



15 April 2015

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

The key provisions relating to the Regulations on Degrees and the Protection of Students' Rights are the Universities Act (*yliopistolaki*, 558/2009), the Government Decree on Universities (*valtioneuvoston asetus yliopistoista*, 770/2009) and the Government Decree on University Degrees (*valtioneuvoston asetus yliopistojen tutkinnoista*, 779/2004).

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

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

Section 27 deleted and the numbering of the sections amended accordingly; 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; section 27; section 28; section 29; section 30; section 31; section 32; section 35, subsections 2–3; section 37, subsections 1 and 3; section 53; section 56; section 59, subsection 2 amended on 13 June 2017. These changes take effect on 1 August 2017.

Section 4, subsections 2–3; section 14, subsection 1; section 26, subsection 2; section 39, subsection 2; section 41, subsection 1; section 42, subsection 2; section 44, subsection 5; section 55; section 56; and section 59, subsection 2 amended; section 9 a; section 9 b; and section 39, subsection 4 added on 13 December 2017. These changes take effect on 1 January 2018.

Section 7 amended on 29 April 2020 to take effect immediately and remain in effect until 31 July 2020

Section 7 amended on 31 March 2021 to take effect immediately and remain in effect until 31 July 2021

Section 3, subsection 5 k; section 39, subsection 3 deleted; section 7, subsection 5 k; section 9, subsection 2; sections 15, 16, 18, 19 and 20; section 22, subsection 1; sections 25 and 28; section 36, subsection 1; sections 37 and 38; section 39, subsections 1–2; section 40, subsections 1 and 4; section 41; section 42, subsection 2; section 43; section 44, subsections 5–6; section 49, subsection 2; sections 51 and 54; section 55, subsection 1; section 56; section 57, subsection 3; section 59; section 60, subsection 2 amended; headings amended on 16 June 2021. These changes take effect on 1 August 2021.

### 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 .....	4
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.....	5
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



15 April 2015

Section 9 a Steering group of a degree programme.....	6
Section 9 b Director of a degree programme .....	6
Section 10 Provision of specialist education.....	7
Section 11 Joint degree programmes .....	7
The right to pursue studies leading to a degree, the right to pursue other studies and the right to pursue specialist education .....	7
Section 12 Admission 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 Admission criteria for specialist education and student admissions.....	7
Section 14 Granting the right to study.....	7
Section 15 Transferring between degree programmes.....	7
Section 16 Pedagogical studies required of teachers .....	8
Section 17 The right to pursue other studies .....	8
Section 18 Restricting the right to study.....	8
Section 19 Termination and waiver of the right to study.....	8
Section 20 Forfeiture of the right to study .....	8
3 OTHER UNIVERSITY TEACHING AND EDUCATION .....	8
Section 21 Open University teaching.....	8
Section 22 Non-degree studies .....	9
4 TEACHING AND STUDIES .....	9
Section 23 Enrolment and registration .....	9
Planning and provision of teaching.....	9
Section 24 Studies included in degrees and specialist education .....	9
Section 25 Recognition of learning for degrees, study modules and courses.....	9
Section 26 Planning of teaching.....	9
Section 27 Attendance at teaching.....	10
Section 28 Supervision of first- and second-cycle students .....	10
Section 29 Supervision of postgraduate students .....	10
Section 30 Expiry of studies .....	10
Language of instruction and learning .....	10
Section 31 Language of instruction and degrees.....	10
Section 32 Language of study .....	11
Section 33 Language of the public examination of doctoral theses.....	11
Monitoring of student progress.....	11
Section 34 Monitoring of student progress.....	11



