

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

The key provisions relating to the Regulations on Degrees and the Protection of Students' Rights are the Universities Act (*yliopistolaki*, 558/2009), the Government Decree on Universities (*valtioneuvoston asetus yliopistoista*, 770/2009), the Government Decree on University Degrees (*valtioneuvoston asetus yliopistojen tutkinnoista*, 779/2004) and the Ministry of Education decree on the specification of educational responsibilities, university degree programmes and specialist education (568/2005).

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1 SCOPE OF THE REGULATIONS

Section 1 Scope of the regulations

These regulations shall apply to degrees completed at the University of Helsinki, studies included in such degrees as well as, where applicable, non-degree studies, Open University studies and continuing education. The regulations shall also apply to legal safeguards for students, the University's academic appeals board as well as, where applicable, entrance examinations. The regulations issued by the Swedish School of Social Science shall apply to degrees and studies completed there.

In these regulations, 'faculty' shall refer to the University of Helsinki faculties as well as, where applicable, independent institutes which provide teaching.

The rector and the faculties may issue provisions to specify these regulations.

These regulations shall constitute the university regulations referred to in Section 41 of the Universities Act.

2 DEGREE EDUCATION AND SPECIALIST EDUCATION

Section 2 Educational responsibilities of the University

Under Section 7 of the Universities Act, provisions on educational responsibilities shall be enacted by Government decree and Ministry of Education and Culture decree. Having consulted the faculties, the

Board of the University shall decide on the submission of proposals to the Ministry concerning the amendment of educational responsibilities.

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

Section 3 Establishment and termination of a degree programme

In these regulations, 'degree programme' shall refer to education provided in a specific discipline or any other educational programme for which a faculty awards a degree.

The faculty council shall decide in the context of the faculty's educational responsibilities on the establishment and termination of degree programmes.

Should a degree programme be terminated, the faculty shall provide students who have been granted the right to complete a degree with the opportunity to complete their studies within a reasonable time. The faculty shall decide on a transition period and related arrangements.

Should a discipline be abolished, the faculty shall provide students who have begun major or minor subject studies in the discipline with the opportunity to complete their studies within a reasonable time. The faculty shall decide on a transition period and related arrangements.

Section 4 Scope of studies required for a degree and duration of degree studies

Provisions on the objectives of university degrees, the scope of studies required for them and the target duration of degrees shall be laid down in the Universities Act and, according to Section 7 of the Universities Act, in the Government Decree on University Degrees.

The rector shall decide on the scope of studies in second-cycle (Master's) degree programmes geared primarily to international students, as referred to in Section 13 of the Government Decree on University Degrees.

Section 5 Joint degree programmes

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

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

The right to complete a degree, the right to study a minor subject and the right to pursue specialist education

Section 6 Admissions criteria for studies leading to a first-cycle (Bachelor's) and second-cycle (Master's) degree

When selecting students to pursue a first- or second-cycle degree or both degrees, admissions criteria shall include certificates from previous education, other documents, entrance examinations, previously completed studies or a combination of the above.

The rector shall decide on the general admissions guidelines.

The faculty council shall decide on the faculty admissions criteria for new students.

Section 7 Admissions criteria for studies leading to a doctoral or other third-cycle (postgraduate) degree

When selecting students to pursue a doctoral degree, admissions criteria shall include previous studies, success in previous studies, a study plan and a research proposal, and other reports demonstrating eligibility for postgraduate study or other similar criteria. When making the selection, the availability of high quality supervision and support for dissertation work and degree-related studies shall be ensured.

The faculty council shall decide on the admissions criteria for postgraduate students. The selection shall be prepared by a faculty or departmental committee for postgraduate education or equivalent, as decided by the faculty council.

Section 8 Granting the right to complete a degree

The faculty council or an organ appointed by it shall grant the right to complete a degree at the University. The faculty council may also delegate this task to the dean.

