



15.4.2015

Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki

The key legislation relating to the Regulations on Degrees and the Protection of Students' Rights are the Universities Act (558/2009), the Government Decree on Universities (770/2009), and the Government Decree on University Degrees (794/2004).

The Board of the University of Helsinki has made the following amendments and additions to these Regulations:

Section 16 amended on 19 October 2016 to take effect on 1 January 2017

Section 27 abolished and section numbering amended correspondingly; section 3 paragraphs 1 – 3, section 4 subsection 2, section 7 paragraphs 3 – 6, section 9, section 15, section 16, section 17 subsection 1, section 22, section 25, section 26 subsection 2, sections 27 – 32, section 35 subsections 2 – 3, section 37 subsections 1 and 3, section 53, section 56, section 59 subsection 2 amended; to take effect on 1 August 2017

Contents

1 GENERAL PROVISIONS.....	4
Section 1 Foundations of teaching at the University of Helsinki	4
Section 2 Scope of the regulations.....	4
Section 3 Definitions	5
Section 4 Responsibilities for quality management in education.....	5
Section 5 Teachers' Academy	5
Section 6 Teaching skills committee	5
Section 7 Delegation of decision-making powers.....	6
2 DEGREE EDUCATION AND SPECIALIST EDUCATION.....	6
Section 8 Educational responsibilities of the University	6
Section 9 Establishment and termination of a degree programme.....	6
Section 10 Provision of specialist education	7
Section 11 Joint degree programmes	7
The right to complete a degree, the right to pursue other studies and the right to pursue specialist education.....	7
Section 12 Admissions criteria for studies leading to a first-cycle and second-cycle degree as well as for studies leading to a doctoral or other postgraduate degree	7
Section 13 Admissions criteria for specialist education and student admissions	7
Section 14 Granting the right to complete a degree	7
Section 15 Transferring between degree programmes	8



15th of April 2015

Section 16 Studies in education required of teachers	8
Section 17 The right to pursue other studies	8
Section 18 Restricting the right to complete a degree	8
Section 19 Termination and waiver of the right to complete a degree	9
Section 20 Forfeiture of the right to complete a degree	9
3 OTHER UNIVERSITY TEACHING AND EDUCATION.....	9
Section 21 Open University teaching	9
Section 22 Non-degree studies.....	9
4 TEACHING AND STUDIES	10
Section 23 Enrolment and registration	10
Planning and provision of teaching.....	10
Section 24 Studies included in degrees and specialist education.....	10
Section 25 Recognition of prior learning in degrees and specialist education.....	10
Section 26 Planning of teaching.....	10
Section 27 Attendance at teaching	10
Section 28 Supervision of first- and second-cycle students	11
Section 29 Supervision of postgraduate students	11
Section 30 Expiry of studies.....	11
Language of instruction and learning	11
Section 31 Language of instruction and degrees.....	11
Section 32 Language of study	12
Section 33 Language of the public examination of doctoral dissertations	12
Monitoring of study progress.....	12
Section 34 Monitoring of study progress	12
5 ASSESSMENT OF ACADEMIC PERFORMANCE AND GRADING SCALES	13
Section 35 Assessment of academic performance	13
Section 36 Completion of studies	13
Section 37 Scales and grades for the assessment of completed studies	13
Section 38 Grading of completed studies.....	14
Section 39 Announcement of examination results.....	14
Section 40 Announcement of grading principles.....	14
Section 41 Examination and grading of Master's theses	15
Section 42 Examination and grading of Licentiate theses.....	15
Section 43 Cancellation of the grading of Master's and Licentiate theses	15
Section 44 Examination and grading of doctoral dissertations	16



