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Table of contents

CHAPTER 1	OVERVIEW	3
Section 1	Scope of application	3
Section 2	Definitions	3
Section 3	Education management and advisory and cooperative bodies	4
Section 4	Degrees	5
Section 5	Conferment of degrees	6
Section 6	Educational responsibilities of the university and the academies	6
Section 7	Provision of education	6
Section 8	Annual tuition fees and scholarship programme	6
Section 9	Tuition arranged in cooperation	6
Section 10	Degree-oriented studies and other education at the university	7
Section 11	Decisions on student intake	7
CHAPTER 2	DEGREE EDUCATION	7
Section 12	Degree students	7
Section 13	Applying for the right to study	7
Section 14	Admissions criteria and organisation of the admissions process	7
Section 15	Admission of students	8
Section 16	Accepting an offer of admission	8
Section 17	Right to study	8
Section 18	Change of degree programme and specialisation option	8
Section 19	Registration for the academic year	8
Section 20	Termination of the right to study	9
Section 21	Waiver of the right to study	9
Section 22	Revocation of the right to study	9
CHAPTER 3	NON-DEGREE EDUCATION	9
Section 23	Non-degree studies	9
Section 24	Right to complete non-degree studies	10
Section 25	Granting of the right to complete non-degree studies	10
Section 26	Fees for completing non-degree studies	10
Section 27	Continued right to study	10
Section 28	Studies as an exchange student	10
Section 29	Studies at the Open University	10
Section 30	Pedagogical studies for teachers	10
Section 31	Sibelius Academy's Junior Academy	11
Section 32	Continuing education and specialist education	11

CHAPTER 4	TEACHING	11
Section 33	Academic year	11
Section 34	Measurement unit for studies	11
Section 35	Languages of instruction and degrees	11
Section 36	Curricula and courses offered	12
Section 37	Individual study arrangements	13
Section 38	Quality assurance of education and development of instruction	13
Section 39	Publicity	13
CHAPTER 5	STUDIES	14
Section 40	Completion of studies	14
Section 41	Personal study plan	14
Section 42	Registration for and participation in instruction	14
CHAPTER 6	STUDY ATTAINMENTS AND CERTIFICATES	14
Section 43	Theses	14
Section 44	Maturity test	15
Section 45	Language proficiency requirements for degrees	15
Section 46	Assessment of study attainments	15
Section 47	Announcement of the results of study attainments	16
Section 48	Recognition of prior learning	16
Section 49	Registration of study attainments	16
Section 50	Expiry of study attainments	17
Section 51	Cheating in studies	17
Section 52	Retention of study attainments	17
Section 53	Certificates	17
CHAPTER 7	PRINCIPLES CONCERNING THE LEARNING ENVIRONMENT	17
Section 54	Operating principles	17
Section 55	Right to a safe learning environment	17
CHAPTER 8	APPEALS TO DECISIONS CONCERNING STUDENTS	18
Section 56	Right to request a rectification and appeal	18
Section 57	Rectification and appeal procedure	18
Section 58	Instructions for rectification requests and appeals	18
	ENTRY INTO FORCE	18

CHAPTER 1 – OVERVIEW

Section Scope of application

1

In addition to the provisions of laws and decrees and the University Regulations of the University of the Arts Helsinki, these Education Regulations are applied to degrees that are completed at the University of the Arts Helsinki and studies that are included in them as well as, in applicable parts, to specialist education, non-degree studies, Open University studies and continuing education. Applicable parts of the Education Regulations are also applied to the Junior Academy and entrance examinations.

These Education Regulations are the degree regulations of the university referred to in section 41 of the Universities Act (558/2009).

The rector makes decisions on more detailed joint guidelines for the university. More detailed guidelines concerning these Education Regulations in the context of a specific academy or joint academic unit are provided by the dean of the academy in question or, as regards joint academic units, by the persons or bodies defined in the regulations of the unit in question.