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

Section 9 Admissions criteria for specialist training or a specialist degree programme

The faculty council shall decide on the criteria for the admission of students to pursue the specialist training included in a degree or to complete a separate specialist degree or training.

The faculty council or an organ appointed by it shall select the students for specialist training or a specialist degree programme. The faculty council may also delegate this task to the dean.

Section 10 Transferring between degree programmes and faculties

The faculty council shall decide on the principles according to which a student can transfer from one degree programme to another within the faculty or a student from another faculty can transfer to the faculty to pursue a degree.

Section 11 Studies in education required of teachers

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

Section 12 Right to complete minor subject studies

The faculty council shall decide on the application procedure and the admissions criteria for the right to pursue minor subject studies in the faculty disciplines and study modules.

Students from other Finnish and international universities may complete studies at the University of Helsinki subject to separate agreements between the universities.

Section 13 Suspension of studies

Students may suspend their studies for a fixed period of at least one year with written notice to the University. The suspension shall be recorded as having begun on the date of the written notice. Students may not complete studies during the suspension period.

Section 14 Restricting the right to complete a degree

The rector shall decide on the detailed provisions relating to Sections 40–42 of the Universities Act, which apply to the restriction of the right to study, in other words, the right to complete a degree, as well as the extension of that right.

Section 15 Termination and waiver of the right to complete a degree

The right to study shall expire at the end of the academic year in which the student has completed the degree for which the right was granted.

Students may waive their right to complete a degree with written notice to the University. The right to complete a degree shall then be recorded as having expired on the date of the written notice. To regain their right to complete a degree, such students shall participate in an admissions process.

Section 16 Forfeiture of the right to complete a degree

Under Section 43 of the Universities Act, students who have accepted a place at university but failed to enrol or register for the academic year as well as students who have not completed a degree within the time specified in the Universities Act or within an extension granted to them or who have not been granted an extension shall forfeit their right to study, in other words, their right to complete a degree. Should they wish to resume or continue their studies at a later date, they shall apply to the faculty for readmission; the application may be submitted without participating in an admissions process.

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

3 OTHER UNIVERSITY TEACHING AND EDUCATION

Section 17 Open University teaching

The University shall organise Open University teaching in compliance with the degree requirements. The Board of the Open University shall decide on the application procedure and the admissions principles for the right to complete studies at the Open University as well as on who grants the right to complete studies and what fees are charged for them.

Section 18 Non-degree studies

The right to complete non-degree studies may be granted to persons who do not hold the right to complete a degree at the University of Helsinki or have previously completed a degree in the faculty. The faculty council shall decide on the application procedure and the admissions criteria.

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

The Faculty of Behavioural Sciences shall decide on the admissions criteria for the non-degree studies in education required of teachers and shall grant the right to complete such studies.

Section 19 Continuing education

The University shall provide continuing education.

4 TEACHING AND STUDIES

Section 20 Enrolment and registration

The rector shall issue provisions on the enrolment of admitted students at the University as well as their registration for attendance or non-attendance during each academic year.

Provision of teaching and planning of studies

Section 21 The curriculum

The faculty curriculum shall outline the objectives and content of degrees, the methods of assessment, the forms of teaching and other degree requirements as well as the syllabus. The department council, or the faculty council in a faculty without departments, shall decide on the syllabus. The faculty council shall decide on the other parts of the curriculum.

Section 22 Provision of teaching

In compliance with the Universities Act, faculties shall provide teaching and study guidance so as to enable full-time students to gain their degrees in the normative duration of studies outlined in the Universities Act, in an appropriate order and without interruptions.

The academic year shall be divided at the University into four teaching periods: two in the autumn term and two in the spring term. Teaching may span several periods if the nature of the studied topic and the learning process require it. The rector shall decide on the beginning and ending dates of teaching periods. The rector may grant a faculty the right to deviate from the University's common teaching periods for a well-grounded reason.