15 April 2015

5 EVALUATION OF ACADEMIC PERFORMANCE AND GRADING SCALES .....	11
Section 35 Evaluation of academic performance .....	11
Section 36 Completion of studies .....	12
Section 37 Scales and grades for the evaluation of completed studies .....	12
Section 38 Evaluation of completed studies .....	12
Section 39 Results of completed studies .....	13
Section 40 Announcement of grading principles .....	13
Section 41 Examination and evaluation of master's theses .....	13
Section 42 Examination and evaluation of licentiate theses .....	14
Section 43 Cancellation of the evaluation of master's and licentiate theses .....	14
Section 44 Examination and evaluation of doctoral theses .....	14
6 PLAGIARISM AND CHEATING .....	14
Section 45 Procedures for handling plagiarism and other cases of cheating .....	14
Disturbance and cheating in examinations .....	15
Section 46 Cheating .....	15
Section 47 Disturbances .....	15
Section 48 The right of students suspected of cheating or causing a disturbance to provide an explanation .....	15
Section 49 Consequences .....	15
7 CERTIFICATES, RECORDING OF COMPLETED CREDITS AND TRANSCRIPTS .....	16
Section 50 Degree certificates .....	16
Section 51 Recording of completed credits .....	16
Section 52 Transcripts .....	16
PROCEDURES FOR APPEALS AND THE ACADEMIC APPEALS BOARD .....	16
Section 53 Appeals against admission decisions .....	16
Section 54 Appeals against forfeiture of the right to study .....	16
Section 55 Appeals against the evaluation of studies and the recognition of learning .....	17
Section 56 Appeals against the evaluation of advanced studies theses, licentiate theses and doctoral theses .....	17
Section 57 Composition of the Academic Appeals Board .....	17
Section 58 Duties of the Academic Appeals Board .....	17
Section 59 Quorum and decision-making procedures of the Academic Appeals Board .....	18
Section 60 Decisions of the Academic Appeals Board .....	18
9 ENTRY INTO FORCE .....	18



15 April 2015

---

## 1 GENERAL PROVISIONS

### Section 1 Foundations of teaching at the University of Helsinki

Teaching and studying at the University shall be based on research. The objectives of teaching, the content of studies and the methods of learning and evaluation 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.

### Section 3 Definitions

For the purposes of these Regulations:

- 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 evaluating learning.
- 2) The study track shall refer to the study path within the degree programme 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 the doctoral thesis, the 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.



15 April 2015

#### **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.

Doctoral schools shall be responsible, together with the doctoral programmes in their fields as well as the faculties involved in the programmes, for the coordination, supervision, support and quality improvement of the system of doctoral programmes.

Each first- or second-cycle degree programme shall be responsible, together with the faculties involved, for the coordination, quality and development of teaching and supervision in the programme.

Teachers shall be responsible for the quality of each teaching situation and the evaluation 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 status and standing 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**

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 or 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 admission criteria for specialist education
- 2) Admission 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 thesis in a public examination and the evaluation of a doctoral thesis
- 6) The order in which appeals on student admissions are considered



15 April 2015

## 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 of Education and Culture 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.

Should a degree programme or its study track be terminated, the coordinating faculty shall provide students who have been granted the right to study 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 9 a Steering group of a degree programme

The dean of the faculty coordinating a degree programme shall establish a steering group for the programme, including the programme director and up to eight members. Up to six members shall represent teaching and research staff and two members shall represent students. Each student member shall be assigned a deputy.

The term of office of the steering group shall be four years. The term of office of the student members shall be two years.

The steering group of the degree programme shall submit a proposal for the three-year curriculum of the programme and shall decide on the annual teaching programme. The steering group shall prepare the proposals for the maximum number of students admitted to the programme as well as on the admission criteria. In addition, the steering group shall see to the organisation of Swedish-language instruction in the programme.

As part of its activities, the steering group shall ensure that the parties involved in the degree programme are consulted appropriately.

#### Section 9 b Director of a degree programme

The dean of the faculty coordinating a degree programme shall appoint the programme director for a term of four years.

The programme director shall hold a doctoral degree.

The director shall be responsible for the programme operations to the faculty coordinating the programme. The director shall be responsible for the management of the degree programme, the achievement of its objectives and its quality. The director shall be responsible for the design of the



15 April 2015

programme curriculum, the pedagogical and content-related planning of teaching, and cooperation with the units involved in the programme as well as with other degree programmes.

Degree programmes may have a deputy director. The steering group of each programme shall decide on the division of duties between the director and the deputy director.

#### **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 pursue studies leading to a degree, the right to pursue other studies and the right to pursue specialist education**

#### **Section 12 Admission 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 admission criteria and shall submit a proposal to the Board on the number of new students to be admitted.