Section Definitions

2

Definitions of terms used in these Education Regulations:

1. **Student** is a person who has the right to complete degree studies or non-degree studies at the university.
2. **Doctoral student** is a degree student who has the right to complete a third-cycle degree.
3. In Finnish, the word **opiskelu-oikeus** refers to the right to complete a degree in accordance with the Universities Act and the word **opinto-oikeus** refers to the right to complete non-degree studies. In English, both can be translated as **right to study**.
4. **Degree programme** refers to programme-based education leading to a first-cycle degree, second-cycle degree or third-cycle degree awarded by the academy. Students earn a university degree by completing a set of studies required by a specific degree programme. At the University of the Arts Helsinki, degree programmes can refer to bachelor's degree programmes, master's degree programmes or degree programmes that allow the completion of both a bachelor's and a master's degree, or doctoral programmes. Degree programmes can be divided into several **specialisation options**.
5. **Curriculum** describes the structure of the degree, credits that are awarded for each study unit, learning objectives, core contents, language that can be used for completing the degree and its study modules and the grading scale used for assessing competence in connection with study units.
6. **Courses offered** refer to the set of study units and study modules that are offered during the academic year or some other specific time period. In the Finnish version of the University Regulations (section 31), the word *opintotarjonta* is used in the same meaning as *opetustarjonta*, and both are translated as courses offered in English. The yearly planning of courses offered is based on curricula.
7. **Study unit** refers to a specific set of studies that focuses on a certain topic, certain content, or a certain field of expertise and that can be completed by a student. The word study unit can also be used when referring to a thesis project for a degree.
8. The Finnish word *opintosuoritus* refers to a study unit completed by a student in accordance with the curriculum, i.e. a **study attainment**, and its scope is given in credits. The term study attainment may also be used in connection with credits awarded based on credit transfer or some other demonstration of skills required by the curriculum.
9. **Study module** is a module that consists of two or more study units that cover one or more topics or subject areas. Study modules are defined in curricula.

Section 3 Education management and advisory and cooperative bodies

3

In accordance with the Universities Act and the University Regulations of the University of the Arts Helsinki, the university's educational matters are managed by the university board, rector, vice rectors, academic appeals board, academies, academy boards and deans, joint academic units and steering groups for bachelor's and master's education and for research and doctoral education.

In accordance with section 46 of the Universities Act, the University of the Arts Helsinki has a student union, named the University of the Arts Student Union.

The remit of the **board of a university** is governed by the Universities Act (section 14 and subsection 2 in section 45a of the Universities Act). The university board approves agreements of major importance or fundamental consequence for the university and issues opinions on important matters of principle concerning the university; approves the agreement with the Ministry of Education and Culture on behalf of the university and submits proposals concerning any change in the educational responsibilities of the university and decides on the number of students to be admitted to the university and on the fixed-term suspension of students.

The **rector** leads the operations of the university and resolves matters concerning the university which have not been assigned to some other body by statute or regulation. The rector is responsible for the economical, efficient and effective discharge of the university mission. (section 17 and subsection 2 in section 45a of the Universities Act, section 18 of the University Regulations)

The role of the **vice rector** or vice rectors is, supporting the rector, to promote the realisation of the university's primary mission and strategic targets. (section 19 of the University Regulations)

For the purpose of processing rectification requests in matters regarding study attainments, the university has an **academic appeals board** appointed by the rector. (subsection 4 in section 27 and section 82 of the Universities Act, section 23 of the University Regulations)

The university has **steering groups for bachelor's and master's education and for research and doctoral education**, both appointed by the rector. The task of the steering groups is to act as academic expert bodies for education and research that are responsible for the joint development of education and research and for the promotion of related procedures. The steering groups approve the operational plans of their own area of operation and guide the activities of joint academic units, support the rector and vice rectors in promoting and monitoring the university strategy and in decisions on academic activities and take a position on development and quality management issues regarding education and research and on the principles guiding the university activities. (section 25 of the University Regulations)

The **academies** are responsible for arranging instruction and pursuing research and artistic activity in their respective fields, steered by the common policies of the university and the annual operational plan and budget approved by the board of the University of the Arts Helsinki. Provisions on the operations of the academies are laid down in the regulations of the individual academies. (section 11 of the University Regulations)

The **dean** acts as the head of an academy and is responsible for the academy's performance in accordance with the university strategy, common policies and the annual operational plan and budget approved by the rector (section 28 of the University Regulations). The dean admits students to the academy, makes decisions concerning the number of years allocated for studies and the reinstatement of study rights, confers degrees and processes rectification requests regarding admission and forfeiture of the right to study. In addition, the dean decides on all academy matters that are not assigned to any other administrative body. (section 11 of the University Regulations)