Section 23 Studies included in degrees

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

The faculty council shall decide on the structure, content, studies and, if necessary, grading scale of specialist degrees in medicine, dentistry and veterinary medicine. The faculty council shall decide on the structures, content and studies of specialist degree programmes included in or supplementing degrees.

Section 24 Class attendance

The participation required for a course may be defined in the curriculum as compulsory, optional or elective. The faculty council may determine the amount of compulsory teaching, as defined in the curriculum, in which students must participate. The faculty council may also decide whether substituting work can then be used to supplement class attendance.

Section 25 Supervision of first- and second-cycle students

The faculty council shall decide on the principles of student supervision, including the rights and obligations of students and supervisors, and shall issue instructions on drawing up the personal study plan and the practices related to its approval and updating.

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

Section 26 Supervision of postgraduate students

The rector shall decide on the general principles of research work and postgraduate supervision at the University. The faculty council shall issue further provisions on supervision, including the rights and obligations of students and supervisors, and shall issue instructions on drawing up the personal study plan.

Postgraduate students shall receive regular supervision for both research work and postgraduate studies. Postgraduate students shall be assigned one or several supervisors, in addition to which an advisory committee may support the students.

Section 27 Expiry of studies

The faculty council shall decide on the grounds on which completed credits expire.

Language of instruction and studying

Section 28 Language of instruction and degrees

Under the Universities Act, the languages of instruction and degrees shall be Finnish and Swedish at the University. The language of instruction and degrees shall be Swedish at the Swedish School of Social Science. The faculty council may also decide on the use of another language as the language of degrees in conjunction with the approval of the curriculum.

The dean or the head of department may decide on the use of another language as the language of instruction and examination.

The rector shall decide on the criteria on which the language of a degree programme may be other than Finnish or Swedish (in other words, a foreign language) or on which a degree programme may be bilingual.

Section 29 Language of study

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

The language specified in the curriculum shall be used in the teaching and studies of foreign-language degree programmes.

Whether students have the right to complete studies in a language other than Finnish or Swedish in a Finnish- and/or Swedish-language degree programme shall be determined by the relevant examiner, discipline coordinator or head of department, as stipulated by the faculty council. The discipline's professor shall decide whether students may write their Master's thesis in a language other than Finnish or Swedish. The dean may grant a student permission to use a foreign language in the maturity test, unless the faculty council stipulates that someone else may grant such permission.

Section 30 Language of the public examinations of doctoral dissertations

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

Monitoring study progress

Section 31 Monitoring study progress

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

The faculty council shall decide on the progress monitoring of students completing a specialist degree or a third-cycle Licentiate degree.

5 ASSESSMENT OF ACADEMIC PERFORMANCE AND GRADING SCALES

Section 32 Assessment of academic performance

Academic performance shall be assessed by the means determined in the curriculum. Students shall receive feedback on their performance during the course of their studies.

Faculties and other units that provide teaching shall administer examinations or other assessment procedures frequently enough so as not to delay studies. Students shall have the opportunity to retake an examination or another equivalent assessment procedure unless there are special reasons that preclude this. The faculty council may restrict the number of retake examinations or other assessment procedures.

The number of times a student wishes to take an examination that is not dependent on the teaching schedule may not be limited.

The rector shall decide on further provisions concerning examinations and other skills assessment procedures.

Section 33 Completed studies

In these regulations, 'completed studies' shall refer to examinations, assignments, essays, learning journals, demonstrations of competence and other means of completing studies recognised in the curriculum. 'Completed studies' shall also refer to doctoral dissertations, Licentiate theses, Master's and Bachelor's theses as well as to recognised credits and other skills demonstrations required in the curriculum.

The scope of completed studies shall be expressed in credits, with the exception of doctoral dissertations and Licentiate theses. Completed studies shall be assessed, and the grade, credits and language of completion shall be entered into the Student Register. The faculty council may also decide that parts of completed studies, including their grade, credits and language of completion, are to be entered into the Student Register.