#### **Section 13 Admission criteria for specialist education and student admissions**

The faculty council shall decide on the admission 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 study**

The faculty council, or the dean or a body appointed by it under its decision, 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 shall decide on the principles according to which students from another degree programme, faculty or university can transfer to a degree programme coordinated by the faculty to complete a degree (transfer application procedure). The transfer application procedure shall only apply to bachelor's programmes.



15 April 2015

**Section 16 Pedagogical studies required of teachers**

The Faculty of Educational Sciences shall provide prospective subject teachers with the pedagogical studies required of teachers, decide on the admission 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 study**

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

**Section 19 Termination and waiver of the right to study**

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

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

**Section 20 Forfeiture of the right to study**

Students who have lost their right to study 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 study.

**3 OTHER UNIVERSITY TEACHING AND EDUCATION****Section 21 Open University teaching**

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



15 April 2015

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 pursue studies leading to 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 fees charged for non-degree studies.

## **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 learning for degrees, study modules and courses**

The rector shall decide on the recognition and validation of learning at the University through credit transfer.

#### **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



15 April 2015

shall decide on their teaching programme. The committee for postgraduate professional education shall decide on the teaching programme for specialist education in medicine, dentistry and veterinary medicine for a term decided by the faculty.

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**

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.

### **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 thesis committee.

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 thesis committee, 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 10 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.



15 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 theses**

Doctoral theses 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 thesis 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 student progress**

### **Section 34 Monitoring of student 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.

# **5 EVALUATION OF ACADEMIC PERFORMANCE AND GRADING SCALES**

### **Section 35 Evaluation of academic performance**

Learning shall be evaluated 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 evaluation 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 evaluation procedure unless there are special reasons that preclude this. The rector may restrict the number of opportunities to retake an examination or another evaluation procedure.



15 April 2015

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 evaluation of learning.

### **Section 36 Completion of studies**

The scope of completed studies other than the doctoral thesis and licentiate thesis shall be expressed in credits. Completed studies shall be evaluated, and the grade, credits, language of completion and person who approved the studies shall be entered into the student information system. 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 information system.

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 evaluation of completed studies**

Completed studies shall be evaluated on the following scale of 0–5: 5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = passable, 0 = fail. The degree programme may also decide and state in its curriculum that certain studies will use the grades pass/fail in their evaluation. 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 evaluated using the grades good, satisfactory and fail.

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

Doctoral theses and licentiate theses shall be evaluated using the grades pass with distinction, pass and fail.

### **Section 38 Evaluation 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 evaluate 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 evaluation process shall be graded by a minimum of two examiners.

When a student has retaken an examination and has received a different grade or differing number of credits for the same examination, the final credits and grade shall primarily be those from the examination



15 April 2015

giving the highest grade, shall secondarily be those from the examination giving the highest number of credits, and shall thirdly be those from the examination that was completed later.

### **Section 39 Results of completed studies**

The teacher shall evaluate completed studies well before the next opportunity to complete or register for them, but no later than within one month from the date of completion. In the period between 1 June and 31 August, the teacher may evaluate completed studies within more than one month from the date of completion. The teacher shall confirm the evaluation of completed studies. In the case of several examiners, the names of all of them shall be notified, and information shall be provided on which questions have been evaluated by each of them. Information identifying an individual student, such as student numbers, shall not be provided in connection with results. The results shall remain available for viewing for at least three weeks.

The student must receive information on the evaluation of completed studies no later than within one month of the date of completion, with the exception of studies completed between 1 June and 31 August. The student must receive information from the electronic information system concerning the grade and also the grade distribution if at least five students completed the same studies at the same time.

The results of the Finnish specialist examination in medicine and dentistry shall be announced within six weeks of the examination.

### **Section 40 Announcement of grading principles**

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 studies which have been evaluated.

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 access 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 the drafting and announcement of detailed grading principles is not reasonable, given the nature of the examination or the number of participants, students shall, nevertheless, be informed in connection with the announcement of the results about how they can have access to the grading principles and understand how they were applied in their case.

The examination papers and related 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 evaluation 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 evaluate it, unless it has delegated this power of decision to a grading committee appointed by the dean or to the steering group of the relevant degree programme.