15th of April 2015

6 PLAGIARISM AND CHEATING.....	16
Section 45 Procedures for handling plagiarism and other cases of cheating.....	16
Disturbance and cheating in examinations	16
Section 46 Cheating.....	16
Section 47 Disturbance.....	17
Section 48 The right of students suspected of cheating and disturbing to provide an explanation .	17
Section 49 Consequences.....	17
7 DIPLOMAS, REGISTRATION OF COMPLETED CREDITS AND TRANSCRIPTS.....	17
Section 50 Degree diplomas.....	18
Section 51 Registration of completed credits.....	18
Section 52 Transcript.....	18
8 PROCEDURES FOR APPEALS AND THE ACADEMIC APPEALS BOARD	18
Section 53 Appeals against admission decisions	18
Section 54 Appeals against forfeiture of the right to pursue a degree.....	19
Section 55 Appeals against the grading of studies and the recognition of prior learning	19
Section 56 Appeals against the grading of advanced studies theses, Licentiate theses and doctoral dissertations	19
Section 57 Composition of the Academic Appeals Board	19
Section 58 Duties of the Academic Appeals Board.....	20
Section 59 Quorum and decision-making procedures of the Academic Appeals Board.....	20
Section 60 Decisions of the Academic Appeals Board	20
9 ENTRY INTO FORCE	21



15th of April 2015

1 GENERAL PROVISIONS

Section 1 Foundations of teaching at the University of Helsinki

Teaching and studies at the University shall be based on research. The objectives of teaching, the content of studies and the methods of learning and assessment shall promote the understanding, adoption and application of scientific thinking.

The University shall define its teaching philosophy and use it to develop teaching. The teaching philosophy shall be continuously and collectively examined, assessed and developed. The rector shall decide on the foundations of the University's teaching philosophy and on the ethical principles of the University's teaching and studies. The rector shall also decide on the implementation of assessments of education and on the feedback collected to develop teaching and education.

The structure of degrees, the planning and implementation of teaching, and the provision of study guidance and supervision shall allow students to complete their degrees in the normative duration for full-time study, as referred to in the Universities Act. Students shall be able to complete studies in an appropriate order and without interruptions.

Section 2 Scope of the regulations

These Regulations shall apply to degrees and related studies at the University of Helsinki as well as, where applicable, to specialist studies, non-degree studies, Open University studies and continuing education. The Regulations shall also apply to legal safeguards for students, the University's Academic Appeals Board as well as, where applicable, to entrance examinations.

These Regulations shall be applied at faculties and, where applicable, at independent institutes that provide teaching.

The rector and faculties may issue provisions to specify these Regulations.

These Regulations shall be the degree regulations referred to in section 41 of the Universities Act.



15th of April 2015

Section 3 Definitions

In these Regulations, the following definitions shall apply:

- 1) The curriculum of a degree programme shall refer to the entity that includes the titles, learning outcomes, structure and content of the degrees pursued in the degree programme as well as the forms of teaching and the methods for assessing learning.
- 2) The study track shall refer to the study path which students may select either at the beginning of studies or later during studies.
- 3) The teaching programme shall refer to the teaching provided during the academic year or a longer period.
- 4) Completed studies shall refer to examinations, assignments, essays, learning journals, competence tests and other completion methods specified in the curriculum as well as a combination thereof. Completed studies shall also refer to a doctoral dissertation, a Licentiate thesis, a thesis associated with a first- or second-cycle academic degree, transferred credits and the demonstration of learning by other means as required by the curriculum.
- 5) The right to complete a degree shall refer to the right to study as defined in the Universities Act.

Section 4 Responsibilities for quality management in education

The University shall be responsible for the overall quality and resources of education.

Faculties shall be responsible for the quality of their degrees, the attainment of agreed objectives, and the allocation and prioritisation of resources granted for the provision of education. The independent institutes offering education shall each be responsible for the quality of the education that they provide.

Each degree programme shall be responsible, together with the faculties involved, for the coordination, quality and development of teaching in the programme.

Teachers shall be responsible for the quality of each teaching situation and the assessment of learning.

Students shall be responsible for the progress of their learning and studies.

Section 5 Teachers' Academy

The duties of the Teachers' Academy at the University of Helsinki shall include promoting the value and status of teaching in the academic community. The rector shall decide on the structure, duties and selection of members of the Academy.

