

GROUND RULES FOR STUDYING AND TEACHING AT THE DEPARTMENT OF AGRICULTURAL SCIENCES, UNIV. OF HELSINKI

The ground rules for studying and teaching at the Department of Agricultural Sciences (Finnish abbreviation MAAT) are intended to

- facilitate study progress and teaching through the harmonisation of practices
- increase operational transparency
- promote team spirit among students and teachers
- promote an open and inspiring study and teaching environment.

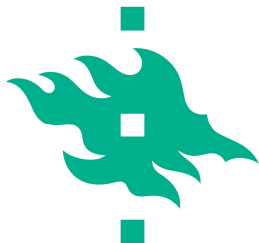
We warmly recommend that all students and teachers of the Department of Agricultural Sciences acquaint themselves with these ground rules. The Department also distributes topical information about studying on the [Department's website](#), via students' and teachers' email lists, in the [Department blog](#) and on the [Department's Facebook](#) page.

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1 COMPLETING STUDIES

1.1 Basic concepts and figures related to studies

The term **study unit** (in every-day language “course”) refers to the basic unit of studying. A study unit may comprise, for example, a lecture course, a practical course (laboratory or field course), a seminar, a written examination, a traineeship, research group training, a thesis or a maturity test. Each study unit yields a specific number of credits and has a specific code and responsible teacher.

One credit (cr) corresponds to 27 h of study (an annual study load of 1,600 hours divided by the 60 credits earned annually through full-time study, i.e. $1,600 \text{ h} / 60 \text{ cr} = \sim 26,7 \text{ h}$). Students are expected to complete the studies leading to a Bachelor’s degree in 3 years ($3 \times 60 \text{ cr} = 180 \text{ cr}$) and the Master’s degree studies in two years ($2 \times 60 \text{ cr} = 120 \text{ cr}$). Please note that a smooth annual progress of at least 55 credits in one academic year is important to the University departments and faculties, since it is currently one of the main criteria determining the level of basic funding allocated to departments, faculties and universities.

The number of credits awarded for study units and degrees has been calculated to correspond to the **full workload** (lectures, practical work, group work, seminar work, learning diaries, studying for examinations and/or other independent study) required for earning the credits. For example, the full workload of a three-credit lecture course is $3 \times 27 \text{ h} = 81 \text{ h}$. The work may comprise, for example, $2 \times 2 \text{ h}$ of lectures per week $\times 7 \text{ weeks} = 28 \text{ h}$, 21 h of seminar work, and 32 h of studying for the course examination. The responsible teacher of the study unit is responsible for explaining the credit structure of the study unit at the beginning of the study unit.

Teaching periods: The academic year at the University of Helsinki is divided into four seven-week teaching periods. There is a week’s break in teaching after each period to allow students to study and take examinations. **The teaching periods in the academic year 2016–2017 are:**

Autumn term

Intensive period 29.8.-4.9.

Period I, 7 weeks: 5.9.-23.10.

Examination and study week: 24.10.-30.10.

Period II, 7 weeks: 31.10.-18.12.

Examination and study week: 19.12.-23.12.

Christmas break 24.12.2016 – 1.1.2017

Spring term

Intensive period 2.1.-15.1.

Period III, 7 weeks: 16.1.-5.3.

Examination and study week: 6.3.-12.3.

Period IV, 7+1 weeks: 13.3.-7.5.*

Examination and study week: 8.5.-14.5.

Intensive period 8.5.-31.5.

* Including the Easter week. There is a break in teaching starting three days prior to and ending three days after Easter Sunday (13.4. – 19.4.2017).

The examination and study week is not a “holiday”, but intended to help set a reasonable pace for teaching and studying and to serve as a buffer before the beginning of the next period. No classes are supposed to be held during this week. This gives teachers the time to focus on, for example, evaluating students’ learning outcomes or planning the next period. For students, the intermission is a good time to catch up on unfinished study and seminar assignments and to focus on other independent studies. The examination and study week between the intensive teaching periods improves learning quality and promotes well-being.

The following teaching may take place during the examination and study week:

- examinations following contact teaching and make-up examinations
- faculty and department examinations



- thesis, dissertation and study supervision
- preparatory examinations and placement tests for the following period
- laboratory and other courses that cannot take a week's break owing to requiring expensive special facilities with low availability
- traineeships and practical training included in degrees, including practice teaching
- independent study (on-line courses and written assignments, for example)

General study information of UH:

<https://www.helsinki.fi/en/studying>

The official Finnish abbreviations for the Department's BSc-level major subject is: MAAT (Agricultural Sciences). **The official Finnish abbreviations for the Department's four MSc-level major subjects** are: AGTEK (Agrotechnology), BIOT (Biotechnology), KTT (Plant Production Sciences) and KEL (Animal Science).

1.2 Study unit registration

Students register for study units (courses) through the WebOodi system (<https://weboodi.helsinki.fi/hy/frame.jsp?Kieli=6&valittuKieli=6>). Study units requiring registration include, for example, all lecture, laboratory and field courses and many seminars and written examinations. Not all study units require registration through WebOodi, but instead, students need to make separate arrangements with the responsible teacher of the study unit. Such studies include Master's level personal study plans (PSPs), Master's level traineeships, research group trainings, Bachelor's and Master's theses and maturity tests, and specific Master's level seminars (for KTT and BIOT majors).

All registrations through WebOodi need to be completed within the set deadline. However, registration for many lecture courses may be open until the classes begin or even later (especially at the beginning of the academic year), or end much earlier in the case of some special courses. Registration periods vary depending on the nature of the course. Teachers are not obliged to admit students to courses if they fail to register for them in time. Students who do not intend to participate in a course they have registered for must remember to cancel their registration through WebOodi (or by sending an e-mail to the responsible teacher if they cannot cancel through WebOodi).

When registering for a study unit, students must first consider the preconditions for enrolment, which are listed in each study units' description under the 'Preceding studies' section in the course catalogue. For example, lecture courses (theoretical studies) often need to be completed before registering for practical courses.

Students should also note that registration for certain study units (specific laboratory courses, for example) is restricted to a specified number of students. Admission criteria may include the completion of required or recommended preceding studies, or obtained grades. If admission to a study unit is restricted, the Department is obliged to notify students in advance and to provide the admission criteria in the 'Other information' section of the study unit description or in connection with study unit registration in WebOodi.

It should also be noted that if only a few students (e.g. 1-3) have registered for a certain lecture or practical course, it may not be arranged at all in that year.

1.3 Lecture and practical course attendance

Each study unit description specifies the required level of attendance for completing the unit.

Attendance is compulsory at some lecture courses (for example, when the course requirements do not include a traditional examination). In such cases, students may be absent for a restricted number



of times due to illness or other overriding reasons. Students are required to inform the responsible teacher of the study unit of their absence so as to make any necessary arrangements. The responsible teacher may require supplementary assignments of the absent student.

Even though attendance is often not compulsory, **it is always useful and advisable**, since contact teaching improves understanding of new topics and learning. Generally speaking, completing courses should not prove overly demanding to students who have actively attended class! It is also good to bear mind that even though attendance may not be compulsory, teachers may assign compulsory work in classes. Also, lectures are an important forum of communication between teachers and students, specifically for the purpose of distributing information on assignments and other course arrangements. If a student is unable to attend a specific class, he or she is personally responsible for asking fellow students what assignments or instructions were given during the class. Students should also acknowledge that lecture slides are not intended for use as text books or course print-outs. If a student is unable to attend a class, he or she should acquire the information required to understand the lecture slides by requesting to see fellow students' lecture notes and by reading any text books specified by the teacher.

Attendance is always compulsory in practical courses.

