

Standing orders for professional specialisation programmes in pharmacy

The Universities Act (558/2009) and the Government Decree on University Degrees and Professional Specialisation Programmes (794/2004; amended by decrees 1439/2014 and 1295/2029) provide for professional specialisation education. The principles of professional specialisation programmes have been agreed collaboratively between universities. These standing orders for professional specialisation programmes in pharmacy are based, in addition to the above Act and Decree, on the government decree on fees collected at universities (1082/2009) as well as internal regulations and decisions by the University of Helsinki, including Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki, Guidelines for degrees and studies at the University of Helsinki (rector's decision, 13 June 2025), Recognition and validation of learning through credit transfer at the University of Helsinki (rector's decision, 21 June 2021) and University of Helsinki principles for examinations (rector's decision, 14 June 2022), including any amendments.

These standing orders for professional specialisation programmes in pharmacy apply to all professional specialisation programmes in the field. These standing orders contain all regulations, decisions and guidelines to be applied in professional specialisation programmes in pharmacy. More detailed requirements pertaining to professional specialisation programmes in pharmacy are laid down in curricula. Practical instructions and relevant forms are available in the Studies Service and programme-specific learning platforms.

Contents

Standing orders.....	2
1. Professional specialisation programmes and their aims	2
2. Professional specialisation programme administration and division of duties	4
3. Granting the right to study	6
4. Programme fees	6
5. Scope, structure and completion of the programmes	7
6. Registration for the academic year	8
7. Curriculum and teaching programme	8
8. Language policies related to the completion of studies and programmes	9

9. Attendance in teaching.....	10
10. Study-related assignments.....	10
11. Studies to be incorporated into modules	11
12. Assessment of learning and grading scales	11
13. Recognition of prior learning	13
14. Expiry of studies.....	14
15. Restrictions on and extensions to the duration of studies	14
16. Expiry and waiver of the right to study.....	15
17. Approval of completed studies and awarding of a certificate	16
18. Recording of completed studies	16
19. Individual arrangements.....	16
20. Use of artificial intelligence in studies.....	17
21. Plagiarism and cheating	17
22. Administrative review	17
23. Quality management.....	18
24. Entry into force.....	18
25. Transition provisions	18

Standing orders

1. Professional specialisation programmes and their aims

The Faculty of Pharmacy at the University of Helsinki is responsible for providing professional specialisation education in community and hospital pharmacy, and in industrial pharmacy. This education is organised in the form of professional specialisation programmes, which include the following: Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Bachelor of Science (Pharmacy) degree, Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Master of Science (Pharmacy) degree, Professional Specialisation Programme in Industrial Pharmacy for holders of a Bachelor of Science (Pharmacy) degree, and Professional Specialisation Programme in Industrial Pharmacy for holders of a Master of Science (Pharmacy) degree. The professional specialisation programmes in community and hospital pharmacy include a general study track and an internship study track.

The target duration of studies in the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Bachelor of Science (Pharmacy) degree and the Professional Specialisation Programme in Industrial Pharmacy for holders of a Bachelor of Science (Pharmacy) degree is three years. The target duration of studies in the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Master of Science (Pharmacy) degree and the Professional Specialisation Programme in Industrial Pharmacy for holders of a Master of Science (Pharmacy) degree is four years. The programmes are often completed on a part-time basis, alongside work, and can also be completed faster than within the entire target duration.

After completing a professional specialisation programme in community and hospital pharmacy, the students will be able to

- a. Serve in demanding expert positions in various operating environments in the healthcare and social welfare sector
- b. Assume responsibility in their professional role of specialist pharmacist for patients' rational drug therapies
- c. Apply their solid specialist knowledge to further develop clinical pharmacy and medication safety in collaboration with other actors in the healthcare and social welfare sector
- d. Analyse, assess and further develop professional practices and know-how in the field by applying scientific research knowledge and methods
- e. Serve as experts in multiprofessional communities and networks in the healthcare and social welfare sector
- f. Contribute to research knowledge using scientific methods (master's degree holders)

The professional specialisation programmes provide the skills and knowledge needed for the management of medication processes and the continuous development of professional expertise. Moreover, the Internship Study Track provides specialist skills and knowledge in one or more specialities of pharmacy.