To run academic affairs, each academy of the University of the Arts Helsinki has its own **academy board**. In accordance with the guidelines provided by the university board and the rector, the remit of the academy board is, for example, to develop instruction, research, and artistic activity at the academy as a whole; approve the academy curricula, approve the courses offered at the academy and approve the admission requirements for students at the academy. Provisions on the delegation of the tasks of the academy board to other administrative bodies of the academy are laid down in the academy regulations. (section 31 of the University Regulations)

The **Open Campus** is a joint unit of the university, and its task is to be responsible for the common development of education and joint instruction and to develop education and services related to continuous learning in cooperation with the academies. The tasks and decision-making of the Open Campus are specified in its regulations. (section 12 of the University Regulations)

Section 4 Degrees

4

The University of the Arts Helsinki offers the following degrees (Government Decree on University Degrees and Professional Specialisation Programmes with amendments 794/2004):

The arts as a field of education

- Bachelor of Fine Arts
- Master of Fine Arts
- Doctor of Fine Arts

- Bachelor of Music
- Master of Music
- Licentiate of Music
- Doctor of Music

- Bachelor of Arts (Art and Design)
- Master of Arts (Art and Design)
- Doctor of Arts (Art and Design)

- Bachelor of Arts (Dance)
- Master of Arts (Dance)
- Licentiate of Arts (Dance)
- Doctor of Arts (Dance)

- Bachelor of Arts (Theatre and Drama)
- Master of Arts (Theatre and Drama)
- Licentiate of Arts (Theatre and Drama)
- Doctor of Arts (Theatre and Drama)

As defined in the Universities Act, the normative duration of studies for Bachelor's Degrees in Music, Arts (Art and Design), Arts (Dance) and Arts (Theatre and Drama) is 3 years (180 cr). The normative duration of studies for a Bachelor's Degree in Fine Arts (210 cr) is 3.5 years. The normative duration for Master's Degrees in Fine Arts, Arts (Art and Design), Arts (Dance) and Arts (Theatre and Drama) (120 cr) is 2 years (150 cr), while the normative duration for a Master's Degree in Music is 2.5 years.

A doctoral student admitted to studies leading to a Doctor's Degree in Music, Arts (Dance) or Arts (Theatre

and Drama) can choose to complete a Licentiate Degree in Music, Arts (Dance) or Arts (Theatre and Drama) prior to a doctorate.

Section 5 Conferment of degrees

5

Degrees are awarded by the dean of the academy (section 29 of the University Regulations).

Section 6 Educational responsibilities of the university and the academies

6

Provisions on the university's educational responsibility and degrees are laid down in decrees issued by the Government and the Ministry of Education.

After hearing the academies, the university board decides on change proposals to be submitted to the Ministry of Education concerning the educational responsibility of the university.

The rector decides on the assignment of the university's decree-stipulated educational responsibilities among the academies and, after hearing the academy responsible for the degree programme in question, on the establishing or discontinuing of a degree programme.

Section 7 Provision of education

7

The responsibility to organise education is that of the university's academies, unless this responsibility has been assigned, by rector's decision, to a joint academic unit or some other unit. Degree-oriented education is organised by the university's academies.

The academies must organise their teaching and guidance for studies in a manner that makes it possible for students to complete their degree as a full-time student within the normative duration for studies defined in the Universities Act. Degree-oriented education must be planned and organised in a manner that enables the gaining of the necessary skills for continuing to the next degree level.

Degree-oriented teaching at the University of the Arts Helsinki is provided on the basis of degree programmes. Degree programmes can be divided into several specialisation options.

If a degree programme or specialisation option is discontinued, the responsible academy or unit must provide students who have begun their studies in the degree programme with the opportunity to complete any unfinished studies within a reasonable period of time, taking into consideration the provisions on the normative duration of studies issued in the Universities Act. The academy decides on the arrangements of a transition period.

Section 8 Annual tuition fees and scholarship programme

8

Collection of annual tuition fees is governed by section 10 of the Universities Act. The university board decides on the amount of the annual tuition fee. The rector decides on the university's scholarship programme connected to the annual tuition fees and on the related policies.

