordinated by the faculty.

The curriculum of a degree programme must specify whether it will be possible for degree students to transfer from one study track to another within the programme and what the regulations are that concern such transfers. However, it will not be possible for students to transfer from one study track to another after the thesis required for their degree has been graded and approved.

Students at the University of Helsinki may have the right to pursue studies leading to only one first-cycle degree title (such as Bachelor of Arts) and the right to pursue only one degree in a degree programme at any one time. Students of medicine or dentistry may only hold the right to complete either the Licentiate of Medicine or the Licentiate of Dentistry degree at any one time. Should students wish to obtain the right to complete another degree, they must either graduate or waive their previous right to study before they can receive another right to pursue a degree.

3 Non-degree studies

The dean can grant the right to pursue non-degree studies to persons who do not hold a right to complete a degree at the University of Helsinki. The right to complete non-degree studies can be granted for the purpose of supplementing a previously completed degree, including them in a degree to be completed elsewhere or upgrading professional qualifications. The right to pursue non-degree studies at the Language Centre will be granted by the director of the Language Centre.

The right to complete non-degree studies will be granted for full courses or modules. Usually, it can be granted only for studies which are not offered as Open University studies.

Applications for the right to pursue non-degree studies are received once or twice a year, and the right is granted for two years. At a student's request, the validity period of this right can be extended by a year, if the student presents compelling reasons.

The faculties decide on admission criteria in greater detail. The director of development at Teaching and Learning Services decides on the annual application periods and application procedures. However, the Faculty of Educational Sciences decides on application periods and application procedures for the teacher education and the non-degree studies providing teacher qualifications for which the Faculty is responsible.

4 Scope of studies and degrees



The scope of studies is expressed in credits. The number of credits obtainable from courses will be determined by the required workload so that the 1,600 hours required for the completion of studies in one academic year corresponds to 60 credits (cr).

The Decree on degrees provides for the scope of first- and second-cycle degrees. The scope of a first-cycle degree is 180 credits. The scope of a second-cycle degree is 120 credits, with the exception of the Master of Arts (Psychology) degree (150 cr) and the Licentiate of Veterinary Medicine degree (180 cr).

The scope of studies required for the degree of Licentiate of Medicine is 360 credits and, for the degree of Licentiate in Dentistry, 330 credits. These degree programmes do not offer a first-cycle degree.

5 Curricula

Degree programmes, study modules and courses have a curriculum. Curricula define learning outcomes as well as methods of assessment and completion, and describe the skills and expert identity of graduates from the degree programmes. They also provide information on equivalent courses from the previous curriculum.

Curricula include information on the titles and scope of study modules and courses. As a rule, the scope of each course is 5 cr.

Curricula are designed in accordance with University-wide principles and guidelines. The degree programme steering group prepares the curriculum and presents it to the faculty council of the coordinating faculty for approval. The curriculum is approved for a period of three academic years at a time.

Curriculum leading to a first-cycle (bachelor's) degree

All students pursuing a first-cycle degree belong to a bachelor's programme or an equivalent programme. A bachelor's programme provides the core competence and skills required for one or several master's programmes as well as for specialist duties in the professional field.

The language of degrees is Finnish or Swedish, or English in an English-language bachelor's programme. Bachelor's programmes may offer the opportunity to complete a bilingual degree (Finnish and Swedish, or Swedish and Finnish). The curriculum must clearly indicate this possibility and the steps students must take in order to complete a bilingual degree.

In a bachelor's programme curriculum, the minimum scope of basic studies is 25 credits and the minimum scope of basic and intermediate studies in total is 60 credits. Intermediate studies include a thesis (6 cr) and a maturity test. Besides compulsory studies, the curriculum includes optional studies offered by the degree programme or by other degree programmes.

In addition, the curriculum must include the following:

- 1) Career skills training and professional skills training, minimum 10 cr
 - Career skills training, minimum 5 cr
 - Professional skills training, minimum 5 cr
- 2) Language and communication skills, minimum 10 cr
 - Native language written and oral communication, 3 cr
 - Written and oral communication in the second national language of Finland, 3 cr
 - Written and oral communication in a foreign language, 4 cr
- 3) Basic skills in ICT and knowledge management, minimum 3 cr



To complete the required studies and degree, students must draw up a study plan. Students receive guidance for planning their studies.

Degrees also include the University's student feedback survey and the Finnish Bachelor's Graduate Survey.

Bachelor's programmes may offer courses or modules to students from other degree programmes. In such cases, the scope of study modules in the curriculum is at least 15 cr.