For more information, please see the Faculty's standing orders
http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

1.4 Courses completed as book examinations

When a course is substituted by completing an examination based on set reading, one credit generally corresponds to 100–150 pages of literature. The number may vary depending on the nature of the text. To complete a course as a book examination, students must always contact the responsible teacher of the study unit in advance. Students may take book examinations on the general examination day of their major subject. Students always need to register for examinations through WebOodi (see section 1.5.2). Students majoring in KTT or BIOT may alternatively complete the examination at home or in the form of a learning diary after having agreed on the arrangement with the responsible teacher. The instructions covering the different forms of book examinations are available at

http://www.helsinki.fi/agriculturalsciences/studying/documents/instructions_literature_exam.pdf

1.5 Examination practices

1.5.1 *Lecture / practical course final examinations and re- examinations on general examination days*

If the study unit requirements include an examination, it will be given in the last session of the course and at least one re- examination will be given during the academic year (re- exams are generally given on the general examination days following the end of the course). Students who do not opt for these examination sittings will be able to complete the course the next time it is taught. Summer examinations form an exception to this rule. In order to speed up graduation, for example, students may complete re- exams they have accumulated over the course of the year with the permission of the responsible teacher of the study unit in question. So, students must always agree on summer examinations separately with the relevant responsible teacher.

The Department organises general examination days at least once a month during the academic year and twice in the summer. The major subject-specific (AGTEK+KEL together and KTT+BIOT together) general examination dates are available on the Department website at
http://www.helsinki.fi/agriculturalsciences/studying/examination_days.html



General examination day sittings generally take 4 hours. The examiner (person who compiled the questions) will inform the student of the time allocated for completing the exam if that time is less than 4 hours. For specific medical reasons (e.g. dyslexia) the examination time can be extended with one extra hour.

WebOodi registration is not required for examinations given during the course. WebOodi registration is nevertheless always required for taking re- examinations and summer examinations on general examination days. If a student cancels registration by the end of the day before the examination, the registration will be cancelled. If a student fails to cancel registration for a re- or summer exam in time, WebOodi will register the student as absent for the exam.

1.5.2 Book examinations

WebOodi registration is consistently required for major subject exams based on set reading and taken on general examination days. If the student wishes to take book examinations on a date other than the general examination day of his or her major subject, he/she must make separate arrangements with the responsible teacher of a study unit, provided that the teacher consents. The responsible teacher will then make arrangements for examination invigilation.

1.5.3 Examination invigilation and procedures

General exams begin on the hour (no academic quarter). At the beginning of the exam, the invigilator shall display the instructions concerning exam procedures to be followed. The instructions are available in Finnish and in English on the Department website at <http://www.helsinki.fi/maataloustieteet/opiskelu/dokumentit/tenttiohjedia.pptx>

Students are allowed to use a dictionary during examinations (a traditional printed dictionary). However, students using dictionaries must always report to the invigilator so that he/she may first inspect the dictionary. Digital dictionaries are not allowed, as it would be impossible to inspect them and prevent their misapplication.

1.5.4 Examination language

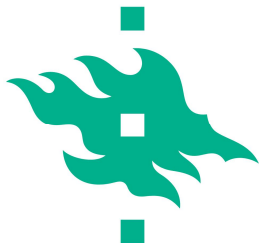
If a study unit was taught in English, students other than those studying in the English language Master's degree programmes may take the examination in Finnish, Swedish or English. The choice of the examination language will determine the language in which the course will be recorded as completed in WebOodi. If the student wants to take the examination of an English language course in Finnish or in Swedish, he/she must indicate this in the 'Other information' section when registering for the examination through WebOodi. If the examination does not require WebOodi registration, the student must inform the responsible teacher of a study unit directly. The teaching and examination language of a course may be exceptionally restricted to English, if the nature of the course so requires or the examiner does not speak Finnish or Swedish. Students in English language Master's degree programmes may include in their degree up to 25% of courses not taught or completed in English.

If a study module was taught in Finnish, students may take the examination in Swedish, too. In such a case, the student must inform the responsible teacher of the matter in connection with WebOodi examination registration, or, if the examination does not require WebOodi registration, by directly contacting the responsible teacher.

For more detailed information, please see the Faculty's standing orders http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

1.5.5 Publishing examination results

Examination results are published no later than four weeks after the examination or 10 days prior to the next re- examination so as to allow students to prepare for possibly retaking the examination. The responsible teacher of a study unit shall request the student advisors of Viikki On-Site Services



for Teachers and Students (viikki-register@helsinki.fi) to open registration for the re-examinations for all the courses under his or her responsibility in accordance with the deadlines specified above.

Examination results are published by email, in the course Moodle pages and/or on the Department's student notice boards. The responsible teacher shall notify students of the method and date of announcing the results during the course.

Examination results will be published using student numbers alone, omitting names. Also the failed results are allowed to publish using student numbers and the individual grading of the questions can be published, but it's polite from the teacher to announce that in the beginning of the study unit. After the examination, students are entitled to contact the responsible teacher of a study unit to see their papers and the criteria for evaluation. If a student is dissatisfied with the evaluation of his or her performance, he/she is entitled to request the responsible teacher for a re-evaluation within a period of two weeks from the publication of the examination results (see section 7.1). Examination answers are stored for a minimum of 6 months in the archives of the responsible teacher of the study unit.

1.5.6 Registration of completed studies and language of completion

The responsible teacher of a study unit shall electronically report completed courses to the student advisors of Viikki On-Site Services for Teachers and Students (viikki-register@helsinki.fi), who shall register the studies in the WebOodi system no later than four weeks after the student has completed/submitted the final course requirements (examination/essay, etc.). The process may exceptionally take longer in the summer (June–August).

When sending individual students' study data to the Department's study affairs secretary, the responsible teacher may enter the data to be recorded directly in the email. The study data of a large group of students should be submitted using an Excel template provided by the Department's study affairs secretary or an Excel template available in WebOodi and sent to the study affairs secretary as an e-mail attachment. The submitted information shall always include the student's name and student number, the name and code of the course, the number of credits earned, the grade, the name of the examiner, the date and language of examination and any other relevant data, including the place and period of traineeship, the title of a thesis and whether the course is a part of a more extensive module.

The study transcript will show the language of completion for all courses completed after 1 August 2011. The language of completion will not automatically be the teaching language, but the language in which the student has completed the majority of the course requirements (e.g., examination, seminar, report).

The basic rules according to which the course is graded shall be specified by the responsible teacher of the study unit at the beginning of each course.

1.5.7 Giving and utilising course feedback

As a rule, student feedback is collected in connection with all lecture and practical courses, but also in connection with other course types (many seminars, for example). Feedback is primarily collected using a WebOodi feedback form sent to all students enrolled in the course through WebOodi after the course has been completed. Students typically have three weeks to complete the feedback form. Providing feedback through WebOodi is entirely anonymous. However, the Department hopes to receive appropriate and constructive feedback. Even though providing feedback is not compulsory, all students are encouraged to do so in connection with each course, as student feedback is an important aspect of teaching development!

Besides utilising the WebOodi feedback form, teachers are recommended to request oral feedback from students during the course or at separate feedback sessions involving open, informal discussion. The teacher may comment on received feedback via Moodle, for example.



Course-specific student feedback is primarily processed in the major subject-specific teacher meetings and is utilised in course, study module and, eventually, degree requirement development. The Department recommends that the teachers capitalise upon student feedback by, for example, explaining to students at the beginning of a course what measures have been taken to improve the course on the basis of received feedback.

2 PLANNING OF STUDIES AND STUDY GUIDANCE

2.1 Planning of studies and general study guidance

Students begin to prepare their personal study plans (PSP) at the beginning of their studies. The PSP is a compulsory component included in all degree requirements. Bachelor's degree students typically prepare their PSP in their first autumn term in connection with the introductory course (MAAT100, an integrated course). Some major subjects require students to update their PSP towards the end of their Bachelor's degree studies, awarding an additional credit for the effort. Master's degree students prepare a PSP either as a separate (AGTEK, BIOT, KTT + MBIOT) or an integrated (KEL + MENVI, MScPPS) component in the first autumn term of their Master's degree studies.