After completing a professional specialisation programme in industrial pharmacy, the students will be able to

- a. Serve in demanding expert positions in the pharmaceutical industry
- b. Apply their solid specialist knowledge in their professional roles of specialist pharmacist to practices related to quality assurance and quality management systems and to good pharmaceutical practices in various industry operations
- c. Apply and develop their expertise in one or several of the following areas:
 - Pharmaceutical development
 - Clinical drug research

- Marketing authorisations and pharmacovigilance
 - Manufacturing of pharmaceuticals
 - Distribution of pharmaceuticals
 - Pharmaceutical business economics and marketing
- d. Using scientific methods, develop, analyse and assess professional skills in the work environment and generate new knowledge and practices
 - e. Serve as experts in multiprofessional communities, stakeholder groups and networks in the pharmaceutical industry and distribution sector
 - f. Contribute to research knowledge using scientific methods (master's degree holders)

The professional specialisation programmes provide the skills and knowledge needed in various management positions at various levels of the pharmaceutical industry and in the continuous development of professional expertise.

2. Professional specialisation programme administration and division of duties

The Faculty of Pharmacy at the University of Helsinki is responsible for providing professional specialisation programmes in pharmacy in collaboration with the University of Eastern Finland.

Management group of professional specialisation programmes in pharmacy

The dean of the Faculty of Pharmacy appoints a joint management group for the professional specialisation programmes in pharmacy. The duties, term and composition of the management group correspond to those of degree programme steering groups at the University of Helsinki.

In addition to the director of the professional specialisation programmes in pharmacy, the group includes up to eight members. Up to six members must represent the teaching and research staff and two members students.

The term of the management group is four years.

The term of the student members is two years. An education specialist from University Services serves as the management group's secretary.

The duties of the management group of professional specialisation programmes in pharmacy include the following:

- Prepare for the Faculty a proposal on the curricula of the professional specialisation programmes spanning four years
- Prepare for the Faculty a proposal on admissions criteria

- Prepare for the Faculty a proposal on the maximum student intake
- Decide on the annual teaching programmes
- Ensure the provision of teaching in Swedish in the professional specialisation programmes
- Ensure that all parties involved in the professional specialisation programmes are appropriately consulted

Director of the professional specialisation programmes in pharmacy

The dean of the Faculty of Pharmacy appoints a director for the professional specialisation programmes in pharmacy for a term of four years. The director must hold a doctoral degree.

The responsibilities of the director include the following:

- Accountability for the programme operations to the Faculty
- Programme management, achievement of aims and quality assurance
- Curriculum design and planning the pedagogical aspects and content of teaching in the professional specialisation programmes
- Collaboration with the units involved in the professional specialisation programmes and with other programmes

Education specialist

The duties of the education specialist include the preparation, planning and provision of advice related to academic administration of the professional specialisation programmes in pharmacy. The education specialist assists the development of the professional specialisation programmes (curriculum design and admissions criteria) and serves as the management group's expert secretary. The specialist also contributes to disseminating information about the programmes, and providing their participants with advice and guidance.

Steering groups of the professional specialisation programmes

The professional specialisation programmes in community and hospital pharmacy and in industrial pharmacy each have a steering group composed of representatives of universities, the profession and the industry to support matters such as curriculum design. These steering groups play an important role in safeguarding the continuity of the professional specialisation programmes and their sufficient resources.

Collaboration network of the professional specialisation programmes

The professional specialisation programmes in pharmacy have a joint collaboration network composed of representatives of universities, the profession and the industry to support the planning of strategic programme guidelines and the development of training. This network plays an important role in safeguarding the continuity of the professional specialisation programmes and their sufficient resources.