Provisions on the maximum number of credits that students can include in the study modules based on the curricula of their degree programme or other degree programmes are laid down in section 11 (Completion of studies).

Curriculum leading to a second-cycle (master's) degree

All students pursuing a second-cycle degree belong to a master's programme or an equivalent programme. Master's programmes provide specialised or multidisciplinary competence for pursuing a career that demands in-depth expertise, as well as an appropriate basis for pursuing doctoral education.

The language of degrees is Finnish, Swedish or English. The language(s) of degrees in a master's programme will be decided when the programme is established.

Master's programmes may offer the opportunity to complete a bilingual degree (Finnish and Swedish, or Swedish and Finnish). The curriculum must clearly indicate this possibility and the steps students must take in order to complete a bilingual degree.

In a master's programme curriculum, the minimum scope of advanced studies is 60 credits. The advanced studies encompass a thesis, the scope of which is 30 credits, and a maturity test. In medicine (degree programmes in medicine and dentistry) and veterinary medicine, the scope of the thesis is 20 credits.

A master's programme curriculum also includes other studies offered by the student's degree programme or other degree programmes to meet the minimum scope of the degree.

To complete the required studies and degree, students must draw up a study plan. Students receive guidance for planning their studies.

Degrees also include career orientation and expert identity studies and career planning as well as the University's student feedback survey.

Master's programmes may offer courses or modules to students from other degree programmes. In such cases, the scope of study modules in the curriculum is at least 15 cr.

Provisions on the maximum number of credits that students can include in the study modules based on the curricula of their degree programme or other degree programmes are laid down in section 11 (Completion of studies).

In medicine, the degree programmes are one-tier programmes; the above-described guidelines for bachelor's and master's programmes apply to degree programmes in medicine.

Curriculum leading to a third-cycle (doctoral) degree



All students pursuing a third-cycle degree belong to a doctoral programme. A doctoral programme provides in-depth competence for research positions and other highly demanding specialist duties.

The language of degrees is Finnish, Swedish or English.

A doctoral degree, the scope of which is 240 credits, can be completed in four years of full-time study. The degree may, however, be completed through either full- or part-time study.

The curriculum of a doctoral programme includes a doctoral thesis and the related research as well as discipline-specific studies with a scope of 30 credits.

In addition, the curriculum of a doctoral programme comprises 10 credits of studies in general transferable skills. To complete the required studies and degree, students must draw up a study plan. Students receive guidance for planning their studies. Degrees also include career planning. In addition, doctoral education encompasses self-evaluation focusing on studies, supervision and learning, the provision of feedback, and the monitoring of student progress.

6 Teacher education

The Decree on degrees provides for teacher education. The University offers the following studies providing teaching qualifications:

- 1) Studies providing professional competence for positions in early education and pre-primary education
- 2) Multidisciplinary studies in the subjects and cross-curricular themes taught in basic education
- 3) Studies providing professional competence for special-needs education
- 4) Pedagogical studies for teachers
- 5) Studies in the school subject to be taught by students completing subject teacher education

The school subjects to be taught in basic education are stipulated in the Basic Education Act and the Decree on the distribution of lesson hours in basic education, and the school subjects to be taught in general upper secondary education are stipulated in the Act on General Upper Secondary Education and the Decree on general upper secondary education.

Universities must offer studies in the school subjects confirmed in the Decree on the distribution of lesson hours in basic education and the Decree on general upper secondary education in those fields and fields of education in which they have been assigned an educational responsibility under the Decree on degrees or the Decree on educational responsibilities.

Those University of Helsinki degree programmes which provide subject teacher qualifications have integrated the studies in the school subjects to be taught (min. 60 cr or min. 120 cr) into their bachelor's and master's programme curricula. The curricula of bachelor's programmes include a minimum of 60 credits' worth of studies in the school subject to be taught. The 120-credit studies in the school subjects to be taught are distributed between the bachelor's and master's programme curricula.

The curricula of bachelor's programmes must offer at least a basic and intermediate studies module (min. 60 cr) to students from other degree programmes.

Pedagogical studies for teachers (min. 60 cr) are included in their entirety in the curricula of master's programmes. However, in the curricula of the degree programmes in education and psychology, pedagogical studies for teachers (min. 60 cr) can be distributed between the bachelor's and master's programme curricula.



Those master's programmes which provide subject teacher qualifications must specify in their curricula whether the degree includes studies in one or two school subjects to be taught.

7 Teaching programme

The implementation of degree programme curricula is defined in teaching programmes.