PSPs are primarily compiled using the WebOodi PSP function. Sending the PSP to the student advisor or responsible professor, updating the PSP, registering for courses and monitoring study progress are usually more easily accomplished by using the WebOodi system than a separate PSP template in Word or Excel.

Bachelor's degree students are required to send their PSP (through WebOodi or as an email attachment) to their major subject's Bachelor's degree student advisor for review. After making any necessary changes to the PSP, the students need to schedule a PSP consultation with the advisor.

The Bachelor's degree PSP consultation covers, for example, challenges related to the beginning of studies, study motivation, personal strengths and potential, course and minor subject selection, language studies, traineeships, exchange studies, Bachelor's thesis topics, the graduation schedule, future orientation and career plans after graduation.

Master's degree students are required to send their PSP (through WebOodi or as an email attachment) to the student advisor of their Master's degree specialist option for review. After making any necessary changes to the PSP, the students need to schedule a PSP consultation with the responsible professor of their specialist option.

The Master's degree PSP consultation covers, for example, specialist options, course selection, traineeships, exchange studies, Master's thesis topics, the graduation schedule and career plans after graduation.

The contact information for the Department's major subject and specialist option-specific Bachelor's and Master's degree **student advisors** is available on the Department website at http://www.helsinki.fi/agriculturalsciences/studying/study_counselling.html

Other teachers also offer study guidance as appropriate. The contact information for the Department's teaching staff is available on the Department website.

AGTEK: http://www.helsinki.fi/agriculturalsciences/contact/agtek/agtek_prof_lect.html

BIOT: http://www.helsinki.fi/agriculturalsciences/contact/biot/biot_prof_coord.html

KEL: http://www.helsinki.fi/agriculturalsciences/contact/kel/kel_prof_lect.html

KTT: http://www.helsinki.fi/agriculturalsciences/contact/ktt/ktt_prof_lect.html



2.2 Study guidance for international Master's degree programmes and exchange students

Contact details for the international student advisors:

MScPPS: http://www.helsinki.fi/mscpps/faq/contact_details.html

MBIOT: http://www.helsinki.fi/biotech/faq/contact_details.html

MENVI: http://www.helsinki.fi/menvi/faq/contact_details.html

EMFOL: <http://www.emfoodoflife.eu/Contact/PartnerInstitutions.aspx>

Exchange students: http://www.helsinki.fi/agriculturalsciences/studying/study_counselling.html

2.3 Office hours

Many of the Department's study advisors and teachers have scheduled specific office hours for study guidance. The office hours are specified in the Department course catalogue or website, or in the notice by the teacher's door. Students need to schedule meetings outside office hours separately by email.

There is no need to schedule an appointment for asking a short question.

Study advisors and teachers shall try to respond to email queries as swiftly as possible. However, work trips and holidays may sometimes delay their responses.

2.4 Viikki On-Site Services for Teachers and Students

Viikki On-Site Services for Teachers and Students with their student advisors help students and teachers with many study and teaching-related practical matters. More information in [Flamma](#)

The office of the Viikki On-Site Services for Teachers and Students is located on the 3rd floor of Korona Information Centre. Opening hours: <https://www.helsinki.fi/en/studying/contact-us/student-services#Viikki>

The student documents (e.g. **official transcript, certificate of attendance or non-attendance**) can be ordered to home according to these [Flamma instructions](#), or can be collected from the 3rd floor office in the Korona Information Centre.

The best way to contact the student advisors of Viikki On-Site Services for Teachers and Students is by email at viikki-student@helsinki.fi.

3 TEACHING AND STUDY AFFAIRS PLANNING AND DEVELOPMENT

Hierarchy for the planning and development of teaching and study affairs:

Major subject level: Major subject committees (4) and responsible professors

-

Department level: Teaching Development Committee (MOKE) ® Department Council (LANE)

Departments' collaboration Steering committees of the new Degree programmes

-

Faculty level: Faculty Council, Admissions Board, or Study Affairs Committee



3.1 Responsible persons of the disciplines

Responsible persons of the disciplines may be professors or university lecturers in charge of the contents of major and minor subjects, specialist options and study modules, and of approving completed studies.

Contact information for the responsible persons is available on the Department's website at <http://www.helsinki.fi/agriculturalsciences/contact/staff.html>

Responsible persons at Bachelor's level major subjects:

MAAT: The Deputy Head of Teaching at the Dept. (in 2014-2017 Univ. lecturer Mervi Seppänen)

Molecular Biosciences: Prof. Kari Keinänen (Faculty of B&E)

Environmental Sciences: Prof. Kristiina Lindström (Faculty of B&E)

Responsible persons at Master's level major subjects and their specialist options:

AGTEK: MATEK Univ. lecturer Hannu Mikkola

MYTEK Prof. Laura Alakukku

BIOT: KBIOT Prof. Paula Elomaa

KEBIOT Prof. Pekka Uimari

KEL: KEJAL Prof. Asko Mäki-Tanila

KERAV Prof. Aila Vanhatalo

KTT: AEKO Prof. Juha Helenius

JAL Prof. Teemu Teeri

KVIL Prof. Pirjo Mäkelä

KPAT Prof. Jari Valkonen

MAEL Prof. Heikki Hokkanen

PTARH Prof. Paula Elomaa

In addition to the responsible persons of major subjects and specialist options, the Department has responsible persons for Physics (FYS) and Botany (KASV). Their responsibilities include managing the basic education in physics and botany in the entire Faculty and approving minor subject modules.

FYS: Univ. lecturer Mikko Hautala

KASV: N.N.

3.2 Major subject committees or teachers' meetings

The major subject committees or teachers' meetings are responsible for coordinating the operations of the extensive major subjects and prepare major subject-specific teaching matters, proposals and statements for the Department's joint Teaching Development Committee (MOKE). Affairs coordinated by the committee include student admission, degree requirements, course feedback, the teaching budget, thesis examination, teaching cooperation, teaching quality and assessment, and postgraduate studies.

The major subject committees include all major subject teachers and may also include student members and their deputy members. The committees convene approximately once a month during the academic year.

Major subject committees 2014- 7/2017 (until the Big Wheel starts in 8/2017):

	Chair	Secretary	Student member
AGTEK:	Univ. lecturer Hannu Mikkola	-	Jori Lahti
BIOT:	Univ. lecturer Pauliina Lankinen	Viola Niklander-Teeri	Krista Ojala Mariel Savelius
KEL:	Prof. Aila Vanhatalo	-	Sini Kuiri
KTT:	Prof. Pirjo Mäkelä	-	Anja Lammi



3.3 The Teaching Development Committee of the Department of Agricultural Sciences (MOKE)

The joint Teaching Development Committee (MOKE) was established to promote the development of teaching in the entire Department. MOKE is responsible for preparing matters, proposals and comments that are referred to the Department Council, the Faculty's Admissions Board and Study Affairs Committee and the Faculty Council.

MOKE members: http://www.helsinki.fi/maataloustieteet/opiskelu/opetuksen_kehittaminen.html

MOKE is chaired by Deputy Head of Department Mervi Seppänen, who is responsible for the Department's teaching affairs.

In autumn 2017, the new BSc and MSc programmes in Agricultural Sciences are starting and a temporary steering committees has been founded including a representative from the Soil and Environment Science (EYT department) and Agricultural Economy (TAL department) major subjects. More information in [Flamma](#) (in Finnish).

4 TRAINEESHIPS

Various traineeships are one of the best methods of acquiring work experience in one's field during studies. All degree requirements currently include a compulsory period of practical training or studies supporting career orientation after graduation.

Bachelor's level traineeships help students gain an understanding of practical work in their field. Bachelor's level practical training includes, depending on the student's major, Practical training in Agriculture (MAAT200), Practical training in Horticulture (PTARH101), Practical training in Agricultural Environmental Technology (AGTEK120) or Practical training in Biotechnology (BIOT221).

Master's level traineeships (AGTEK420, BIOT421, KEJAL460, KERAV430 or KTT301) offer students the opportunity to establish contacts with employers and other operators in their field. The Department offers traineeship grants for Master's degree students completing their practical training. Master's degree students may also take the optional 'Advanced Training in a Research Group' study unit.