Section 6 Teaching skills committee



15th of April 2015

Each faculty shall have at least one teaching skills committee appointed by the dean to promote the development of teaching skills among the Faculty's teaching and research staff. If necessary, the teaching skills committee shall issue a statement on the teaching skills of applicants for a professorship or other teaching and research position as well as when examining the conditions for granting the title of docent. The committee shall include representatives of professors, other teaching and research staff, and students.

Section 7 Delegation of decision-making powers

The faculty council may delegate a matter included in its decision-making powers under these Regulations to the dean for decision. However, the decision-making power cannot be delegated in the following matters:

- 1) Provision of and admissions criteria for specialist education
- 2) Admissions criteria and proposals for the number of new students to be admitted
- 3) Principles for the transfer between degree programmes, faculties and universities
- 4) The curriculum
- 5) Permission to defend a doctoral dissertation in a public examination and the grading of a doctoral dissertation
- 6) The order in which appeals on student admissions are considered

2 DEGREE EDUCATION AND SPECIALIST EDUCATION

Section 8 Educational responsibilities of the University

Having consulted the faculties, the Board of the University shall decide on the submission of proposals to the Ministry concerning the amendment of educational responsibilities and shall submit a statement to the Ministry on proposals submitted by others concerning the amendment of educational responsibilities.

The rector shall decide on the distribution among the faculties of the University's educational responsibilities enacted by decree.

Section 9 Establishment and termination of a degree programme

The University shall provide education in degree programmes, which are established and terminated by a rector's decision. Each degree programme shall also be designated a coordinating faculty.



15th of April 2015

Should a degree programme or its study track be terminated, the coordinating faculty shall provide students who have been granted the right to complete a degree in the programme with the opportunity to complete their studies within a reasonable time. The faculty council shall decide on arrangements, which must be reasonable for students, for the transition period.

Section 10 Provision of specialist education

The faculty council shall decide on the specialist education provided at the faculty.

Section 11 Joint degree programmes

The provision of joint degree programmes with universities in Finland and abroad shall be negotiated in separate agreements between the universities. The rector and the dean shall sign such agreements.

The rector shall decide on general provisions on joint degree programmes.

The right to complete a degree, the right to pursue other studies and the right to pursue specialist education

Section 12 Admissions criteria for studies leading to a first-cycle and second-cycle degree as well as for studies leading to a doctoral or other postgraduate degree

The rector shall decide on the general guidelines for the University's undergraduate and postgraduate admissions.

The faculty council shall decide on the faculty's undergraduate and postgraduate admissions criteria and shall submit a proposal to the Board on the number of new students to be admitted.

Section 13 Admissions criteria for specialist education and student admissions

The faculty council shall decide on the admissions criteria for specialist education. The faculty council, or a body appointed by it, shall admit students to specialist education.

Section 14 Granting the right to complete a degree



15th of April 2015

The faculty council, or a body appointed by it, shall grant the right to complete a degree at the University.

Students who have completed a degree at the Swedish School of Social Science shall have the right to continue their studies at the University towards a Master of Social Sciences degree.

Section 15 Transferring between degree programmes

The faculty council of the coordinating faculty shall decide on the principles according to which students from another degree programme, faculty or university can transfer to a degree programme to complete a degree (transfer admission). Transfer admission shall only apply to Bachelor's programmes.

Section 16 Studies in education required of teachers

The Faculty of Educational Sciences shall provide prospective subject teachers with the studies in education required of teachers, decide on the admissions criteria for such students and grant them the right to study. The rector shall decide on the distribution of student places between the faculties and degree programmes.

Section 17 The right to pursue other studies

Students may complete studies included in another degree programme or not included in any degree programme according to the curriculum of their degree programme. The faculty council of the faculty coordinating the degree programme, or another education provider, shall decide on the application procedures and grounds for granting students the right to pursue such studies.

Students from other universities in Finland and abroad may complete studies at the University of Helsinki subject to separate agreements between the universities.

Section 18 Restricting the right to complete a degree

The rector shall decide on detailed provisions concerning the restriction of the right to complete a degree and the extension of that right, as referred to in sections 40–42 of the Universities Act.