A teaching programme lists the teaching period, method of teaching and completion, and the teacher of each course offered in the teaching programme. A timetable including the dates, times and places of teaching supplements the teaching programme.

Teaching programmes are designed in accordance with University-wide principles and guidelines.

Degree programme steering groups decide, for one or more academic years at a time, on teaching programmes that encompass both degree studies and Open University studies. The degree programme director decides on any amendments to the teaching programme. Minor amendments, such as changes to teaching schedules during a teaching period, do not require separate decisions.

The director of the Language Centre decides on its teaching programme.

8 Language studies (native language, second national language, foreign language)

The communication and language skills required by section 6 of the Decree on degrees must be demonstrated for a first-cycle degree. The first-cycle degree includes a total minimum of 10 credits of compulsory language studies. Language studies can be integrated with other studies, in which case their content must be described and the scope assessed separately for each course.

Provisions on the maturity test, which is required for the degree, are laid down in section 10.

The language studies stipulated in the Decree on degrees are included in the scope of a degree. If a student has not demonstrated the language proficiency specified in the Decree on degrees for the first-cycle degree, they must demonstrate this proficiency for the second-cycle degree.

If a degree programme wishes to include other language and communication studies in its curriculum, it must arrange these as independent courses that can also be integrated with other studies. Such studies will be described, assessed in scope and entered into student records separately.

For special reasons, the director of the Language Centre may exempt a student from the second national language requirement or the foreign language requirement either partially or in full. This decision must be indicated on the student's degree certificate.

Language proficiency to be demonstrated in a bachelor's programme

- 1) Students who have completed their secondary education in Finnish or Swedish must complete the language studies specified in section 5 (Curricula). If necessary, the degree programme curriculum may define which language the foreign language requirement refers to.
- 2) Students who have completed their secondary education in a language other than Finnish or Swedish or have been educated abroad must complete language studies as follows:



- 2.1) Instead of the native language studies and studies in the second national language stipulated by the Decree on degrees (section 5 Curricula), students must complete an equivalent amount (3+3 cr) of studies in Finnish and Swedish according to their own proficiency level. Degree programmes may also decide in their curricula on a higher proficiency level for Finnish and Swedish. However, an English-language bachelor's programme can specify in its curriculum that students can complete six credits of studies in either language, Finnish or Swedish.
- 2.2) In addition, students must complete four credits in a language that is foreign to them (CEFR proficiency level: English B2, other languages B1). If necessary, the degree programme curriculum may define which language the foreign language requirement refers to. An English-language bachelor's programme can specify in its curriculum that students must complete four credits of compulsory studies in the English language and that prior learning cannot be recognised for these studies.
- 3) Unless otherwise specified in the degree programme curriculum, students who have been exempted from the second national language requirement in the Finnish matriculation examination or students who have not completed the second national language requirement for the International Baccalaureate, the European Baccalaureate, the Reifeprüfung or the Deutsche Internationale Abitur are not required to complete the second national language requirement stipulated in the Decree on degrees. Instead, such students must complete an equivalent amount of studies in Finnish or Swedish according to their own proficiency level. Students who have completed their basic or general upper secondary education, or other upper secondary education in an educational institution on the Åland Islands may, upon application, be exempted from demonstrating proficiency in Finnish as the second national language. Students who do not complete studies in the second national language as specified in section 5 (Curricula) cannot have the proficiency in the second national language, as referred to in Act No 424/2003, included in their university degree.

Language proficiency to be demonstrated in a master's programme

- 1) Students who have completed their secondary education in Finnish or Swedish, but have not demonstrated their language proficiency for their first-cycle degree as stipulated in the Decree on degrees, must demonstrate their language proficiency for their second-cycle degree as follows:
 - 1.1) Native language: Maturity test completed in the language of secondary education (0 cr)
 - 1.2) Second national language: Studies (3 cr) as specified in section 5 (Curricula)
Students who have completed their basic or general upper secondary education, or other upper secondary education in an educational institution on the Åland Islands may, upon application, be exempted from demonstrating proficiency in Finnish as the second national language.
 - 1.3) Foreign language (4 cr). Students in English-language master's programmes or students pursuing their degree in English in a multilingual master's programme are not required to complete studies in a foreign language, as they demonstrate their foreign-language proficiency with an English-language degree completed in the master's programme.
- 2) Students who have completed their secondary education in a language other than Finnish or Swedish or have been educated abroad are exempted from the language proficiency demonstration requirement.

9 Theses

Thesis for a first-cycle (bachelor's) degree

The intermediate studies of a bachelor's programme curriculum include a written thesis of six credits in scope.