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



15 April 2015

#### **Section 42 Examination and evaluation of licentiate theses**

The faculty council shall appoint a minimum of two examiners 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 evaluate each thesis. Before the evaluation of the thesis, the author shall have the opportunity to object to the examiner's statement.

#### **Section 43 Cancellation of the evaluation of master's and licentiate theses**

Before the evaluation of a master's or licentiate thesis, the student may request in writing that the evaluation be discontinued. The evaluation process shall then be cancelled.

#### **Section 44 Examination and evaluation of doctoral theses**

The faculty council shall appoint for each doctoral thesis two preliminary examiners, 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 thesis may not serve as its preliminary examiner. The author of the doctoral thesis 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 thesis.

For the public defence of each doctoral thesis, the faculty council shall appoint one or two opponents 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 thesis may not serve as an opponent. The author of the doctoral thesis 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 thesis to submit a grade proposal for that thesis.

The faculty council shall approve each thesis and evaluate it. Before the evaluation of the thesis, the author shall have the opportunity to object to the opponent's statement and any other documents related to the evaluation process.

The rector shall lay down detailed provisions on the examination and evaluation of doctoral theses.

## **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.



15 April 2015

If a suspected incident of cheating concerns a licentiate thesis, a doctoral thesis or an approved master's thesis, the guidelines of the Finnish National 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**

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

### **Section 47 Disturbances**

If an examination invigilator notices that a student is causing a disturbance in an examination or an equivalent learning evaluation 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 or causing a disturbance 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 evaluation 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 evaluation 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.



15 April 2015

## **7 CERTIFICATES, RECORDING OF COMPLETED CREDITS AND TRANSCRIPTS**

### **Section 50 Degree certificates**

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

Graduates from foreign-language degree programmes shall receive not only a Finnish- or Swedish-language certificate, but also an English-language certificate. 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 thesis in English shall receive, upon request, not only a Finnish- or Swedish-language certificate, but also an English-language certificate. The same procedure shall apply to theses written and defended in languages other than Finnish, Swedish or English.

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

### **Section 51 Recording of completed credits**

The person evaluating completed studies shall promptly record them in the student information system and confirm them. Evaluations that require separate recording shall be handled by University Services. Information on completed studies shall be recorded in the student information system within one month of their evaluation, unless there are special circumstances that prevent this.

The date when the studies were completed shall be recorded as the completion date. In the case of courses consisting of several parts, the date of completion shall be the date of the last part.

### **Section 52 Transcripts**

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.

## **PROCEDURES FOR APPEALS AND THE ACADEMIC APPEALS BOARD**

### **Section 53 Appeals against admission decisions**

Applicants for admission may appeal against an 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.

### **Section 54 Appeals against forfeiture of the right to study**



15 April 2015

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

### **Section 55 Appeals against the evaluation of studies and the recognition of learning**

Students dissatisfied with the evaluation of studies other than a doctoral thesis, 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 evaluation. The appeal shall be made within 14 days of the date the student had access to the evaluation results and the application of grading principles. The same procedure shall apply to appeals against decisions on the recognition of previously completed studies and other 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. 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 evaluation of advanced studies theses, licentiate theses and doctoral theses**

Students dissatisfied with the evaluation of their advanced studies thesis, licentiate thesis or doctoral thesis may appeal in writing to the Academic Appeals Board within 14 days of receiving the decision. The board may refer the evaluation back for reconsideration.

### **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 shall be 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 evaluation of doctoral theses 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.

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

### **Section 58 Duties of the Academic Appeals Board**

The Academic Appeals Board shall have the following duties:

- 1) Consider appeals based on sections 55 and 56;
- 2) Monitor faculty decisions on appeals submitted under section 54 to ensure the equal treatment of students
- 3) Take initiatives for the development of the protection of students' rights;
- 4) Issue statements on matters concerning the protection of students' rights;
- 5) 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.



15 April 2015

**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 evaluation of doctoral theses 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 or the person responsible for decisions concerning credit transfer 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 evaluation shall, if the Board so requires, re-evaluate the examination papers of all students who took the examination.

**9 ENTRY INTO FORCE**

Amendments to these Regulations approved on 13 December 2017 shall come into force on 1 August 2021. Measures necessary for the implementation of the Regulations may be taken before their entry into force.