3. Granting the right to study

The Faculty Council of the Faculty of Pharmacy has made a separate decision on admissions criteria for the professional specialisation programmes.

Admitted applicants will be offered a right to study specific to the relevant specialisation programme. Study rights in the Professional Specialisation Programme in Community and Hospital Pharmacy and in the Professional Specialisation Programme in Industrial Pharmacy, both for holders of a Bachelor of Science (Pharmacy) degree, remain valid for four years. Study rights in the Professional Specialisation Programme in Community and Hospital Pharmacy and in the Professional Specialisation Programme in Industrial Pharmacy, both for holders of a Master of Science (Pharmacy) degree, remain valid for five years.

In order to transfer from one programme to another, students must reapply for admission. Such applicants must give up their previous right to study when granted a new one. Should a student later wish to return to their old professional specialisation programme, they must reapply for admission through the admissions procedure.

The dean of the Faculty of Pharmacy grants rights to study.

Studies belonging to the professional specialisation programmes in pharmacy cannot be completed as non-degree studies.

4. Programme fees

The price of the professional specialisation programmes in pharmacy is €120 per credit, totalling €5,400 in the programmes for master's degree holders and €3,600 in the programmes for bachelor's degree holders. These fees are based on the government decree on fees collected at universities (section 2 of government decree 1082/2009). The fees are collected in instalments each academic term during the target duration of the programmes. In accepting the student place offered, students commit to paying the programme fees. The fees must be paid in accordance with the below instructions. Overdue payments prevent continuing studies in the programmes. Paid instalments are non-refundable.

Students paying the programme fees themselves must do so in instalments through the University of Helsinki webshop. The fees must be paid in two annual instalments by, respectively, 31 January and 31 July. The fees can also be paid by other parties, such as a student's employer. In such cases, the University of Helsinki will invoice this party twice a year. The fee can also be split between the student and another party. In such cases, payments will alternate between University of Helsinki webshop payments by the student and invoiced payments by the other party. Invoices will be

sent out in January and July. In the case of exceptional fees, the University of Helsinki will invoice the student and the other party, if any.

Students can incorporate in the programme additional optional courses up to 15 credits. An additional fee of €120 per credit will be charged for any completed courses exceeding the maximum scope determined for optional studies. The fees for optional courses must be paid in accordance with the above described instructions by the due date preceding the beginning of the course.

The fee of €120 per credit will not be charged for courses in the professional specialisation programmes completed as continuing education.

The programme fees must be paid in full before a programme certificate can be awarded. Should a student complete the programme in advance of its target duration, they must request an invoice for the remaining payments.

Should a student discontinue the programme, they must pay the instalment for the current term and any overdue instalments.

5. Scope, structure and completion of the programmes

The scope of the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Bachelor of Science (Pharmacy) degree and of the Professional Specialisation Programme in Industrial Pharmacy for holders of a Bachelor of Science (Pharmacy) degree is 30 credits. The target duration of these programmes is three academic years. The scope of the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Master of Science (Pharmacy) degree and of the Professional Specialisation Programme in Industrial Pharmacy for holders of a Master of Science (Pharmacy) degree is 45 credits. The target duration of these programmes is four academic years. The programmes include core studies, research and development studies as well as optional studies.

The scope of the core studies is 15 credits. The core studies in the specialisation programmes in community and hospital pharmacy cover medication safety and risk management as well as the management of rational drug therapy. The core studies in the specialisation programmes in industrial pharmacy focus on management and quality assurance. In addition, core studies in all the programmes support the development of professional expertise.

The scope of research and development studies is 10 credits in the programmes for bachelor's degree holders and 20 credits in the programmes for master's degree holders. These studies familiarise students with the most commonly used research and assessment methods in the field. Students will carry out a development or a research project.

The scope of optional studies is 5 credits in the programmes for bachelor's degree holders and 10 credits in the programmes for master's degree holders. The curricula determine any restrictions for the selection of optional studies. Students can incorporate into the programme additional optional studies up to 15 credits. Any completed courses exceeding the maximum scope determined for optional studies are subject to an additional fee of €120 per credit. Any additional optional studies must be included in the student's approved personal study plan.