The thesis must demonstrate the student's ability to think and communicate scientifically and to discuss field-specific problems.

Students may complete the thesis independently or by participating in groupwork or an extensive research project, in which case the students' independent contribution must be clearly demonstrable and easily assessed. Students must write the thesis independently, and, as a rule, in their native language (Finnish or Swedish). In an English-language bachelor's programme, the thesis is written in English.

The thesis must be written in academic standard language.

The thesis includes an abstract written in the language of the thesis. In addition, students who have completed their secondary education in Finnish or Swedish must write an abstract in the language of their secondary education in cases where the abstract also serves as a maturity test.

The degree programme curricula contain more detailed guidelines and instructions for the writing of theses.

The thesis is assessed on a scale of 0–5.

The thesis is made available to the public immediately after it has been assessed and approved. A thesis submitted for assessment must not include any confidential information. Any such information must be included in the background material, which is not attached to the thesis submitted for assessment. The abstract is also made available to the public.

Thesis for a second-cycle (master's) degree

The advanced studies of a master's programme curriculum include a written thesis of 30 credits in scope. However, the scope of a written thesis in medicine (degree programmes in medicine and dentistry) and veterinary medicine is 20 credits.

Students should be able to complete a 30-credit thesis during approximately one term of full-time study, including the collection and processing of the research material and the writing of the thesis.

The thesis must demonstrate the student's ability to think scientifically, familiarity with the topic of the thesis, mastery of research methods and proficiency in academic writing.

Students may complete the thesis independently or by participating in groupwork or an extensive research project, in which case the students' independent contribution must be clearly demonstrable and easily assessed. Each student must write the thesis independently. The thesis can be completed as pairwork only if such an option is indicated in the degree programme curriculum. In such cases, the independent contribution of both students must be clearly demonstrable.

Before embarking on the thesis project, or in its initial stages at the latest, students must draw up a thesis plan. The plan will be discussed and approved in the manner specified in the degree programme curriculum. The thesis plan must indicate the supervisor(s) of the thesis.

Provisions on the language of the thesis are laid down in section 11 (Completion of studies).

The thesis must be written in academic standard language.

The thesis includes an abstract written in the language of the thesis. In addition, students who have completed their secondary education in Finnish or Swedish must write an abstract in the



language of their secondary education in cases where the abstract also serves as a maturity test for the demonstration of language proficiency.

The degree programme curricula contain more detailed guidelines and instructions for the writing and assessment of theses.

The thesis is assessed on a scale of 0–5. The assessment is conducted in Finnish, Swedish or English.

The thesis is made available to the public immediately after it has been assessed and approved. A thesis submitted for assessment must not include any confidential information. Any such information must be included in the background material, which is not attached to the thesis submitted for assessment. The abstract is also made available to the public.

10 Maturity test

The maturity test is an independent study attainment which, however, does not yield credits and is graded on a pass–fail scale. A teacher in the relevant degree programme, for example the thesis supervisor, approves the maturity test, provided that they are proficient in the language in which the test is written.

Maturity test for a first-cycle (bachelor's) degree

The maturity test for a first-cycle degree is a scientific text written in Finnish or Swedish related to the topic of the bachelor's thesis, for example, a section of the thesis or its abstract or another written assignment specified in the degree programme curriculum that demonstrates the student's familiarity with the topic of the thesis and their proficiency in Finnish or Swedish. The maturity test is undertaken after the completion of native language studies or equivalent studies.

Students who have completed their secondary education in Finnish or Swedish write the maturity test in the language of their education. Secondary education and the maturity test together provide the 'excellent ability' in this language referred to in section 6, subsection 1 of the Act on language proficiency.

Students who have completed their secondary education in a language other than Finnish or Swedish or have been educated abroad must write their maturity test in Finnish, Swedish, English or in the language in which they wrote their bachelor's thesis.

Maturity test for a second-cycle (master's) degree

The maturity test for a second-cycle degree is a scientific text related to the topic of the master's thesis, for example, a section of the thesis or its abstract or another written assignment specified in the degree programme curriculum that demonstrates the student's familiarity with the topic of the thesis.

The language of the maturity test required for a second-cycle degree is determined as follows:

- 1) Students who have demonstrated their language proficiency as stipulated in the Decree on degrees by passing a maturity test for their first-cycle degree need not demonstrate their language proficiency for the second-cycle degree. Such students may write their maturity test in Finnish, Swedish, English or in the language in which they wrote their master's thesis.
- 2) Students who have completed their secondary education in Finnish or Swedish but have not demonstrated their language proficiency as stipulated in the Decree on degrees by passing a maturity test for their first-cycle degree must do so by writing a maturity test in the language of their secondary education (Finnish or Swedish) for their second-cycle degree. This also



applies to students pursuing their degrees in English in English-language and multilingual master's programmes.