15th of April 2015

Section 19 Termination and waiver of the right to complete a degree

The right to complete a degree shall terminate when the degree for which the right was granted has been completed.

Students may waive their right to complete a degree by notifying the University in writing. The right to complete a degree shall then be recorded as terminated on the date of the written notice. In such cases, the right to complete a degree may be reinstated only through student admissions.

Section 20 Forfeiture of the right to complete a degree

Students who have lost their right to complete a degree under section 43 of the Universities Act may apply to their faculty for readmission. The application may be submitted without participating in the student admissions procedure.

The dean shall decide on the forfeiture and reinstatement of the right to complete a degree.

3 OTHER UNIVERSITY TEACHING AND EDUCATION

Section 21 Open University teaching

The Board of the Open University shall decide on the application procedure and admissions principles for the right to complete studies at the Open University as well as on who grants the right to complete studies.

The rector shall decide on the fees charged for Open University studies.

Section 22 Non-degree studies

The dean may grant the right to pursue non-degree studies to persons who do not hold the right to complete a degree at the University of Helsinki. The right to complete non-degree studies shall be granted for a fixed term. The rector shall decide on the University-level principles of admission to non-degree studies, and the faculty council on more detailed principles of admission.

The rector shall decide on the fees charged for non-degree studies.



15th of April 2015

4 TEACHING AND STUDIES

Section 23 Enrolment and registration

The rector shall decide on the enrolment of admitted students at the University and on registration for attendance or non-attendance each academic year.

Planning and provision of teaching

Section 24 Studies included in degrees and specialist education

The rector shall decide on the general guidelines for the structures and content of first-, second- and third-cycle degrees at the University. The faculty council shall lay down detailed provisions on degrees and the studies included in them as well as decide on the content of education.

The faculty council shall decide on the structure, content, studies and, if necessary, grading scales of specialist degree programmes as well as on specialist education in medicine, dentistry and veterinary medicine.

Section 25 Recognition of prior learning in degrees and specialist education

The rector shall decide on the recognition and validation of prior learning at the University.

Section 26 Planning of teaching

A curriculum shall be prepared for each degree programme. The faculty council of the coordinating faculty shall decide on curricula at the proposal of the steering group of each degree programme. The rector shall lay down detailed provisions on the degree programme curricula and their content. The University's teaching philosophy and the ethical principles for the University's teaching and studies shall be followed when planning teaching.

The steering group of the degree programme shall decide on the teaching programme for the academic year by the end of May in the preceding academic year. The Language Centre and the Open University shall decide on their teaching programme.

The University's academic year shall be divided into teaching periods, whose number, beginning and end shall be decided by the rector.

Section 27 Attendance at teaching



15th of April 2015

Attendance at teaching may be defined in the curriculum as compulsory, optional or elective. The rector shall determine the detailed principles of compulsory teaching situations.

Section 28 Supervision of first- and second-cycle students

Students shall receive supervision both during their studies and when preparing their thesis.

The rector shall decide on the principles of academic supervision, including the rights and obligations of students and supervisors. The degree programme curriculum shall include instructions on drawing up the personal study plan and on practices for its approval and updating.

Section 29 Supervision of postgraduate students

Postgraduate students shall receive supervision for both research and postgraduate studies. Postgraduate students shall be assigned a primary supervisor and possibly other supervisors as well as a monitoring group.

The rector shall decide on the general principles for research and postgraduate studies, including the rights and obligations of students and supervisors, provisions on the selection and duties of supervisors and the monitoring group, as well as instructions for drawing up the personal study plan and the supervision plan.

Section 30 Expiry of studies

Degrees shall not include study modules or other studies that were completed more than ten years ago. The rector shall lay down detailed provisions on the expiry of studies.

Language of instruction and learning

Section 31 Language of instruction and degrees

The Universities Act stipulates that the University's languages of instruction and degrees shall be Finnish and Swedish. The language of instruction and degrees at the Swedish School of Social Science shall be Swedish.

The rector shall decide on the criteria based on which a degree programme may be offered in a foreign language, in multiple languages or as a bilingual programme.