4.1 Practical training in Agriculture

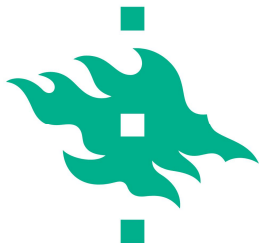
Depending on their major, students are recommended to complete their Practical training in Agriculture (MAAT200) in the summer after their first (AGTEK and KEL) or second (KTT) year of Bachelor's degree studies. Before the traineeship, students must complete the Basics in Crop Production (KTT111), Basics in Animal Production (KEL150) and Basics in Agricultural Economics (MAE1) courses.

For more information on the objectives and contents of the Practical training in Agriculture, the responsible teacher, finding a traineeship, traineeship placement abroad, traineeship report writing instructions and other traineeship-related matters, please see the practical training in agriculture homepage at

<http://www.helsinki.fi/maataloustieteet/maatalousharjoittelu/index.html> (in Finnish)

4.2 Practical training in Horticulture

Students majoring in KTT are recommended to complete their Practical training in Horticulture (PTARH101) in the summer after their first or second year of Bachelor's degree studies. Students



must complete the Basics in Crop Production (KTT111), Basics in Animal Production (KEL150) and Basics in Agricultural Economics (MAE1) courses before completing the traineeship.

For more information on the objectives and contents of Practical training in Horticulture, the responsible teacher, finding a traineeship, traineeship report writing instructions and other traineeship-related matters, please see the practical training in horticulture homepage at <http://www.helsinki.fi/maataloustieteet/puutarhaharjoittelu/index.html> (in Finnish)

4.3 Other practical training for Bachelor's degree students

In addition to Practical training in Agriculture and Practical training in Horticulture, Bachelor's degree studies may include other practical training, such as Practical training in Agricultural Environmental Technology (AGTEK120), which is the AGTEK alternative to Practical training in Agriculture, or the optional Practical training in Biotechnology (BIOT221).

4.4 Practical training for Master's degree students

The most convenient time to complete the Master's level traineeship is during the fourth or fifth year of study. Students can complete the practical training either in the summer or during a term, depending on the syllabus. The training is included in the advanced level major subject studies. Theoretical major subject studies should be completed to an appropriate extent before the training.

Practical training abroad is highly advisable for Master's degree students. Training abroad often adds value to practical training, as the student gets to know a different working culture and improves his/her language skills. For more information on completing a traineeship abroad, please see the University of Helsinki's Flamma intranet at https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY034234

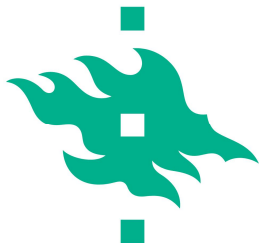
Master's degree students can apply for a Department grant for completing practical training. The Department accepts grant applications twice a year (first application round in the spring and another round in the autumn). The Department allocates grants for practical training in accordance with its economic resources. Eligible applicants are usually granted financial aid for one month and only once during their studies. For more information on applying for a practical training grant and the grant allocation criteria, see the Department's website at http://www.helsinki.fi/agriculturalsciences/studying/traineeship_support.html

For more information on the objectives and contents of practical training at the Master's degree stage, the responsible persons, finding a traineeship, completing a traineeship abroad, applying for a traineeship grant, traineeship report writing instructions and other related matters, please see the Department's website at http://www.helsinki.fi/agriculturalsciences/studying/practical_training.html

4.5 Advanced Training in a Research Group

Training in a research group is an optional course available to Master's degree students (under optional major subject studies or other studies). However, students must agree on the traineeship in advance with the head of the research group and with their responsible person of the specialist option. Students may complete the research group training period in the summer or during a term, depending on the syllabus. Theoretical major subject studies should be completed to an appropriate extent before the traineeship. Students are also required to master the research methods to a sufficient degree.

For more information on the objectives and contents of the Master's level research group training, the responsible persons, research groups, research report writing instructions, performance



evaluation and other related matters, please see the Department's website at http://www.helsinki.fi/agriculturalsciences/studying/research_group_training.html

5 THESES

5.1 Bachelor's thesis

The Faculty's general guidelines for completing the Bachelor's thesis, including selecting a supervisor and the thesis evaluation criteria, are available on the Faculty's website at http://www.helsinki.fi/mmtk/opiskelu/perustutkintoopiskelijat/kandidaatin_tutkielma.html (in Finnish)

Students begin the supervised process of writing their Bachelor's thesis by taking the Department's joint Bachelor's thesis Writing and Seminar course (MAAT300). The course begins every autumn and continues through the academic year, ending in the spring term. Before the beginning of the course, or directly after it has commenced, the students and the responsible teachers in the student's major subject agree on a thesis topic and select the thesis supervisors. The objective of the course is for the student to complete his/her supervised Bachelor's thesis writing process by the end of the spring term, including producing a thesis, attending the thesis seminar and taking the maturity test. Students are recommended to complete the course in their third year of study.

The Department's website contains information on **Bachelor's thesis topics**, detailed **thesis writing instructions** and a thesis template, major-subject specific lists of **Bachelor's seminar presentation topics**, and instructions for reserving a time for student's own seminar presentation <http://www.helsinki.fi/maataloustieteet/opiskelu/tutkielmat.html> (in Finnish)

After a student has completed his/her Bachelor's thesis, the examiner shall report it to the student advisors of Viikki On-Site Services for Teachers and Students (viikki-register@helsinki.fi), who shall register the thesis in WebOodi. The title of the thesis should be recorded as Additional data in WebOodi. Thesis titles provide future students with valuable information on the Bachelor's thesis topics of Department's graduates.

Each Bachelor's thesis must be printed in a minimum of two copies: one for the supervisor and one for the responsible person of the study unit. One copy suffices if the thesis supervisor and responsible person of the study unit is the same person. For more detailed thesis layout and publication layout instructions, see the Department's joint thesis writing instructions http://www.helsinki.fi/agriculturalsciences/studying/documents/MSc_thesis_guidelines_MAAT.pdf

5.2 Master's thesis

The Faculty's and Department's general guidelines for completing the Master's thesis, including selecting a thesis supervisor and the thesis evaluation criteria, are available on the Department's website at <http://www.helsinki.fi/agriculturalsciences/studying/thesis.html>

In order to begin the Master's thesis process, students should contact their responsible person of the specialist option and agree on a thesis topic and supervisor. Before beginning work on the thesis, the student and supervisor need to complete the Thesis Supervision Agreement to determine the content and objectives of the thesis and the schedule for completing it http://www.helsinki.fi/af-faculty/studies/forms/thesis_supervision_2015.rtf

The Department's website contains information on Master's thesis topics, detailed thesis writing instructions and a thesis template, major-subject specific lists of Master's seminar presentation topics, and instructions for reserving a time for student's own seminar presentation (<http://www.helsinki.fi/maataloustieteet/opiskelu/tutkielmat.html>).



Students are required to reserve a time for their own Master's seminar presentations after they have agreed the time with their thesis supervisor and the responsible person of the discipline.

The Faculty website contains, for example, a Master's thesis assessment matrix http://www.helsinki.fi/af-faculty/studies/forms/assessment_matrix_masters_thesis.pdf

Students are recommended to read the thesis assessment criteria before beginning work on their theses. Students should note that in order to be eligible for postgraduate studies, for example, they need to obtain a minimum grade of 'Good' for advanced Master's level studies in their major subject (a minimum of 3/5) and a minimum grade of Cum Laude for their Master's thesis.

The Master's thesis is submitted for reviewing and approval to the e-thesis system. Detailed instructions are here http://www.helsinki.fi/af-faculty/studies/masters_instructions.html.