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

Section 34 Scales and grades for the assessment of completed studies

Completed studies shall be assessed on the following scale of 0–5: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Satisfactory, 1 = Passable, 0 = Fail. The faculty council may decide that practical training, skills courses and equivalent courses are assessed using the grades Pass/Fail.

Written and oral proficiency in the other national language of Finland (not the student's native language) shall be assessed using the grades Satisfactory and Good.

Bachelor's theses shall be assessed on a scale of 0–5.

Master's theses, doctoral dissertations and Licentiate theses shall be assessed using the grades *laudatur*, *eximia cum laude approbatur*, *magna cum laude approbatur*, *cum laude approbatur*, *non sine laude approbatur*, *lubenter approbatur*, *approbatur* and *improbatur*, which is a failing grade. The faculty council may also decide to assess doctoral dissertations and Licentiate theses using the grades *Pass with Distinction*, *Pass* and *Fail*.

Section 35 Grading of completed studies

All examiners shall be qualified to grade the examination in question.

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

The disqualification of examiners shall be governed by Sections 27–30 of the Administrative Procedure Act (*hallintolaki*, 434/2003).

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

Section 36 Announcement of examination results

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

The results shall be posted at least on the noticeboard of the relevant department or unit or on the University's intranet. The results shall be displayed for a minimum of three weeks. The result lists shall include grades according to student number as well as the distribution of grades.

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

Section 37 Announcement of grading principles

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

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

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

The examination papers and the examiner's grading notes may not be published without permission from the student. The examination papers may not be used for teaching and research purposes without permission from the student if it is possible to identify an individual student on the basis of the answers.

Section 38 Matters concerning theses and dissertations

As specified in Section 10 of the Regulations of the University of Helsinki, the faculty council may delegate the approval of Master's theses, Licentiate theses and doctoral dissertations to the department council. In such cases, the faculty council shall also decide which duties allocated in Sections 40-44 of these regulations to the faculty council and the dean will be undertaken by the department council and the head of department.

Section 39 Examination and grading of Master's theses

The Master's thesis included in the second-cycle degree shall be examined by two examiners, as specified in greater detail by the faculty council. Master's theses shall be approved and graded by the faculty council, unless it has delegated this power of decision to the department council.

The faculty council shall issue detailed instructions for the grading procedure of Master's theses.

Section 40 Examination and grading of Licentiate theses

The faculty council shall appoint a minimum of two examiners for Licentiate theses. These examiners must have completed the doctoral degree.

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

Section 41 Cancellation of the grading of Master's and Licentiate theses

Before the faculty council or department council is to grade a Master's thesis or a Licentiate thesis, the student concerned may request in writing that the grading of the thesis be discontinued. In such a case, the grading of the thesis shall be cancelled.

Section 42 Preliminary examination of doctoral dissertations

The faculty council shall appoint a minimum of two preliminary examiners for a doctoral dissertation. These preliminary examiners must be professors or docents or scholars with equivalent academic qualifications, or, in special cases, with at least a doctoral degree. The dissertation supervisor may not serve as the preliminary examiner. The supervisor and the discipline coordinator shall put forth a proposal for the preliminary examiners to the faculty council. Doctoral candidates must have the opportunity to submit their objection to the appointment of the preliminary examiners to the faculty council.

The preliminary examiners must, within the time limit set by the faculty council, submit a written statement, either jointly or separately, recommending that the doctoral candidate be granted or denied permission to defend the dissertation in a public examination. Serious deficiencies or mistakes will result in the doctoral candidate being denied permission to defend the dissertation in public examination. The time limit set for the preliminary examiners' statement should not exceed three months, except in exceptional circumstances.

A preliminary examiner's statement may contain suggestions for corrections and improvements, regardless of whether the examiner recommends that the doctoral candidate be granted or denied permission to defend the dissertation in a public examination. The preliminary examiner is not, however,

in the position of a dissertation supervisor.

Before the faculty council decides whether permission for the public defence of the dissertation can be granted, the doctoral candidates must be provided with the opportunity to object to a preliminary examiner's statement.