- 3) Students who have completed their secondary education in a language other than Finnish or Swedish or have been educated abroad may write their maturity test in Finnish, Swedish, English or in the language in which they wrote their master's thesis.
- 4) Students other than those specified in item 2 above who are pursuing their degrees in English in English-language or multilingual master's programmes must write their maturity test in English.

11 Completion of studies

Language policies related to the completion of studies and degrees

Language of study:

The language of study refers to the language in which the student completes the credit in question. The language of study may be different from the language of instruction. Only one language is recorded in the student information system for each course completed by the student. If the course consists of several components completed in different languages, the language of study for the course is the language in which the component with the greatest workload was completed. If the components completed in different languages have an equal workload, the teacher assessing the completed course decides which language is recorded as the language of study.

The language principles for examinations are included in a separate rector's decision.

The doctoral thesis must be written in academic standard language, regardless of whether it is written in Finnish, Swedish, English or another language.

In degree programmes, the language of instruction and the language of study are usually the same. A degree programme offered in the national languages of Finland (Finnish and Swedish) may include courses in which teaching is provided in English and students can complete the studies in question in Finnish, Swedish or English. In language subjects, the language of instruction and study may be other than Finnish, Swedish or English.

In English-language degree programmes, the language of instruction and study is English. Sufficient English-language supervision must also be available. In English-language degree programmes, students must complete at least 75% of the studies included in the degree, including the thesis, in English.

In Swedish-language degree programmes, students must complete at least 75% of the studies included in the degree, including the thesis, in Swedish.

In multilingual degree programmes, the language of study is Finnish, Swedish or English. Students completing an English-language degree must complete at least 75% of the studies included in the degree, including the thesis, in English. Sufficient English-language supervision must be available. Students studying in Finnish and Swedish are also offered instruction in Finnish and Swedish. At least seminar and thesis supervision must be available in Finnish or Swedish.

Students who intend to complete a bilingual degree (Finnish and Swedish, or Swedish and Finnish) must complete at least a third of the degree in each degree language so that the language of instruction and the language of study are primarily the same. In such cases, the student may have 15 credits taken into consideration for the language of their master's thesis (10



credits in medicine, dentistry and veterinary medicine). In addition, the degree requirements include a C1 level proficiency test (CEFR) in the language which is not the primary language of the degree. If students have completed the language test for their bilingual first-cycle degree, they need not take one for their second-cycle degree.

Language of the degree:

The language of a student's degree is determined as follows.

In an English-language bachelor's programme, the language of the degree is English.

When a student completes a bilingual degree in a bachelor's programme, the languages of the degree are Finnish and Swedish or Swedish and Finnish.

In a Swedish-language bachelor's programme or option available for application, the language of the degree is Swedish. In other cases, the language of the degree is Finnish or Swedish, depending on the language in which the student has completed more studies included in the degree.

If a student continues to study in a master's programme offered in Finnish and Swedish, the language of the degree is recorded as Finnish or Swedish, depending on the language of the student's bachelor's degree at the University of Helsinki. When a student graduates from a master's programme offered in Finnish and Swedish, the language of the degree is recorded as Finnish or Swedish, depending on the language in which the student has completed more studies included in the degree.

In a multilingual master's programme, the language of the degree is Finnish, Swedish or English. If a student continues to study in a multilingual master's programme, the language of the degree is recorded as Finnish, Swedish or English, depending on the language of the student's bachelor's degree at the University of Helsinki. However, in the case of students studying in a multilingual master's programme, the language of their degree can be English if they demonstrated their proficiency in English when they continued their studies in that programme after completing a bachelor's programme. The methods of demonstrating proficiency in English are defined in the rector's decision on general guidelines for admission to first- and second-cycle degree education at the University of Helsinki.

Those admitted to a multilingual master's programme through an admissions procedure demonstrate their proficiency in the language of the degree at the application stage.

The director of development at Teaching and Learning Services has issued a separate decision on changing the language of the degree in a multilingual degree programme.

In an English-language master's programme, the language of the degree is English. In a Swedish-language master's programme, the language of the degree is Swedish.

The language of the degree for a graduate from a doctoral programme is Finnish, Swedish or English, depending on the language of the graduate's doctoral thesis and its public examination. If the language of the doctoral thesis is not Finnish, Swedish or English, the language of the degree is the language in which the applicant demonstrated proficiency upon admission to the doctoral programme.