The University of Helsinki is using an anti-plagiarism system known as Urkund. The system can be used to check other texts besides Master's theses (work specifications, reports, home exams, Bachelor's theses). For more information, see

<http://blogs.helsinki.fi/alakopsaa/urkund-instructions-for-the-student/?lang=en>

Master's theses are approved by the Faculty Council. The Master's thesis is sent the Faculty Council for approval via an e-thesis service. The Faculty website contains the Faculty Council meeting dates and due dates for submitting the evaluation forms to the council.

http://www.helsinki.fi/af-faculty/administration/faculty_council.html

The student, supervisor and the responsible person of the specialist option should make a note of the dates in advance and prepare the schedule for the thesis approval process accordingly.

No printed copies from the Master's thesis are needed anymore. All Master's theses are automatically stored in the Viikki Science Library's E-thesis database. After the thesis has been graded, the student (who retains the author's rights to the work) may choose to make it public on [Helda](#) so that it can be publicly read online via internet. If not, only the abstract is publicly available in the internet, but the full thesis is publicly available only at the Viikki Science Library's Thesis desk.

Towards the end of the Master's thesis writing process or after having completed it, the student shall present the thesis background, objectives, materials, methods, results and conclusions in a Master's seminar organised by his/her major subject. To reserve a time for a seminar presentation, go to the electronic calendar on the Department website after you have agreed on your presentation with your supervisor and/or responsible person of the specialist option

<http://www.helsinki.fi/agriculturalsciences/studying/seminars.html>

The joint instructions of the Department's major subjects for serving as a peer opponent for a fellow student's thesis, including the peer opponent's pass, are available on the Department's website at

http://www.helsinki.fi/agriculturalsciences/studying/documents/Advice_for_opponents_MAAT.pdf

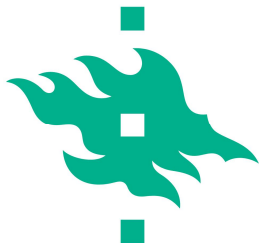
The joint instructions of the Departments' major subjects for citing references in oral presentations are available on the Department's website at

http://www.helsinki.fi/agriculturalsciences/studying/documents/Instructions_oral_scientific_presentations_MAAT.pdf

5.3 Thesis writing instructions and other useful links

The joint thesis writing instructions of the Departments' major subjects are available on the Department's website at

http://www.helsinki.fi/agriculturalsciences/studying/documents/MSc_thesis_guidelines_MAAT.pdf



The Faculty also supports students writing their Master's thesis through the 'Master's thesis clinic' located on the K1 floor of the Forest Sciences Building (Latokartanonkaari 7). Students may reserve computer workstations in the facilities

<https://flamma.helsinki.fi/portal/units/mmtkd?nfpb=true&pageLabel=P12200122591380282318343&contentId=HY304420&placeId=HY301314>

5.4 The Bachelor's and Master's degree maturity test

The maturity test is requirement for completing Bachelor's and Master's degrees and is aimed to demonstrate the student's proficiency in his/her thesis topic and in the Finnish/Swedish/English language.

5.4.1 Finnish-language degree programmes

The maturity test is a requirement for completing the Bachelor's degree and is aimed to demonstrate the student's proficiency in his/her thesis topic and in the Finnish or Swedish language, depending which is the student's native language. The maturity test is written in the language in which the student received his/her secondary education.

A completed maturity test is a precondition for the approval of the Bachelor's thesis. .

After having received the comments of the native language expert, the supervisor shall pass or fail the test, send accepted test results to the student advisors of Viikki On-Site Services for Teachers and Students (viikki-register@helsinki.fi) for registration in WebOodi (registration code 80089, examination language Finnish/Swedish/English) and give the student feedback from the test.

The maturity test is also a requirement for completing the Master's degree. However, if a student has demonstrated his/her language proficiency by taking a Bachelor's degree maturity test, he/she is not required to take a separate maturity test to complete the Master's degree. The abstract the Master's thesis will then serve as the maturity test, indicating the student's proficiency in his/her thesis topic. The supervisor or the responsible person of the specialist option shall send information on the approved maturity test to the student advisors of Viikki On-Site Services for Teachers and Students (viikki-register@helsinki.fi) for registration in WebOodi (registration code 80061, examination language Finnish/Swedish/English).

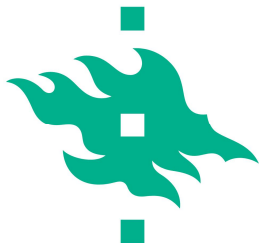
A passed maturity test is a precondition for the approval of the Master's thesis by the Faculty Council.

5.4.2 International Master's degree programmes (MScPPS, MBIOT, MENVI, EMFOL)

The maturity test is requirement for completing English-language Master's Degree Programmes and is aimed to demonstrate the student's proficiency in his/her Master's thesis topic and in the English language.

Note, new instruction for completing the maturity essay in the English-language Master's Degree Programmes are coming in autumn 2016.

After having received the comments of the native English language expert on the maturity test, the supervisor or responsible person of the specialist option shall pass or fail the test, send approved test results to the student advisors of Viikki On-Site Services for Teachers and Students (viikki-register@helsinki.fi) for registration in WebOodi (registration code 80061, examination language English) and give the student feedback from the test.



A passed maturity test is a precondition for the approval of the Master's thesis by the Faculty Council.

For more detailed information, please see the Faculty's standing orders http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

6 GRADUATION

Students (who began their studies in or after 2005) can graduate with a Bachelor's or a Master's degree in accordance with the degree requirements applicable in the year they began their Bachelor's studies or in accordance with any degree requirements issued since.

The names of some of the Department's major subjects / degree programmes have been changed recently (TEK→AGTEK, HEBIOT→BIOT, KTB→KTT). Students majoring in these subjects are entitled to complete their degrees in accordance with the old major / degree programme requirements within a specific transition period (TEK students until 31 July 2014, HEBIOT and KTB students until 31 July 2017), after which they shall be transferred to the new major subject. If they wish, students may transfer to the new degree requirement system earlier by sending the student advisors of Viikki On-Site Services for Teachers and Students viikki-student@helsinki.fi a free-form application for changing their data in the Student Register. For more detailed information, please see the Faculty's standing orders http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

Detailed instructions for graduating with a Bachelor's or a Master's degree are available on the Faculty's website at <http://www.helsinki.fi/af-faculty/studies/graduating.html>

6.1 Registering completed studies and the final study transcript

The study module registration form (**same template for all modules**) is available on the Faculty's website at <http://www.helsinki.fi/af-faculty/studies/forms.html>

To obtain a **Bachelor's degree**, a **minimum of three** study modules must be registered in WebOodi:

- basic studies in the major subject, 25 cr
- intermediate studies in the major subject (scope according to major)
- a minor subject, 25 cr (NOTE, minor subject studies are approved and registered by the minor subject department)

To obtain a **Master's degree**, a **minimum of one** study module must be registered in WebOodi:

- advanced studies in the major subject (scope according to major subject and/or specialist option)

The student's final grade shall be the weighted average grade of the completed courses (scope multiplied by grade). The grading of the study module can be calculated only if at least half of the study units are graded with the scale 0-5. The grade of the Master's thesis (40 credits) is not included in the grading of the study module of advanced studies.

General and other studies are not combined into a module. Students cannot have a single course registered twice if two study modules, or both the general studies and a minor subject module, include the same course. The student shall substitute the course with another, separately agreed course in one of the modules (or in the general studies) in order to earn enough credits.



Form filling order:

- The student shall complete the required module form(s) (**same template for all modules**) and send them by e-mail for checking and signing to the Training Officer, who sends them for registration in WebOodi:
 - o Viola Niklander-Teeri, viola.niklander-teeri@helsinki.fi: Plant Production Sciences and Biotechnology
 - o Ria Kuokkanen, ria.kuokkanen@helsinki.fi: Agrotechnology and Animal Science
- When all courses and study modules have been registered in WebOodi in accordance with the degree requirements, the student orders an unofficial transcript of records from Weboodi, **crosses out all the courses, which are not included in the degree and, after that, sends the crossed out transcript** by e-mail for checking and signing to the Training Officer as above. The student can collect the signed transcript from the Training Officer or ask her to directly send the transcript to the Faculty office as an enclosure for the diploma certificate application.