The rector shall decide on the language of degrees for each degree programme in conjunction with its establishment.



15th of April 2015

The degree programme curriculum shall determine the language of instruction for each course and study module.

Section 32 Language of study

Unless the nature of the examined discipline or teaching requires otherwise, students shall be entitled to use Finnish or Swedish in completing their studies, and written examinations and other study-related assignments shall be provided in the language requested by the student, in other words, Finnish or Swedish.

The rector shall decide on the principles relating to the language of study in degree programmes.

Section 33 Language of the public examination of doctoral dissertations

Doctoral dissertations shall be defended in public examinations. The language of these examinations shall be determined in advance by the custos after consulting with the doctoral candidate and the opponent. The language shall be either Finnish or Swedish, or the language in which the doctoral dissertation was written. The public examination may also be held in another language if the doctoral candidate agrees to this. The doctoral candidate and the opponent may also use different languages at the public examination if they so agree.

Monitoring of study progress

Section 34 Monitoring of study progress

The progress of first- and second-cycle students as well as doctoral students shall be monitored at stages determined in advance. The rector shall decide on the general principles of monitoring.

The faculty council shall decide on the progress monitoring of students pursuing a Licentiate degree.



15th of April 2015

5 ASSESSMENT OF ACADEMIC PERFORMANCE AND GRADING SCALES

Section 35 Assessment of academic performance

Learning shall be assessed in the manner specified in the curriculum. Students shall be provided with feedback on the development of their learning during studies.

Degree programmes and other units that provide teaching shall administer examinations or other learning assessment procedures frequently enough so as to enable the completion of degrees in the target duration. Students shall have the opportunity to retake an examination or another equivalent assessment procedure unless there are special reasons that preclude this. The rector may restrict the number of opportunities to retake an examination or another assessment procedure.

The number of times a student wishes to take an examination that is not dependent on the teaching schedule may not be limited. The rector may however, restrict the number of opportunities to retake a passed examination and other completed studies.

The rector shall lay down detailed provisions on the administration of examinations and other procedures for the assessment of learning.

Section 36 Completion of studies

The scope of completed studies other than the doctoral dissertation and Licentiate thesis shall be expressed in credits. Completed studies shall be graded, and the grade, credits, language of completion and person who approved the studies shall be entered into the Student Register. The faculty council may also decide that parts of completed studies, including their grade, credits and language of study, are to be entered into the Student Register.

Written or otherwise recorded examinations and similar documents related to completed studies shall be retained for at least six months after their results are published. Other documents related to completed studies shall be retained for the period defined in the University's archiving regulations and archiving plan.

Section 37 Scales and grades for the assessment of completed studies

Completed studies shall be assessed on the following scale of 0 to 5: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Satisfactory, 1 = Passable, 0 = Fail. The degree programme curriculum may also decide to use the grades Pass/Fail in the assessment of certain studies. The rector shall decide on the determination of the overall grade for study modules.

Written and oral proficiency in the second national language of Finland shall be assessed using the grades Good, Satisfactory and Fail.



15th of April 2015

Bachelor's and Master's theses shall be assessed on a scale of 0 to 5. This scale shall apply to the assessment of theses which are written in degree programmes launched on 1 August 2017 and have a scope of 30/20 cr. The previous scale shall apply to the assessment of theses which are based on the previous degree requirements and have a scope of 40/20 cr.

Doctoral dissertations and Licentiate theses shall be assessed using the grades Pass with Distinction, Pass and Fail.

Section 38 Grading of completed studies

Examiners shall be qualified for their task. The disqualification of examiners shall be governed by the Administrative Procedure Act.

The same person shall grade all the answers for a given question or assignment in an examination, unless other arrangements are appropriate in view of the nature of the examination. Examinations that require exceptional consideration in the grading process shall be graded by a minimum of two examiners where possible.

When a student has retaken an examination and has received a different grade or differing number of credits for the same examination, the final grade shall be determined by the examination giving the highest number of credits or, if the number of credits is the same, the final grade shall be the higher grade, unless the student wishes otherwise. When the number of credits and the grade are the same, the credits and grade shall be those from the most recent examination.