The language of the public examination of doctoral theses is stipulated in the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki.

Language of the degree certificate:



The rector has issued a separate decision on the language of the degree certificate. In addition, a provision on the certificate issued for the doctoral degree is included in the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki.

Attending teaching

Students must actively attend teaching. The degree programme curriculum may specify that attending teaching is compulsory if it is pedagogically justified or necessitated by the teaching arrangements. Compulsory attendance can apply to a course or its component. When deciding on compulsory attendance, the amount of teaching students are required to attend must also be defined in the curriculum. The teacher may require students to make up for non-attendance by completing assignments to be agreed upon separately. Such assignments must be of a workload equal to what the student would have completed by attending the class.

Study-related assignments

Students must observe the deadlines for study-related assignments, and the teacher must announce these deadlines at the beginning of the course at the latest. The deadline for submitting assignments must be reasonable both in terms of students completing studies and teachers' work schedules. Teachers are not obliged to accept assignments that students submit after the deadline; instead, the students can be required to take the course again. Teachers must provide instructions for the submission of assignments.

Completion of courses

If no other deadline has been given, students must complete all the components of a course within one year of completing the first component. It can be determined in the degree programme curriculum that students can complete missing components within a longer period if the next opportunity to complete the component is not offered sooner. Integrated courses that span several academic years can deviate from the 12-month rule. In such cases, the course must be completed as specified in the curriculum.

Raising the grade of completed credits

Students can attempt to raise the grade of completed credits no more than twice. They can attempt to raise the grade of an examination related to teaching no more than twice if two resit opportunities are associated with it. If an examination related to teaching only has one resit opportunity, students have no more than one opportunity to attempt to raise the grade. The opportunity to raise the grade does not apply to recognised prior courses or bachelor's, master's or doctoral theses. If students wish to raise the grade of written studies, such as a written project, essay or learning journal, a significant part of it must be rewritten or it must be written on an entirely new topic.

Students studying in a degree programme cannot register again for a course they have completed if they have used up the opportunities available to raise the grade, unless the completed studies have expired and cannot, therefore, be included in a degree. Students who have passed a course can register for the same course if it is organised as Open University teaching.

A recorded module grade or completion date or an issued degree certificate will not be amended because of a raised grade.

Studies to be compiled into modules



Students may compile into modules only the number of credits specified in the degree programme curriculum as the scope of the module, plus a maximum of five credits.

The scope of a module is the sum of the scope of studies included in the module.

Once registered as a module, it cannot be broken up, unless the registration was erroneous.

Overall grading of a module

The overall grade of a module is determined on the basis of all courses included in it so that each such course is weighted in accordance with the number of credits earned from it. If a module includes sub-modules, the overall grade is calculated based on the grades of the courses included in all sub-modules. When determining the module grade, only those completed studies that have been assessed on a scale of 0–5 will be taken into account. Overall module grades will be calculated as follows:

	lowest average	highest average
5 (excellent)	4.50	5.00
4 (very good)	3.50	4.49
3 (good)	2.50	3.49
2 (satisfactory)	1.50	2.49
1 (passable)	1.00	1.49

If more than half of the completed credits for a module have been assessed on a scale other than 0–5, the module will be graded on a scale of pass–fail.

The grade for the bachelor's thesis will be taken into account when determining the overall grade for intermediate studies. The grade for the master's thesis will be taken into account when determining the overall grade for advanced studies.

If the thesis has been assessed on a scale other than 0–5, the thesis grade will not count towards the module grade.

Expiry of studies

Modules completed more than 10 years ago as well as courses not belonging to any modules cannot be incorporated into degrees. The validity period of a course begins on the date of completion, and courses completed more than 10 years ago cannot be incorporated into modules. The validity period of a module begins on the date of completion of the last course incorporated into the module.

Intermediate studies completed after the completion of basic studies interrupt the expiry of basic studies. In such cases, basic studies expire at the same time as intermediate studies.

Courses completed more than 10 years ago cannot be included in non-degree study modules completed at the University of Helsinki or in related module certificates.

Courses and modules are valid until the end of the term in which the expiry date falls.

The curricula of degree programmes can also specify expiry periods shorter than 10 years.

Expiry applies to all studies. Expired studies must be completed again in full to be included in a degree.



In medicine (degree programmes in medicine and dentistry), modules and other studies completed in accordance with the curriculum prior to the granting of a bachelor's title no longer expire after the title has been granted. In addition, compulsory language studies (10 cr) do not expire if they were completed no more than 10 years prior to the date of granting the bachelor's title.