6.2 Expiry of studies

Studies completed over ten years ago cannot be directly included in a degree from the Faculty. Students who continue their studies at the Faculty must demonstrate their proficiency in the subject matter of any studies completed more than ten years ago as required by the major subject, for example, through examinations, interviews, portfolios, essays, reports or other appropriate methods. Students may also supplement their knowledge and skills by completing learning assignments or similar tasks.

http://www.helsinki.fi/af-faculty/studies/AHOT_en.pdf

The date of completion is the date when the last course required for the module was completed.

Language studies do not expire.

For more detailed information, please see the Faculty's standing orders

http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

6.3 Degree certificate application form and its appendices

The Bachelor's degree certificate application form is available on the Faculty's website at

http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/lomakkeet/tutkintotodistuspyynto_kandit.rtf (in Finnish)

All students are required to attach a study transcript (with any studies not included in the degree struck through) to the Bachelor's degree certificate request form. The transcript must be signed by the Training Officer. Students also need to attach a receipt of payment if they want degree certificate copies or translations subject to a fee.

The Master's degree certificate application form is available on the Faculty's website at

http://www.helsinki.fi/af-faculty/studies/forms/masters_degree_certificate_int_programmes_2015.rtf

All students are required to attach an abstract of their Master's thesis and a study transcript (with any studies not included in the degree struck through) to the Master's degree certificate application form. The transcript must be signed by the Training Officer. Students also need to attach a receipt of payment if they want degree certificate copies or translations subject to a fee.

The date of graduation is the date when the certificate application form, complete with all the required appendices is received. The date of graduation may also be recorded as a later weekday.



The Faculty may exceptionally grant a degree to students who are registered as non-attending (if such students graduate between two terms), provided that all studies required for the degree have been previously registered in WebOodi (while they were registered for attendance).

6.4 Degree certificate

The Bachelor's degree certificate indicates, for example, the name of the student's major subject, the full number of credits included in the degree, the credits and grade obtained for the basic studies module, the credits and grade obtained for the intermediate studies module, the credits and grade obtained for the minor subject module, the scope and grade of the Bachelor's thesis, and any language studies.

The Master's degree certificate indicates, for example, the name of the student's major subject and specialist option, the full number of credits included in the degree, the credits and grade obtained for advanced studies, the scope and grade of the Master's thesis, and the title of *agronomi* (academic agronomist) if applied for and granted.

6.5 The right to study free of charge after graduating with a Master's degree

When a student graduates with a Master's degree, his/her right to study ends. After that, students holding a Master's degree from the Faculty of Agriculture and Forestry may complete non-degree studies at the Faculty free of charge in the academic year following their graduation. The application form to complete the free of charge non-degree studies is on the Faculty's website http://www.helsinki.fi/af-faculty/studies/forms/application_non-degree_studies_2010.pdf

For more detailed information, please see the Faculty's standing orders http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

6.6 Joining the alumni

The Department and Faculty would like to maintain contacts with all their graduates. Graduates of the Department who register in the University's alumni network <http://www.helsinki.fi/alumnus/> receive a permanent University email address (in the form N.N@alumni.helsinki.fi) to facilitate keeping in touch with former teachers and fellow students, even years after graduation. The alumni additionally receive an email newsletter covering topical affairs and research at the University. The newsletter is issued several times a year. The alumni network already includes several hundred Department and Faculty graduates.

6.7 Beginning a career

It is advisable to start planning your career well ahead of time. The career planning and professional life section of the University of Helsinki Career Services' website provides relevant information at <https://www.helsinki.fi/en/studying/careers/career-services> https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY034232

The working life and career after graduation section of the Department's website contains graduates' career stories and examples of work assignments after graduation http://www.helsinki.fi/agriculturalsciences/studying/working_life.html

The opportunities to continue career in postgraduate (doctoral) studies are presented on the Faculty's website http://www.helsinki.fi/af-faculty/studies/postgraduate/Doctoral_schools%20and%20programmes.html



Examples of postgraduate study and postdoc research placements and jobs available in the Department's fields of expertise

<http://www.helsinki.fi/maataloustieteet/laitos/tyopaikat.html>

The Department also has an active agricultural sciences advisory board (Maataloustieteiden neuvottelukunta) through which students and teachers can acquire valuable information on the current wishes and needs of their professional field. This information can help to improve teaching and degree requirements.

<http://www.helsinki.fi/maataloustieteet/yhteiskunta/neuvottelukunta.html> (in Finnish)

The union Agronomiliitto offers important information on integration into the labour market at <http://www.agronomiliitto.fi/> (in Finnish)

7 TACKLING PROBLEMS

7.1 Students' possibilities to have an influence

If students are dissatisfied with the grading of their study performance, they may appeal to the examiner orally or in writing within two weeks of the publication of the results. The teacher is obliged to provide a reasoned decision within a reasonable time. If the student wishes to pursue the appeal, the teacher must issue the decision in writing. The student is entitled to appeal further to the University of Helsinki Academic Appeals Board

(https://flamma.helsinki.fi/portal/home/sisalto?nfpb=true&pageLabel=content_view&contentId=HY278140&placeId=HY274475) within 14 fourteen days of receipt of the decision.

If the student wishes to generally point out maladministration or suggest improvements to instruction at the Department, he or she may contact the chair of the **Teaching Development Committee of the Department of Agricultural Sciences (MOKE,** http://www.helsinki.fi/maataloustieteet/opiskelu/opetuksen_kehittaminen.html), established for the purpose of developing teaching at the Department (see section 3.3).

Students can also turn to their major subject's student advisers, teachers or responsible persons of the disciplines (see section 3.1) to discuss the matter. In addition, students have representatives in the major subject committees (see section 3.2), the Department Council (<http://www.helsinki.fi/agriculturalsciences/contact/management.html>) and the Faculty Council (http://www.helsinki.fi/af-faculty/administration/faculty_council.html) and may take development issues further through these bodies.

Students also have an effective channel of influence in general and subject-specific student organisations

<http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/ainejarjestot.html> (in Finnish)

Many operators offer help in student health and welfare-related matters

http://www.helsinki.fi/studying/students_health_and_well_being.shtml

The Students' Guide to Well-being, Health and Safety ("Where to get help?") is found in Flamma https://flamma.helsinki.fi/portal/home/sisalto?nfpb=true&pageLabel=pp_list&placeId=HY329988

7.2 Plagiarism and cheating

The University of Helsinki has compiled a detailed set of instructions for handling cheating and plagiarism: [The Rector's instructions regarding procedures for handling cases of cheating and plagiarism.](#)



The instructions are based on the manual *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* by the Finnish Advisory Board on Research Integrity (TENK)

<http://www.tenk.fi/en/advise-publications>

The University's guidelines for handling cases of cheating are available at

http://www.helsinki.fi/agriculturalsciences/studying/documents/Rectors_guidelines_handling_cheating_plagiarism.pdf

A summary of the University's instructions:

1. When the suspicion of cheating arises, the teacher shall first assess the situation, discuss the matter with the student and request an explanation. If there is reason to suspect deliberate cheating, the correct procedure is as follows:
2. After discussing the matter with the student, the teacher must notify the suspicion of cheating to the head of department in writing.
3. The head of department shall notify the suspicion to the student in writing and arrange him/her an opportunity to explain.
4. The head of department shall arrange an oral hearing, of which minutes shall be kept. The meeting shall include the student, a support person (if requested by the student), the teacher presenting the allegation, the head of department and an administrative staff member.
5. If the student admits to cheating or the cheating is considered to be otherwise substantiated, the student shall be deemed to have failed the examination and the entire course. The decision to deem the examination and course as failed shall be made by the teacher.
6. The head of department shall deliver the hearing minutes to the dean of the faculty.
7. If the dean deems that the matter requires further investigation, he/she may arrange another hearing. The dean may, at his/her discretion, report the matter to the Rector, who may issue a written caution to the student. The Rector may also refer the matter to the Board of the University of Helsinki. If the student's misconduct is serious in nature or he or she continues to cheat after receiving the written caution, the Board may suspend the student for a period of up to one year.