Section 39 Announcement of examination results

Examination results shall be announced well before the retake date or the registration date for the retake, one month from the examination date at the latest. However, the results of entrance examinations as well as examinations held between 1 June and 31 August may be announced more than one month from the examination date.

Results shall always be announced at least on the University intranet and, if necessary, on the noticeboard of the relevant department or other unit that administered the examination. The results shall remain available for viewing for at least three weeks. The result lists shall include grades according to student number as well as the distribution of grades.

The examiner shall verify the result list. If the examination has been graded by several examiners, the result list shall include the names of all of them and indicate which questions have been graded by each of the examiners.

Section 40 Announcement of grading principles



15th of April 2015

Students shall have the right to know how grading principles have been applied to their performance. They shall have the opportunity to acquaint themselves with their completed, written or otherwise recorded, examination.

In connection with the announcement of results at the latest, the examiner shall inform the students where the examination papers will be retained, and where and when the students may study their graded papers. Students shall have the right to receive a copy of their examination paper at their own expense.

The grading principles of each examination shall be announced in connection with the announcement of the examination results at the latest. If a detailed report of the grading principles is not reasonable, given the nature of the examination and the number of participants, the examiner shall, nevertheless, inform the students in connection with the announcement of the results about how students can have access to the grading principles and study how they were applied in their case.

The examination papers and the examiner's grading notes may not be disclosed to third parties or published without permission from the student. The examination papers may not be used for teaching and research purposes without permission from the student if an individual student can be identified on the basis of the answers.

Section 41 Examination and grading of Master's theses

Each Master's thesis included in a second-cycle degree shall be examined by two examiners, as provided in detail by the faculty council. The faculty council shall approve each thesis and grade it, unless it has delegated this power of decision to the department council.

The faculty council shall lay down detailed provisions on the grading procedure of Master's theses.

Section 42 Examination and grading of Licentiate theses

The faculty council shall appoint a minimum of two assessors for each Licentiate thesis, both of whom shall have completed a doctoral degree.

The examiners of a Licentiate thesis shall be given a time limit of two months of the date of receiving the assignment to submit, either jointly or separately, a written reasoned statement on the thesis. The faculty council shall grade each thesis, unless it has delegated this power of decision to the department council. Before the grading of the thesis, the author shall have the opportunity to object to the examiner's statement.

Section 43 Cancellation of the grading of Master's and Licentiate theses

Before the grading of a Master's or Licentiate thesis, the student may request in writing that the grading be discontinued. The grading process shall then be cancelled.



15th of April 2015

Section 44 Examination and grading of doctoral dissertations

The faculty council shall appoint at least two preliminary examiners for each doctoral dissertation who must be professors or docents or scholars with equivalent academic qualifications, or, in special cases, at least a doctoral degree. The supervisor of the doctoral dissertation may not serve as its preliminary examiner. The author of the doctoral dissertation shall have the opportunity to object to the appointment of the preliminary examiners.

The doctoral candidate shall have the opportunity to object to the preliminary examiner's statement before the faculty council decides whether or not permission is to be granted for the public defence of the dissertation.

The faculty council shall appoint one or two opponents for the public defence of each doctoral dissertation who must be professors or docents or scholars with equivalent academic qualifications, or, in special cases, at least a doctoral degree. As a rule, at least one of the opponents shall come from outside the University of Helsinki. The supervisor of the doctoral dissertation may not serve as an opponent. The author of the doctoral dissertation shall have the opportunity to submit an objection to the faculty council on the appointment of the opponents.

The faculty council shall appoint a grading committee for each doctoral dissertation to submit a grade proposal for that dissertation.

The faculty council shall approve each thesis and grade it, unless it has delegated this power of decision to the department. Before the grading of the dissertation, the author shall have the opportunity to object to the opponent's statement and any other documents related to the grading process.

The rector shall lay down detailed provisions on the examination and grading of doctoral dissertations.

6 PLAGIARISM AND CHEATING

Section 45 Procedures for handling plagiarism and other cases of cheating

The rector shall issue instructions for handling plagiarism and cheating.