6. Registration for the academic year

Students pursuing the professional specialisation programmes in pharmacy 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 can complete studies only when registered for attendance.

7. Curriculum and teaching programme

Each degree programme, study module and course has a curriculum. The curriculum of a degree programme is an entity that includes the titles, learning outcomes, structure and content as well as the forms of teaching and the methods for assessing learning in the programme. Curricula also provide information on equivalent courses from the previous iterations of the same curricula.

The curricula of the professional specialisation programmes in pharmacy are designed by the management group of professional specialisation programmes in pharmacy. The management group submits the curricula for the Faculty Council's approval. The duration of a curriculum period is four academic years.

Students can complete studies in accordance with the curriculum that is valid when their right to study takes effect. When a new curriculum period begins, 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 the latest curriculum.

When a student transfers to study in accordance with the latest curriculum, decisions on their study plan, such as the recognition of credits and completed studies, will remain valid, provided that the courses and modules remain unchanged.

The curriculum determines whether attendance in teaching is compulsory, optional or elective.

To complete the required studies in the programme, students must draw up a study plan. Students receive guidance on planning their studies.

A teaching programme is a plan outlining how studies are offered to enable student progress in accordance with the curriculum. The teaching programme contains details on the implementation of the curriculum during the academic year. The management group of professional specialisation programmes in pharmacy decides on the teaching programme.

8. Language policies related to the completion of studies and programmes

The languages of the professional specialisation programmes in community and hospital pharmacy are Finnish and Swedish. The primary language of instruction in the programmes is Finnish, while some teaching may be provided in Swedish and English. A significant share of the learning material is in English. The languages of the professional specialisation programmes in industrial pharmacy are Finnish, Swedish or English. The primary language of instruction in the programmes is English, and all learning material is in English.

The language of study refers to the language in which the student completes the credit in question. The language of study may differ from the language of instruction. Only one language is recorded in the student information system for each course completed by the student. If a 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 to record as the language of study.

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

As a rule, tasks included in examinations held in connection with teaching are given and answered in the language of instruction. However, if teaching has been provided in more than one language, tasks can be given in the language of the relevant part of teaching. If the language of instruction is Finnish, Swedish-speaking students may request and receive the tasks included in an examination held in connection with teaching in both Swedish and Finnish, and answer them in Swedish. Swedish-

speaking students who wish to receive examination tasks also in Swedish must announce this in good time, no later than 10 days before the examination session. If the language of instruction is Swedish, the tasks included in an examination held in connection with teaching will be given in Swedish. Finnish-speaking students can complete the tasks in Finnish or Swedish. If the language of instruction is English, the tasks included in an examination held in connection with teaching will be given in English. In such cases, students can answer in Finnish, Swedish or English if they are completing a programme in the national languages of Finland, but must answer in English if they are completing studies in English in a multilingual programme.

In the professional specialisation programmes in community and hospital pharmacy, the language of study is Finnish or Swedish, depending on the language in which the student has completed more studies. Students will be awarded a certificate in either Finnish or Swedish according to their preference. In the professional specialisation programmes in industrial pharmacy, the language of study is Finnish, Swedish or English, depending on the language in which the student has completed more studies. Students will be awarded a certificate in Finnish, Swedish or English according to their preference.

9. Attendance in teaching

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

10. Study-related assignments

Students must observe the deadlines for study-related assignments, and the teacher must announce these deadlines no later than at the beginning of the course. The deadline for submitting assignments must be reasonable for both students' ability to complete the 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 retake the course. Teachers must provide instructions for submitting assignments.

11. Studies to be incorporated into modules

As a rule, the scope of a module as decided in the programme curriculum determines how many credits students can incorporate into that module. Students can incorporate into the programme additional optional studies up to 15 credits. An additional fee of €120 per credit will be charged for any completed courses exceeding the maximum scope determined for optional studies.