If, due to differences of opinion between the preliminary examiners or serious deficiencies and mistakes discovered in the dissertation, the pre-examination does not, within the deadline set for the preliminary examiners' statements or within the reasonable extra time agreed upon between the preliminary examiners and the doctoral candidate, lead to a statement recommending that the doctoral candidate be granted permission to defend the dissertation in a public examination, the procedure of preliminary examination is to be cancelled, unless the doctoral candidate wishes to refer the matter to the faculty council for decision. The dean of the faculty must be informed if the preliminary examination exceeds the time limit set by the faculty council.

In the event of cancellation of the preliminary examination, the doctoral candidate may request a new pre-examination once the changes recommended in the preliminary examiners' statements, or other changes, have been made in the dissertation manuscript and the supervisor or a professor of the relevant discipline recommends that the preliminary examination procedure be restarted.

After having been granted permission for a public defence, the doctoral candidate shall see to it that the dissertation, in print or in another form, is available to the public before the public examination. The dissertation must be available to the public for a minimum of ten days preceding the public examination. It is possible to shorten this time to a minimum of five days upon written application to the dean of the faculty. The rector shall issue detailed instructions for doctoral candidates on the distribution of dissertation copies to the academic community.

Section 43 Public examination of doctoral dissertations

The faculty council shall appoint one or two opponents for a doctoral dissertation based on the proposal of the dissertation supervisor and the discipline coordinator. These opponents must be professors or docents or scholars with equivalent academic qualifications. The dissertation supervisor may not serve as the opponent. Doctoral candidates must have the opportunity to submit their objection to the appointment of the opponent(s) to the faculty council.

The faculty council shall appoint one of the professors of the faculty to act as the custos in the public examination.

The public examination shall begin with an introductory lecture (*lectio praecursoria*) by the doctoral candidate, which is then followed by the opponent's comments on the dissertation. The opponent may spend a maximum of four hours on the examination, after which the audience may present comments and ask questions. The duration of the public examination may not exceed six hours.

Section 44 Grading of doctoral dissertations

The opponent shall be required to submit a reasoned written statement on the dissertation to the faculty council within four weeks of the public examination. Should the statement be significantly delayed, the faculty council shall decide on how to proceed with the grading of the dissertation.

Dissertations shall be approved and graded by the faculty council, unless it has delegated this power of decision to the department council.

The doctoral candidate's performance in defending the dissertation in the public examination must also be taken into account in the grading of the dissertation.

Before the grading of the dissertation, the author must be provided with the opportunity to object to the opponent's statement and any other documents related to the grading process.

Recognition of prior learning

Section 45 Recognition of previously completed studies and prior learning

Previously completed studies and other prior learning may be incorporated into a degree completed at the University of Helsinki. Recognising such studies and learning entails that they correspond to the learning objectives set for the degree and its components.

The rector shall decide on the general principles for the recognition of prior learning, and the faculty council shall issue detailed regulations on the matter.

6 QUALITY AND QUALITY MANAGEMENT

Section 46 Responsibilities for quality management in education

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

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

Units providing teaching and their heads shall be responsible for the quality of the teaching provided and the studies completed in the unit concerned. Discipline coordinators shall be responsible for the quality of teaching provided in the discipline and for the coordination and development of teaching in particular.

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

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

Section 47 Management of education and expert bodies

Teaching shall be managed on the level of the University, faculties, departments and units that provide instruction..

The University of Helsinki shall have an academic affairs council appointed by the rector. The mission of this council shall be in particular the preparation and follow-up of strategic guidelines related to education as well as the promotion and monitoring of the quality of teaching and learning at the University.

Faculties shall have one or several academic affairs committees appointed by the dean to prepare the faculties' academic affairs. The chair of the board of an independent institute providing teaching shall appoint an academic affairs committee for the institute.

Faculties with no departments and faculty departments may have other committees and groups for the preparation of the academic affairs of divisions, disciplines and equivalent entities.