If the suspected cheating concerns a Licentiate thesis, a doctoral dissertation or an approved Master's thesis, the guidelines of the Finnish Advisory Board on Research Integrity for the responsible conduct of research and for handling alleged violations of conduct shall be followed.

Disturbance and cheating in examinations

Section 46 Cheating



15th of April 2015

If the examination invigilator notices that a student is cheating in the examination, the student shall not be allowed to complete the examination. The provisions concerning cheating and disturbance in examinations shall be applied, where appropriate, to studies completed through other methods than examinations.

Section 47 Disturbance

If the examination invigilator notices that a student is causing a disturbance in an examination or an equivalent learning assessment situation, he or she shall caution the student and, if necessary, take appropriate action to prevent any further disturbance. If, despite these measures, the disturbance continues, the invigilator may terminate the disturber's examination. If the disturbance has unreasonably distracted the other students taking the examination, the time reserved for the examination shall be extended by the same amount of time lost due to the disturbance.

Section 48 The right of students suspected of cheating and disturbing to provide an explanation

Students suspected of cheating or causing a disturbance in an examination shall have the opportunity to offer an explanation. When a student is prevented from completing the examination because of cheating or causing a disturbance, the examination invigilator shall record on the examination paper or other assessment material the reason for the interruption and indicate whether the student admits to or denies cheating or causing a disturbance in the examination.

Section 49 Consequences

Students who have cheated shall be deemed to have failed the course or examination. Before such students are failed, they shall have the opportunity to be heard. The incident shall be reported to the faculty dean.

Students dissatisfied with being failed in a course or examination due to cheating may bring the matter in writing before the faculty council for consideration within 14 days of the receipt of the decision. The provisions on appeals against the grading of completed studies shall apply, where applicable, to the handling of such matters.

Once the cheating has been substantiated, the dean of the faculty may, at his or her discretion, report the matter to the rector for disciplinary action, as specified in Section 45 of the Universities Act.

7 DIPLOMAS, REGISTRATION OF COMPLETED CREDITS AND TRANSCRIPTS



15th of April 2015

Section 50 Degree diplomas

The faculty shall issue a diploma as well as a diploma supplement for degrees completed. The rector shall decide on the content and design of diplomas.

Graduates from foreign-language degree programmes shall receive not only a Finnish- or Swedish-language diploma, but also an English-language diploma. Such graduates shall also be granted a degree title in not only Finnish or Swedish, but also in English.

Doctoral graduates who wrote and publicly defended their doctoral dissertation in English shall receive, upon request, not only a Finnish- or Swedish-language diploma, but also an English-language diploma. The same procedure shall apply to dissertations written and defended in languages other than Finnish, Swedish or English.

The rector shall decide on the principles for diplomas from joint degree programmes.

Section 51 Registration of completed credits

Examiners shall promptly register studies they have administered and graded or shall submit for registration information about studies they have verified as completed. Completed credits shall be registered immediately after the announcement of the examination results, one month from the announcement of the results at the latest, unless there are special circumstances that prevent this.

The examination date shall be registered as the completion date of credits. In the case of examinations consisting of several parts, the date of completion shall be the date of the last examination.

Section 52 Transcript

Students who hold the right to complete a degree at the University and have registered for attendance may receive one official transcript per term for free.

8 PROCEDURES FOR APPEALS AND THE ACADEMIC APPEALS BOARD

Section 53 Appeals against admission decisions

Applicants for admission may appeal against the admission decision to the faculty council or a body appointed by it within 14 days of the announcement of the admission results, as provided in the Administrative Procedure Act.



15th of April 2015

Section 54 Appeals against forfeiture of the right to pursue a degree

Students may appeal in writing to the faculty council within 14 days of receiving a decision on the forfeiture of their right to complete a degree.

Section 55 Appeals against the grading of studies and the recognition of prior learning

Students dissatisfied with the grading of studies other than a doctoral dissertation, a Licentiate thesis or an advanced studies thesis may lodge an appeal. The appeal shall be made orally or in writing to the teacher responsible for the grading or, if the faculty council or department council graded the studies, in writing to the faculty council or department council. The appeal shall be made within 14 days of the date the student had access to the grade and the application of grading principles. The same procedure shall apply to appeals against decisions on the recognition of previously completed studies and prior learning.