The scope of a module is the sum of the scope of the studies included in the module. Registered modules cannot be cancelled unless the registration was erroneous.

12. Assessment of learning and grading scales

Learning is assessed by the means determined in the curriculum. Students are provided with feedback on the development of their skills during studies. The organisation of examinations and other learning assessment sessions is governed by the University of Helsinki principles for examinations (rector's decision, 14 June 2022) and the guidelines for examinations in electronic exam rooms, or Examinariums (13 September 2016).

The scope of studies is expressed in credits. The number of credits obtainable from courses is determined by the required workload so that the 1,600 hours required on average for the completion of studies in one academic year corresponds to 60 credits (cr). Completed studies are assessed, and the grade, credits and language of study as well as the person who approved the studies are recorded in the student information system.

Completed studies are assessed on the following scale of 0 to 5: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Satisfactory, 1 = Passable, 0 = Fail. The scale of pass or fail is also used. The overall grade for modules is pass or fail.

The assessors of completed studies must be qualified for their task. The disqualification of such assessors is governed by the Administrative Procedure Act.

The same person must assess all the answers to a given examination task, unless other arrangements are appropriate in view of the nature of the examination.

Examinations whose assessment requires exceptional consideration will be graded by a minimum of two assessors.

Teachers must assess completed studies well before the next opportunity to complete or register for them, but no later than one month from the date of completion. Between 1 June and 31 August, teachers may assess completed studies more than one month from the date of completion. Teachers will confirm the assessment of completed studies. In the case of multiple assessors, their names and the examination tasks assessed by each must be indicated. Information identifying individual students, such as student numbers, must not be provided in connection with the results. The results must remain available for viewing for at least three weeks.

Students must receive information on the assessment of completed studies within one month of the date of completion, with the exception of studies completed between 1 June and 31 August. Students must receive information from the electronic information system concerning their grade and also the grade distribution if at least five students completed the same studies at the same time.

Students have the right to know how grading principles have been applied to their performance. They must have the opportunity to acquaint themselves with their assessed written or otherwise recorded studies.

Alongside announcement of the examination results at the latest, students must be informed where the examination papers will be retained, and where and when they may access their assessed papers. Students have the right to take a photocopy of their examination answers at their own expense.

Written or otherwise recorded examinations and similar documents related to completed studies must be retained for at least six months after their results are published. Other documents related to completed studies must be retained for the time determined in the University's information management model.

The grading principles of each examination must be announced alongside the examination results at the latest. If the drafting and announcement of detailed grading criteria are not reasonable, given the nature of the examination or the number of participants, students must be informed alongside announcement of the results how to access the grading criteria and their own application.

Examination answers and their related notes may not be disclosed to third parties or published without permission from the student. Examination answers may not be used for teaching and research purposes without permission from the student.

13. Recognition of prior learning

Recognition of prior learning, or credit transfer, refers to a procedure whereby students may receive credits for previously completed studies or other learning and have them incorporated into their current studies. For example, students may have accumulated skills and knowledge in their work or by completing studies at another institution of higher education. The document Recognition and validation of learning through credit transfer at the University of Helsinki (rector's decision, 21 June 2021) and the guidelines for professional specialisation programmes in pharmacy govern the recognition of prior learning.

Students pursuing the professional specialisation programmes in pharmacy may apply for credit transfer. The recognition and validation of learning are based on competence-based curricula and the learning outcomes of the programmes and their components described in the curricula. A prerequisite for credit transfer is that the prior studies or learning correspond to the learning outcomes set. The level of prior learning must also correspond to the level of studies in the programme.

The professional specialisation programmes in pharmacy are completed in a goal-driven manner under supervision. It is recommended that the studies be completed within the duration of the programme. Students' prior learning is to be considered in connection with the drafting of their personal study plans. Their personal learning outcomes are to be set in view of their prior learning and the learning outcomes set for the programme. Learning acquired before admission to the programme can be recognised for well-justified reasons.