Students who received their right to study in or before 2015 and who transfer or are transferred to the Degree Programme in Medicine have the right, until 31 July 2023, to include in their Licentiate of Medicine degree native language studies, studies in the second national language of Finland and foreign language studies completed more than 10 years ago. Students who received their right to study in or before 2015 and who transfer or are transferred to the Degree Programme in Dentistry have the right, until 31 December 2022, to include in their Licentiate of Dentistry degree native language studies, studies in the second national language of Finland and foreign language studies completed more than 10 years ago. If the duration of a student's studies is extended due to an absence referred to in section 41 of the Universities Act, the above deadlines for completing the degree can be extended in a corresponding manner.

12 Registration at the University

Registration for the academic year by students newly admitted to complete a degree

Applicants admitted as degree students must accept the student place offered to them within the deadline determined by the Ministry of Education and Culture for the national joint admissions system and by University Services for other admissions.

If an admitted student fails to accept the offered student place within the specified deadline, they will lose their student place. Such students can seek readmission only through the student admissions procedure.

Students who have accepted the offered student place must also register at the University. Students may register for non-attendance for the first year of studies only on the grounds specified in section 39 of the Universities Act. If a student has been granted a new right to complete a degree, but has registered as a non-attending student for the following term on the basis of their previous right to study, the student must submit a certificate of the reasons for non-attendance (as specified in section 39 of the Universities Act) or change their registration status to attending student. If a newly admitted student who has registered for non-attendance does not change this status to attendance or submit a certificate stating the reason for the absence (as specified in section 39 of the Universities Act), the student forfeits their right to study.

Registration for the academic year by degree students

Each academic year, degree students must register for attendance or non-attendance in conjunction with all their rights to complete a degree at the University. For each of the above rights, they can choose whether to register for attendance or non-attendance. Students who do not intend to pursue studies during the academic year must register for non-attendance. Registration is for the full academic year.

The director of development at Teaching and Learning Services decides on the registration periods.

A student who intends to complete studies during the academic year must register for attendance. Additionally, students pursuing studies for a fixed period of time at another educational institute in Finland (e.g., in the JOO Flexible Study Rights Scheme) or abroad must register for attendance. Students must also register as attending for the term in which they will be granted the degree associated with their right to complete a degree.



Students pursuing a doctoral degree must belong to a doctoral programme to be able to register for the academic year. If this information is missing from student records, their registration cannot be accepted until their faculty has confirmed their doctoral programme.

Changing or cancelling a registration

A degree student who has registered for non-attendance may change this status at any time during the academic year. Students who have registered for attendance who are not in their first year may change their status to non-attendance during the registration period.

If a graduate has registered for the term following their graduation and has not been granted the right to complete another degree or pursue other studies, the registration will be cancelled, and they will be notified of this in writing. The same applies to students who have waived their right to complete a degree but have registered for the term following their waiver.

Failure to register for the academic year

As specified by the Universities Act, degree students who fail to register for the academic year will forfeit their right to study, in other words, lose their right to pursue a degree. If such students wish to regain their right to study, they must apply for readmission into the faculty. The application can be submitted without participating in the student admissions procedure. Such students must pay a degree-specific processing fee. The application for readmission must be addressed to the faculty where the student held the right to pursue a degree. If the student held the right to pursue a degree in several faculties at the same time, they must submit the application(s) to the faculties in which they wish to continue studying in the future. Should the faculty reject the student's application, its decision must include instructions on how to appeal.

If students, after having failed to register for the academic year, register for attendance or non-attendance during the same academic year, they can be readmitted without a separate application after having paid a processing fee.

Students in international joint degree programmes

Provisions concerning students in international joint degree programmes and their registration for the academic year during their studies at universities other than the University of Helsinki will be agreed upon separately in agreements on joint degrees.

Other rights to study

The following students must register for attendance for the academic years following their first year of study:

- 1) Students who hold the right to pursue a degree at a university abroad and the right to pursue fixed-term studies at the University of Helsinki
- 2) Students who complete any of the following teacher education studies as non-degree studies: pedagogical studies for teachers, studies for special education teachers, studies in the professional skills required for work in early childhood and pre-primary education, or multidisciplinary studies for class teachers, and
- 6) Students pursuing studies for more than an academic year to upgrade certain qualifications.

Students pursuing a specialist qualification in medicine or dentistry must register for attendance or non-attendance at the University each academic year. Students who have failed to register for the academic year will not lose their right to study and may thus register for attendance or non-attendance during the same academic year and are not liable to pay a processing fee.