A reasoned decision shall be provided on an appeal within a reasonable period of time. Teachers shall provide their decision in writing if a student announces his or her dissatisfaction with the decision on the appeal. Decisions of the faculty council and department council shall always be provided in writing. Students may appeal such decisions to the University's Academic Appeals Board within 14 days of the receipt of the decision.

Section 56 Appeals against the grading of advanced studies theses, Licentiate theses and doctoral dissertations

Students dissatisfied with the grading of their advanced studies thesis, Licentiate thesis or doctoral dissertation may appeal in writing to the Academic Appeals Board within 14 days of receiving the grading decision. The board may refer the grading back to the faculty council or to the department council, if the faculty council has delegated the grading to the department council.

Section 57 Composition of the Academic Appeals Board

The rector shall appoint the Academic Appeals Board for the consideration of appeals concerning studies completed at the University. The term of the Academic Appeals Board is four years; however, the student representatives shall be selected for a term of two years.

The Academic Appeals Board shall comprise a chair and six other members, each of whom shall have a deputy. The members and their deputies shall be members of the academic community. The chair and the vice-chair shall be professors. One of the other members and, correspondingly, of the deputy members shall be a professor; at least one member shall hold a teaching or research position other than a professorship, and at least two of the members shall be students.

When discussing appeals against the grading of doctoral dissertations or Licentiate theses, the Academic Appeals Board shall be supplemented by two additional members, both of whom shall have deputies. These supplementary members and their deputies shall be professors or docents.



15th of April 2015

The presenting official of the Academic Appeals Board shall hold the degree of Bachelor or Master of Laws.

Section 58 Duties of the Academic Appeals Board

The Academic Appeals Board shall have the following duties:

- 1) To consider appeals based on sections 56 and 57
- 2) To monitor faculty decisions on appeals submitted under section 55 to ensure the equal treatment of students
- 3) To take initiatives for the development of the protection of students' rights
- 4) To issue statements on matters concerning the protection of students' rights
- 5) To consider other issues concerning the protection of students' rights that are not, under the Universities Act or the Regulations of the University of Helsinki, assigned to another administrative body of the University

Section 59 Quorum and decision-making procedures of the Academic Appeals Board

The Academic Appeals Board shall convene at the invitation of the chair or vice-chair, or when at least one-third of the members so insist. The Board shall constitute a quorum when the chair or vice-chair and a minimum of three members or deputy members are present. When discussing appeals against the grading of doctoral dissertations or Licentiate theses, the Board shall constitute a quorum when the chair and at least four members, supplementary members or deputy members with the qualifications of a professor or docent are present.

Before making a decision on appeals, the Board shall provide the examiner, the teacher responsible for decisions concerning credit transfer or the faculty council or department council with the opportunity to submit a statement. Before making its decision, the board may also acquire statements from other persons familiar with the matter. The person who lodges the appeal shall have the opportunity to be heard regarding all the material acquired in conjunction with the appeal, as provided in the Administrative Procedure Act.

The Academic Appeals Board shall base its decisions on a presentation procedure.

Section 60 Decisions of the Academic Appeals Board

The Academic Appeals Board shall issue its decisions in writing. The decisions shall be reasoned. The reasons shall indicate the facts and conclusions on which the decision is based.

If the Academic Appeals Board deems a student's appeal to be justified, the teacher responsible for the grading shall, if the Board so requires, re-mark the examination papers of all students who took the examination.



15th of April 2015

9 ENTRY INTO FORCE

These Regulations shall enter into force on 1 August 2015.

Sections 42–44 of the previous Regulations shall apply to the preliminary examination and grading of doctoral dissertations until the rector decides on the matter. The grading scale referred to in section 38, subsection 5 of these Regulations shall apply to the grading of doctoral dissertations and Licentiate theses as of 1 January 2016.