When planning credit transfer, provisions on the expiry of completed studies must be taken into account. According to these provisions, a term-specific (not date-specific) rule of expiry applies to modules and courses that were completed more than 10 years ago. For study modules, this is counted from the date on which the last course in the module was completed. Professional specialisation programme curricula can also determine expiry periods shorter than 10 years.

The responsibility for initiating the credit transfer process lies with the student. The credit transfer application must be discussed with the professional specialisation programme coordinator, and it must be submitted during the first autumn term of the programme. The student must provide proof of and documents on their prior learning to demonstrate that their skills and knowledge correspond to the learning outcomes and level set for the course or module to be recognised. Partial credit transfer may be granted if the previously completed studies or other learning only partially cover

the course or study module. In such cases, the student must supplement their learning and complete studies in the relevant areas of expertise.

Curricula indicate the courses and modules which cannot be substituted through credit transfer or which are subject to credit transfer restrictions.

The professional specialisation programme coordinator decides on the recognition of prior learning. In the courses provided by the University of Eastern Finland, credit transfer is decided according to the provisions of this university.

14. Expiry of studies

Study modules completed more than 10 years ago as well as courses not belonging to any study module cannot be incorporated into the professional specialisation programmes in pharmacy. The validity period of a course begins on its date of completion. 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 or examination incorporated into the module.

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

Programme curricula can also determine shorter validity periods than 10 years.

The principle of expiry applies to all studies. Expired studies must be completed again before they can be incorporated into a programme. Ways of demonstrating skills provided by expired studies other than completing them again are set out in the programme curriculum.

15. Restrictions on and extensions to the duration of studies

The target duration of the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Bachelor of Science (Pharmacy) degree and the Professional Specialisation Programme in Industrial Pharmacy for holders of a Bachelor of Science (Pharmacy) degree is three years. Teaching, supervision and guidance are arranged so that the programmes can be completed on a part-time basis in three years. The target duration of the Professional Specialisation Programme in Community and Hospital Pharmacy for holders of a Master of Science

(Pharmacy) degree and the Professional Specialisation Programme in Industrial Pharmacy for holders of a Master of Science (Pharmacy) degree is four years. Teaching, supervision and guidance are arranged so that the programmes can be completed on a part-time basis in four years. Students can exceed the target duration of the programmes by a maximum of one year.

Non-attendance for the following reasons will not be counted in the duration of the professional specialisation programmes: service under the Conscription Act, Non-Military Service Act or the Act on Women's Voluntary Military Service as well as leave due to pregnancy or adoption and parental leave (previously known as maternity, parental and paternity leave). Absences for the above reasons will not be counted in the normative duration of the programmes, provided that the student has registered as a non-attending student. Students must notify and provide proof of the reason for their absence as well as its duration before their right to study expires.

Students who have not completed the professional specialisation programme within its target duration will lose their right to study. To complete the programme, such students must apply for an extension to their right to study from the Faculty. This application should be submitted only if the student has a genuine intention and opportunity to complete the programme. The University may grant an extension for the completion of the programme to students who present a goal-oriented and feasible plan for completing their studies. Students can receive guidance for drafting this plan. The extension will be granted for a fixed period. When granting the extension, the student's personal circumstances will be taken into account. Registering for non-attendance during the extension will count towards the duration of the right to study.

The duration of the right to study will be extended if it is possible for the student, in consideration of the number and scope both of completed and valid studies and of those awaiting completion, and any prior decisions on extending their duration, to complete their studies in a reasonable period of time. A personal study plan for the completion of the programme, approved by the professional specialisation programme coordinator, is required for the granting of an extension.

16. Expiry and waiver of the right to study

The right to study will expire when the programme 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 will then be recorded as having terminated on the date of the student's written notice. To regain their right to pursue studies, such students must apply for readmission through the admissions procedure.

17. Approval of completed studies and awarding of a certificate

The professional specialisation programme coordinator approves completed studies.