The head of department or, in a faculty with no departments, the dean shall appoint, after consulting the representatives of the discipline, the discipline coordinator from among the professors or the University employees who hold the title of docent.

Section 48 Evaluation of education

The education offered by the University of Helsinki shall be evaluated at regular intervals by external assessors. The rector shall decide on the implementation of the evaluation.

Section 49 Feedback on teaching and education

Feedback on teaching, studies and degrees shall be collected from students, employers and other partners. The rector shall issue instructions for the collection, processing and protection of data related to student feedback.

7 ETHICAL PRINCIPLES

Section 50 Ethical principles

The rector shall decide on the ethical principles to be observed in teaching and studies at the University of Helsinki.

8 ACADEMIC CHEATING

Section 51 Procedures for handling plagiarism and other cases of cheating

Anyone who suspects a student of plagiarism, in other words of copying and presenting someone else's ideas, thoughts or writings as his or her own, or of otherwise cheating in his or her studies, shall notify their suspicion to the head of department, or in a faculty with no departments, to the discipline coordinator. The student shall be notified of the suspicion, and he or she must be given the opportunity to provide an explanation. In addition to ensuring that the student is heard in writing, the head of department, or in a faculty with no departments, the discipline coordinator, shall organise an oral hearing, of which minutes shall be kept. The head of department or the discipline coordinator shall submit the minutes of the student's hearing to the dean of the faculty or to the dean of the faculty in which the student holds the primary right to study for his or her information, or if the cheating is deemed serious, for further action.

When necessary, the dean shall organise a hearing, of which minutes shall be kept. Once the cheating has been substantiated, the dean may, at his or her discretion, report the matter to the rector, who may initiate disciplinary action as specified in Section 45 of the Universities Act.

The rector may issue more detailed instructions for handling cases of plagiarism and cheating.

Disturbance and cheating in examinations

Section 52 Cheating

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

Section 53 Disturbance

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

Section 54 The right of students suspected of cheating and disturbing to provide an explanation

Students who are suspected of cheating or disturbing an examination shall be given an opportunity to provide an explanation. When the student is prevented from completing the examination because of cheating or disturbing, the examination invigilator shall record on the examination paper or other assessment material the reason for the interruption and whether the student admits to or denies cheating or disturbing the examination.

Section 55 Consequences

Students suspected of cheating shall have their examinations failed. Before such students are failed, they shall be given the opportunity to be heard. The incident shall be reported to the dean of the faculty.

Students dissatisfied with a fail given on the basis of cheating, may appeal in writing to the faculty council within 14 days of the receipt of the decision. Such matters shall be dealt with, where appropriate, according to the regulations concerning appeals against the grading of the completed studies.

Section 56 Disciplinary action

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

9 DIPLOMAS, REGISTRATION OF COMPLETED CREDITS AND TRANSCRIPTS

Section 57 Degree diplomas

The faculty shall supply students who have completed a degree with a diploma and a diploma supplement. The rector shall decide on the content and design of the diploma.

In addition to a Finnish- or Swedish-language diploma, graduates from foreign language degree programmes shall be awarded an English-language diploma. In addition to receiving a degree title in Finnish or Swedish, such graduates shall receive a degree title in English.

Doctoral graduates who have written their doctoral dissertation in English and who have publicly defended the dissertation in English shall, upon request, be awarded an English-language diploma in addition to a Finnish- or Swedish-language diploma. The same shall apply to dissertations written and defended in languages other than Finnish, Swedish or English.

The rector shall decide on the principles to be applied to degree diplomas awarded for joint degrees.

Section 58 Registration of completed credits

Examiners shall, without delay, enter into the Student Register studies that they have administered and graded or submit for registration studies that they have verified as completed. The completed credits shall be registered immediately after the announcement of the examination results, one month from the announcement of the results at the latest, unless there are special circumstances that prevent this.