The University of Helsinki is using an anti-plagiarism system known as Urkund. Started 1 August 2014, the system has been used to check all Master's theses in connection with their submission for examination. The system can be used to check other texts besides Master's theses (work specifications, reports, home exams, Bachelor's theses). For more information, see

<http://blogs.helsinki.fi/alakopsaa/urkund-instructions-for-the-student/?lang=en>

8 OTHER MATTERS

8.1 Credit transfer

Specific instructions for transferring credits are available on the Faculty's website at

<http://www.helsinki.fi/af-faculty/studies/credittransfer.html>

A summary of the Faculty instructions:

Studies completed in the University of Helsinki or any other university in Finland or abroad may be recognised for a degree pursued in the Faculty of Agriculture and Forestry (by substituting and/or inclusion). The maximum number of credits that can be transferred to a first-cycle degree is 90. For Master's degrees, the maximum number is 60 credits. In addition to these, previously completed compulsory studies in the second national language and a foreign language may also be recognised for the degree.

Studies completed at a university of applied sciences may be recognised for the first-cycle degree as minor subjects (modules of at least 25 credits) or as alternative or elective studies.



Studies completed at a university of applied sciences cannot be included in a second-cycle degree.

Theses, maturity tests or orientation studies, personal study plans and ICT Driving Licenses cannot be incorporated into another degree.

The main types of credit transfer are **substitution and inclusion**.

Substitution means replacing compulsory studies with studies completed elsewhere. Such studies must correspond to the studies to be substituted for in terms of content, scope, learning outcomes and level of difficulty in accordance with the Faculty's degree requirements. **Substitution of studies shall be applied for from the responsible teacher of the study unit in question.** Students should be prepared to discuss the content of the compensating studies with the teacher, using, for example, the course description in the course catalogue of the institution in which they completed the studies.

Inclusion means that studies completed elsewhere are incorporated into the degree as minor subjects or other studies, in which case their content need not be equivalent to that of other studies. The inclusion criteria comprise the content, scope and level of difficulty of the studies as well as the learning outcomes set for the degree. **Inclusion of studies shall be applied for from the responsible person of the Bachelor's or Master's level discipline** (responsible persons of the disciplines, see section 3.1).

Credit transfer can be sought during the teaching periods. New students are encouraged to apply for credit transfer when drawing up their personal study plan at the outset of studies.

Applications for the recognition of language studies shall be submitted to the [Language Centre](#) using a form intended for this purpose. The form can be delivered to the Language Centre's Study Affairs Office (Fabianinkatu 26), or room 171 in the Viikki Building A on Tuesdays between 9 and 11 during teaching periods. Substitution applications apply to language studies completed outside the University of Helsinki. Compulsory language studies completed at the University of Helsinki are automatically accepted for the degree, even if they have been used for a previous degree from another faculty.

See also the Principles and procedures for the recognition and validation of prior learning in first- and second-cycle university degrees at the Faculty of Agriculture and Forestry as of 1 August 2012 at http://www.helsinki.fi/af-faculty/studies/AHOT_en.pdf and the [Means of verifying prior learning](#) in connection with credit transfer (pdf), as well as the [Learning portfolio template](#) (pdf).

8.2 Change of major subject

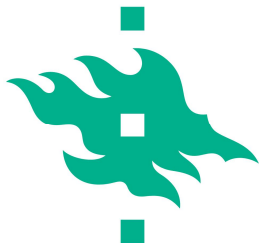
Specific instructions for a change of major subject are available on the Faculty's website (in Finnish) and in the Faculty's standing orders

http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

A summary of the Faculty instructions:

Students admitted to study at the Faculty may apply for a change of major subject within the Faculty.

To change their major subject, students need to have completed at least the basic studies (25 credits) in the original major subject they were admitted to study at the Faculty and at least 25 credits of basic and/or intermediate studies in the major subject to which they wish to transfer. Students need to have registered the basic studies module of the original major by the end of the application period.



Students applying to change their major after completing their Bachelor's degree may be required to complete supplementary studies if the Bachelor's degree studies in the new major subject differ substantially from those of their original major subject. The maximum number of supplementary credits that the student can be required to complete is 60.

Students admitted directly into Master' level studies through separate admission (i.e. Master's degree programmes and other Graduate applicants) **cannot apply to change their major within the Faculty.**

The application to change major subject must be submitted to the department offering the major subject the student would like to transfer to. Applications are only processed once a year and the annual application period ends on 31 January. The application form for change of major subject is available on the Faculty website at

http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/lomakkeet/paaaineen_vaihto.rtf (in Finnish)

The decision shall take into account the number of students and the teaching resources of the receiving major subject.

If the change of major is granted, the student automatically forfeits his/her previous right to pursue a degree.

8.3 Exchange studies

For general information about international student exchange, see the Faculty's website and Flamma http://www.helsinki.fi/af-faculty/studies/student_exchange.html
https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeld=HY034234

A summary of the Faculty guidelines:

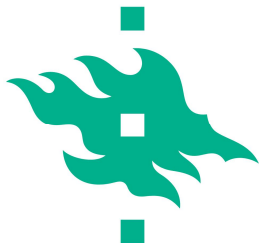
International student exchange refers to a period of studies abroad, during which the student is enrolled in a foreign university in order to complete studies that shall be fully credited for the student's degree from his/her home university. Students planning exchange studies are advised to discuss, in advance, their study plan and any credit transfers (inclusion and/or substituting) with the responsible person of the discipline (inclusion) and/or the responsible teacher of the study units in question (substituting).

Courses completed as exchange studies can be credited by registering them in WebOodi under the 'studies completed elsewhere' or 'studies completed abroad' code, depending on the student's major. The code may be used to cover several individual courses. The scope of the studies shall be estimated as the total of credits earned (or the number of ECTS credits earned). The grading scale for courses completed abroad is pass/fail, unless the scale unequivocally corresponds to the University of Helsinki grading scale of 0–5. The 'Other information' section of the study record shall include the name of the course, the name of the host university and country and the date of completing the course. In some cases, 'Other information' may also include the scope and grade of individual courses in accordance with the national system in question.

For more information, see the Faculty's website and Flamma http://www.helsinki.fi/af-faculty/studies/student_exchange.html
https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeld=HY034234

8.4 Minor subject study opportunities and rights

For general information about minor studies, see the Faculty's website at <http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/sivuaineet.html> (in Finnish)



Summary of the Faculty guidelines:

In order to obtain a Bachelor's degree, students need to complete at least the basic studies in one minor subject (25 cr). Any minor studies to be included in the degree require the approval of the study affairs coordinator or the responsible person of the discipline.

The degree students of the Faculty of Agriculture and Forestry may freely choose their minor subjects within the Faculty (with the exception of Nutrition). The Faculty offers diverse minor subject study opportunities

http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/yhteiset_opinnot_sivuaineet.html (in Finnish)

A single course cannot be included in two different study modules. If a student's major and minor subject require the same course, it shall be included in one of the modules and the student shall replace it with a separately agreed equivalent course in the other module in order to earn enough credits for both modules.

Students may also complete intermediate level minor studies (a minimum of 60 cr). Students shall then complete 35 cr of intermediate studies in their minor subject besides the basic studies (25 cr). An intermediate level minor subject (60 cr) can be divided into two by including 25 cr in the Bachelor's degree and 35 cr in the Master's degree.