The Faculty awards certificates for completed professional specialisation programmes. Students can request a certificate when they have completed all the required studies. The certificate will indicate only the number of completed credits determined as the scope of the programme, plus a maximum of 15 credits.

The certificate consists of three parts. In addition to the programme completion certificate, it contains a transcript detailing the studies included in the programme and a diploma supplement for international use that provides information on the university and the completed programme, its level and its status in the Finnish education system.

18. Recording of completed studies

The person assessing completed studies must promptly record and confirm them in the student information system. University Services will record in the student information system completed studies that require separate recording. Information on completed studies must be entered in the student information system within one month of their assessment, unless special circumstances prevent this.

The date when the studies were completed must be recorded as the completion date. In the case of courses consisting of several components, the date of completion is the date of the last completed component.

19. Individual arrangements

The provision of individual arrangements, i.e., support for learning, promotes equality in access to and during studies. Individual arrangements primarily refer to such practical matters as additional time, access to a separate facility, the use of technical aids (computers, braille terminals, induction loops), an assistant or an interpreter, and various teaching arrangements. The University of Helsinki guidelines on individual arrangements in studies (vice-rector's decision, 28 September 2021) govern the provision of individual arrangements.

20. Use of artificial intelligence in studies

The Guidelines for the use of generative AI in teaching at the University of Helsinki (decision by the Academic Affairs Council on 30 May 2024) govern the use of artificial intelligence in teaching.

21. Plagiarism and cheating

Sections 45-49 of the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki and the relevant rector's decision (21 August 2023) govern procedures for handling plagiarism and cheating.

22. Administrative review

Applicants for admission may submit a request for administrative review to the management group of professional specialisation programmes in pharmacy for an admissions decision within 14 days of the announcement of the admissions results, as provided in the Administrative Procedure Act.

Students may submit a written request for administrative review to the Faculty within 14 days of receiving a decision on the forfeiture of their right to study.

Students dissatisfied with the assessment of their studies may lodge a request for administrative review. The request must be made orally or in writing to the teacher responsible for the assessment. The request must be made within 14 days of the date the student had access to the grade and the application of grading criteria. The same procedure applies to requests for administrative review of decisions on the recognition of previously completed studies and other learning.

A reasoned decision must be provided on a review request within a reasonable period of time. Teachers must provide their decision in writing if a student announces their dissatisfaction with the decision on their request for administrative review. Students may submit a request for administrative review of such a decision, within 14 days of receiving it, to the University's Academic Appeals Board referred to in the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki.

23. Quality management

The development of the professional specialisation programmes will make use of feedback systems. Feedback will be collected not only on individual courses, but also on more extensive components and the programmes as a whole. Feedback collected from employers and stakeholder partners are part of educational quality management and development.

24. Entry into force

These standing orders for professional specialisation programmes in pharmacy will enter into force on 1 August 2026.

Students who were granted their right to study on or after 1 August 2026 or students who have transferred to the new programme curriculum will pursue the professional specialisation programmes in pharmacy in accordance with these standing orders.

25. Transition provisions

Students who started their studies in the professional specialisation programmes in pharmacy on or before 1 August 2025 may complete their remaining studies in accordance with the study track recommended by the Faculty Council on 11 November 2025, or transition to the new programme curriculum. The transition is possible as of 1 August 2026, but requires submitting an application. Students may have their credits completed in accordance with the previous programme curriculum transferred where applicable. The transition will not affect the duration of the granted right to study.

The transition period will conclude on 31 July 2030. Students registered for attendance or non-attendance who have a valid right to study and who have not transitioned to the new programme curriculum within the transition period or completed their professional specialisation programme in accordance with the previous programme curriculum will be automatically transitioned to the new programme curriculum on 1 August 2030.

The fee charged for a completed credit is €120 for students starting their programme in accordance with the new curriculum or transitioning from the old curriculum to the

new one. The fee will be €100 per credit for students continuing their studies in accordance with the old curriculum and pursuing the recommended study track.