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

Section 59 Transcript

Students who have been granted the right to pursue a degree at the University of Helsinki and who are registered for attendance shall be entitled to one official transcript per term free of charge.

Section 60 Rectification of data concerning completed credits

The provisions of Section 29 of the Personal Data Act (*henkilötietolaki 523/1999*) shall apply to the rectification of data concerning completed credits at the register controller's own initiative. Students who notice an error or omission in their transcripts may request the unit responsible for the grading to correct the error or omission. The request shall be made in writing. The request shall be processed without undue delay.

A student dissatisfied with the rectification decision may appeal to the Academic Appeals Board.

10 PROCEDURES FOR APPEALS AND THE ACADEMIC APPEALS BOARD

Section 61 Appeals against admission decisions

An applicant dissatisfied with an admissions decision may submit a written appeal within 14 days of the announcement of the admission results to the organ appointed by the faculty or to the faculty council. The faculty council may also decide that appeals shall be submitted to a specific faculty organ and that the decision of the organ can be further appealed to the faculty council. In such a case, the appeal must be submitted to the faculty council within 14 days of the receipt of the decision.

Section 62 Appeals against forfeiture of the right to pursue a degree

A student may appeal in writing to the faculty against a decision concerning the forfeiture of his or her right to study, in other words, to pursue a degree. The appeal shall be filed within 14 days of the receipt of the decision.

Section 63 Appeals against the grading of completed studies

Students dissatisfied with a grade for completed studies other than a doctoral dissertation or a Licentiate thesis may appeal in person or in writing to the examiner or, if the grading has been done by the faculty council or department council, in writing to the relevant council. The appeal shall be filed within 14 days of the date the student had access to the grade and the application of grading principles. Appeals against decisions concerning the recognition of completed studies and prior learning shall follow the same procedure.

A reasoned decision shall be given to an appeal within a reasonable time. The teacher shall provide the decision in writing if the student wishes to pursue the appeal. The faculty council or the department council shall always issue their decisions in writing. The student may appeal to the Academic Appeals Board within 14 days of the receipt of the decision.

Section 64 Appeals against the grading of Licentiate theses and doctoral dissertations

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

Section 65 Composition of the Academic Appeals Board

The University shall have an Academic Appeals Board appointed by the rector for the processing of appeals regarding the grading of completed studies. The term of the Academic Appeals Board is four years; however, the student representatives shall be selected for a term of two years.

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

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

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

Section 66 Duties of the Academic Appeals Board

The duties of the Academic Appeals Board shall be:

- 1) to deal with appeals based on Sections 63 and 64,
- 2) to monitor the processing of appeals submitted on the basis of Section 62 and the decisions made by faculties in order to ensure the equal treatment of students,
- 3) to deal with appeals by students seeking correction of their transcripts,
- 4) to take initiatives for the development of the protection of students' rights,
- 5) to issue statements on matters concerning the protection of students' rights, and
- 6) to deal with issues concerning the protection of students' rights that are not, under the Universities Act or the Regulations of the University of Helsinki, assigned to any other administrative body of the University.

Section 67 Quorum and decision-making procedures of the Academic Appeals Board

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

Before making a decision on appeals, the Board shall provide the examiner, the teacher responsible for decisions concerning credit recognition or the faculty or department council with the opportunity to make a statement. Before making its decision, the board may also acquire statements from other persons familiar with the matter. The appellant shall be provided with the opportunity to be heard regarding the above statements.

The Academic Appeals Board shall base its decisions on the information presented by the presenting official.

Section 68 Decisions of the Academic Appeals Board

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

If the board finds the student's appeal justified, the examiner must, at the request of the board, re-grade all the examination papers of the relevant examination.

Section 69 Review of appeals

According to Section 84 of the Universities Act, a decision concerning an appeal may be submitted for review to an administrative court. Decisions taken by the Academic Appeals Board on appeals against the grading and recognition of studies are not subject to appeal.

11 ENTRY INTO FORCE

These regulations shall enter into force on 1 August 2011.