Students who have been granted the right to pursue non-degree studies do not have the right to complete a degree at the University of Helsinki. Once applicants for non-degree studies have



been granted the right to pursue these studies and they have paid the determined fee (if any) within the deadline set by the faculty, they need not register at the University.

13 Degree certificates and other certificates

As provided by the Decree on degrees, the University issues certificates to students on the completion of first- and second-cycle degrees and postgraduate (third-cycle) research degrees. The University also issues certificates to students for completed specialist training and for the completed qualification as a specialist in medicine, dentistry or veterinary medicine. In addition, upon request, the University issues certificates of completed studies while students are still studying as well as certificates for completed studies not incorporated into a degree.

The University issues certificates to students on the completion of non-degree studies as well as teacher education studies and studies providing teacher qualifications completed as non-degree studies. The University may, upon request, issue a certificate indicating that the student has demonstrated knowledge and skills acquired in a manner other than the studies specified in the statutory qualification requirements but which are equivalent to the skills and knowledge provided by completed studies in teacher education.

The degree certificate will only indicate the number of completed credits that are stipulated as the scope of the degree in the Decree on degrees plus an additional 10% of completed credits. When calculating the total number of completed credits, students may include in their degrees, besides the above-mentioned additional 10% of completed credits, studies up to the nearest 5 credits in scope.

The scope of studies indicated in the degree certificates of students graduating from the Master's Programme in Psychology may exceed the stipulated 10% if the students incorporate pedagogical studies for teachers in their degrees.

The scope of studies indicated in the degree certificates of students who were granted the right to pursue a degree before 1 August 2017 and who have transferred to complete their degree in accordance with the curricula for the degree programmes may exceed the stipulated 10%. Students who were granted the right to pursue a bachelor's degree, a bachelor's and a master's degree, or only a master's degree before 1 August 2017 include all students entered in student records as having obtained their right to study before 1 August 2017. This also applies to students admitted through a transfer application procedure who were originally granted the right to pursue a degree before 1 August 2017.

However, the scope of studies indicated in the degree certificates of students who were granted the right to pursue a degree before 1 August 2017 and who have transferred to complete their degree in accordance with the curricula for the degree programmes is regulated by previous faculty decisions. If the faculty which granted the student the right to pursue a degree has, through standing orders or other equivalent decisions, set limitations to the maximum scope of degrees, these limitations will be applied also after the student's transfer to the new degree system.

Students who were granted the right to pursue a degree before 1 August 2017 and who have transferred to complete their degree in accordance with the curricula for the degree programmes cannot be granted an extension to the duration of their studies to complete credits not required for the minimum scope of their degree. In addition, students who have transferred to a degree programme cannot incorporate in their degrees modules completed more than 10 years ago or courses not belonging to any modules.



Studies are indicated on the degree certificate so that the scope (40 cr) of the studies based on the doctoral programme curriculum can be exceeded by a maximum of 10%, up to five credits in scope. However, the doctoral certificate of a previous licentiate graduate can indicate all studies completed for the licentiate degree as well as their supplementation, if any.

14 Curriculum periods

The duration of a curriculum period is three academic years.

Students can complete studies in accordance with the curriculum that is valid when their right to study takes effect. When the curriculum period changes, students are entitled to transfer to complete their studies in accordance with the new curriculum. The faculty council can set a deadline after which students must transfer to complete their studies in accordance with a more recent curriculum.

If a student transfers to study in accordance with a more recent curriculum, decisions on the student's study plans, such as the recognition of credits and personal completion methods, will continue to apply, provided that the courses and modules remain the same.

15 Entry into force

These guidelines for degrees and studies will enter into force as of 1 August 2021, superseding the rector's decision of 19 June 2017 (HY/495/00.00.06.00/2017), including its subsequent amendments, on guidelines for degrees and studies at the University of Helsinki.

Students whose thesis for their second-cycle (master's) degree has been assessed and passed before 31 July 2022 on a scale of 0–5 can choose whether the thesis grade is taken into account when the overall grade of their advanced studies is determined. Students who do not wish to have their thesis grade taken into account when the overall grade of their advanced studies is determined must specify this when requesting the compilation of the advanced studies module by 31 July 2022.

Rector

Jari Niemelä

Specialist

Mervi Pyyhtiä

APPENDIX

Memorandum: Guidelines for degrees and studies at the University of Helsinki

This document has been digitally signed in the records and document management system of the University of Helsinki.