Faculty students are allowed to complete minor studies at the other University of Helsinki faculties, too. Some faculties and minor subject modules require students to separately apply for a minor subject study right. For more information, see, for example, the minor subject study opportunities and rights at the Faculty of Biological and Environmental Sciences at

http://www.helsinki.fi/bio/hakeminen/muut_oikeudet/sivuaineopinnot_hy.html (in Finnish)

Upon separate agreement, students may complete minor subject studies as JOO ('Joustava opinto-oikeus', flexible study right) studies in another Finnish institution of higher education

<https://confluence.csc.fi/display/JOO/In+English+Flexible+Study+Rights>
https://flamma.helsinki.fi/portal/home/sisalto?nfpb=true&pageLabel=content_view&nfls=true&placeld=HY034287&contentId=HY054845

or even as exchange studies abroad

https://flamma.helsinki.fi/portal/home/sisalto?nfpb=true&pageLabel=pp_list&placeld=HY034234

The Faculty employs the code 80300 to label optional study modules. The responsible person of the discipline may use this code to include optional study modules completed elsewhere in a student's degree. The name given to the study module (e.g. Plant Pathology module) is written in the title text field to show the name of the new study module. The name given in this field will be shown in the degree certificate. The 'Additional information' section shall indicate the name of the institution where the module was completed and all the information of individual courses. Students may supplement the study modules with courses completed at their home faculty or in their home department. The module is graded with "Pass".

8.5 Study progress

Smooth study progress and graduation with a Bachelor's or a Master's degree will greatly impact on the future funding of the entire University, including all its faculties and departments. The key performance indicators are the number of students earning over 55 cr annually (in one academic year) and the number of graduates. The Department therefore channels extensive attention and resources to streamlining and encouraging study progress, as well as increasing study guidance and thesis supervision.

8.5.1 Amendment to the Universities Act concerning the normative duration of studies



Specific instructions regarding the measures required by the amendment to the Universities Act concerning the normative duration of studies are available on the Faculty and University website at http://www.helsinki.fi/af-faculty/studies/normative_duration_degrees.html
<https://www.helsinki.fi/en/studying/continuing-your-studies>

Summary of the Faculty instructions:

The amendment to the Universities Act concerning the normative duration of studies applies to students who were granted the right to pursue a degree on or after 1 August 2005. The amendment does not apply to students who were granted the right to pursue a degree prior to 1 August 2005 and have transferred to the new degree system.

A target duration has been stipulated for degrees. **The target duration** of degree study for Faculty of Agriculture and Forestry students who have been granted the right to pursue both a Bachelor's degree (Bachelor of Food Sciences or Bachelor of Science in Agriculture and Forestry) and a Master's degree (Master of Food Sciences or Master of Science in Agriculture and Forestry) **is five academic years**. The students have the right to exceed this time by two years. Thus, they may take **a total of seven years** to complete their degrees.

Students who were granted the right to pursue only a Master's degree (Master of Food Sciences or Master of Science in Agriculture and Forestry) **should complete their degree in two academic years**. However, the students have the right to exceed this time by two years. Thus, they may take **a total of four academic years** to complete their degrees.

Absences due to the following reasons shall not be included in the duration of studies:

- voluntary military service or conscription
- maternity, paternity or parental leave

The duration of study shall additionally not include the absence of a maximum of four terms for which the student has enrolled as a non-attending student. The student does not need to inform the University of the reason for the absence.

The Faculty may grant an extension of the duration of studies for students who have not completed their studies within the normative period, provided that they present a goal-oriented and feasible plan for the completion of their studies.

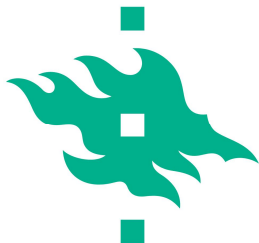
The first application for an extension of the duration of studies must contain at least the following documents:

- an itemised list of all studies that need to be completed for the degree
- a schedule for the completion of these studies and the degree
- an account of the reasons for the delay of studies
- a description of the student's life situation, if he or she requests consideration of personal reasons in the application

When applying for an extension of the duration of studies more than once, the student must include in the application a report of his/her study progress during the previous extension and present reasons as to why his/her studies have not progressed according to plan. An extension of the duration of studies cannot be granted if the student's studies have progressed considerably more slowly than originally planned and the student is not able to present an acceptable reason for the slow progress.

When granting an extension, consideration shall be given to the student's personal life situation, including factors such as:

- illness or a difficult life situation
- societal activity during studies



- participation in an international student or trainee exchange
- systematic training in top-level sports
- parenting or caring for a family member
- gainful employment or participation in the activities of the academic community

The application must be accompanied by documents or certificates supporting the student's report of his/her personal situation.

The extension will always be granted for a fixed period of time, a minimum of one term and a maximum of four terms. No extension will be granted if completion of the remaining studies according to plan takes longer than four terms.

The student must address his or her application for an extension of the right to study to xx address at least two months before the expiration of his or her right to study.

The Dean shall decide on granting an extension of the duration of studies.

If you fail to apply for an extension of the duration of studies by the set date, you will lose your right to pursue a degree. You can later reapply for your right to pursue a degree by submitting an extension application to the xx address and by paying a re-enrolment fee (€35) and then registering as a non-attending student. Payment of the University of Helsinki Student Union membership fee and an approved extension application are preconditions for registering as an attending student. For more information, see <https://www.helsinki.fi/en/studying/continuing-your-studies>

9 LINKS

The *Studying* section of the Department's website:

<http://www.helsinki.fi/agriculturalsciences/studying/index.html>

The websites of the Department's four international Master's Degree Programmes:

MScPPS: <http://www.helsinki.fi/mscpps/>

MENVI: <http://www.helsinki.fi/menvi/>

MBIOT: <http://www.helsinki.fi/biotech/>

EMFOL: <http://emfoodoflife.eu/>

The Department's course catalogue for the period 2016-2017 (the current degree requirements for the MAAT, AGTEK, BIOT, KTT and KEL majors and the Department's various minor subjects):

http://www.helsinki.fi/maataloustieteet/opiskelu/dokumentit/opinto-opas/MAAT_opintoopas_2016-2017.pdf (in Finnish)

http://www.helsinki.fi/af-faculty/studies/master_11.html (English Master's Degree Programmes)

The Department's course catalogues for the period from 2005 to 2016 (the earlier degree requirements for the AGTEK, BIOT, KTT and KEL majors and the Department's various minor subjects):

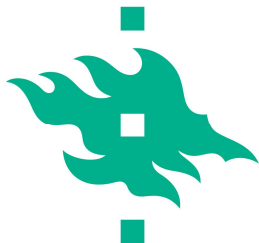
<http://www.helsinki.fi/mmtkd/opiskelu/perustutkintoopiskelijat/opinto-opaat.html> (in Finnish)

The Department's Flamma site:

https://flamma.helsinki.fi/portal/units/mmtkd?_nfpb=true&_pageLabel=P1300026301386920905548&_placeId=HY053636

The Department's info site for Finnish students graduating from upper secondary school:

<http://www.helsinki.fi/maataloustieteet/agronomiksi/index.html> (in Finnish)



The Department blog and Facebook page:

<http://blogs.helsinki.fi/ruokaturvaajat/> and <https://www.facebook.com/maataloustieteet>

The *Studies* section of the Faculty of Agriculture and Forestry's website:

<http://www.helsinki.fi/af-faculty/studies/applying/index.html>

The Faculty's Standing Orders:

The Standing Orders govern the degrees of the Faculty of Agriculture and Forestry. The Standing Orders provide useful information for both students and teachers; see

http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

Studies required for the title of *agronomi (academic agronomist)*:

http://www.helsinki.fi/af-faculty/studies/statutes_regulations.html

The *Studying* section of the University of Helsinki website:

<https://www.helsinki.fi/en/studying>

WebOodi:

<https://weboodi.helsinki.fi/hy/frame.jsp?Kieli=6&valittuKieli=6>

Moodle:

<https://moodle.helsinki.fi/?lang=en>

Wishing you inspiring studies and teaching!

The ground rules are regularly updated at least once a year before the beginning of the new academic year and at other times as appropriate. Please submit any ground rule update requests by email to the Training Officer of the BSc and MSc programmes of Agricultural Sciences
viola.niklander-teeri@helsinki.fi