Section 9 Tuition arranged in cooperation

9

In accordance with section 7a of the Universities Act, the universities may meet their educational responsibility by arranging tuition independently or in cooperation with another higher education institution or by procuring it from another higher education institution. Tuition may be arranged in cooperation with Finnish or foreign higher education institutions. Higher education institutions agree on

tuition arranged in cooperation (including joint degree programmes) by signing separate agreements concerning the cooperation.

A university may arrange degree studies in cooperation with one Finnish or foreign higher education institution or several of them. Students who are participating in tuition that is arranged in cooperation with another higher education institution are subject to the administrative authority of the higher education institution providing the education. Students who are completing a joint degree earn a degree from only one higher education institution, while students who are completing a double degree earn a degree from each higher education institution.

Section 10 Degree-oriented studies and other education at the university

University studies can be completed as a degree student or as a student completing non-degree studies without the right to complete a degree. The university also provides continuing education, specialist education and open university education, and the Sibelius Academy also arranges youth education within its Junior Academy.

Only students with a valid right to study for the study unit in question are awarded credits for their studies.

Section 11 Decisions on student intake

The university board decides on the number of students to be admitted to the university (section 14 of the Universities Act, section 16 of the University Regulations). The rector decides on student intake numbers for each academy.

CHAPTER 2 – DEGREE EDUCATION

Section 12 Degree students

At the University of the Arts Helsinki, studies leading to degree can be completed

- as a bachelor's and master's student
- as a doctoral student

Section 13 Applying for the right to study

Decisions on the university's application procedures are made by the university.

Section 14 Admissions criteria and organisation of the admissions process

The rector decides on the general admissions criteria for the university's admissions. The academy board decides on the academy-specific admissions criteria for the admissions of bachelor's, master's and doctoral students. The academy is responsible for arranging student admissions.

Provisions on the eligibility of bachelor's, master's and doctoral students are issued in the Universities Act (sections 37 and 37a). The university may issue provisions on other qualification requirements.

The admissions process must follow admissions criteria that are determined and published in advance and that comply with legislation, and the admissions process must be organised in accordance with good governance.

Section Admission of students
15

Bachelor's, master's and doctoral students are admitted to the university by the dean of the academy (section 29 of the University Regulations).

Upon publication of the selection results, the applicants must be told how they can obtain information on the application of the selection criteria and how they can request for rectification of the decision (section 82 of the Universities Act).

The dean processes rectification matters concerning admissions (section 29 of the University Regulations)

Section Accepting an offer of admission
16

The acceptance of an offer of admission is governed by the Universities Act (section 38) and the Government Decree on Joint Application to Higher Education Institutions 289/2019.

Section Right to study
17

In connection with first- and second-cycle admissions, students are granted the right to pursue both the bachelor's and master's degree or one of these degrees.

A student accepted to third-cycle education is granted the right to pursue a doctoral degree.

A student may, at any given time, have only one right to pursue a degree at the University of the Arts Helsinki. When accepting a new right to pursue a degree at the University of the Arts Helsinki, the student forfeits any prior study right at the University of the Arts Helsinki. Only for a special reason may the rector grant an exception to the rule on one study right.

The academies decide on the conditions on which a student with the right to complete both a bachelor's and a master's degree can pursue master's studies before completing the bachelor's degree.

Section Change of degree programme and specialisation option
18

Each academy decides on the prerequisites and procedures according to which degree students can change their degree programme or specialisation option within the academy, as well as the prerequisites and procedures according to which a student from another academy can transfer to the academy to pursue a degree. Such a transfer may require the student to take a proficiency test.

Section Registration for the academic year
19

Degree students must register for attendance or non-attendance each year (section 39 of the Universities Act).

The rector determines the registration period and provides further registration instructions.

Students who do not register by the deadline forfeit their right to pursue studies. If such students wish to resume or continue their studies at a later date, they must apply in writing for readmission into the academy. Decisions on readmission are made by the dean of the academy (section 29 of the University Regulations).

For the purpose of readmission, the academy may require students to present a feasible personal study plan and, if necessary, to take a proficiency test.

Section 20 Termination of the right to study

The normative duration of studies for a bachelor's and master's degree and any extensions to it are subject to the provisions in the Universities Act (sections 40–42). If students need an extension, they must apply for it from the academy. Students forfeit their right to study after the normative duration of studies defined in section 41 of the Universities Act, unless they apply for extension or unless they have been granted extension (section 43 of the Universities Act). Students must attach an updated version of their personal study plan as well as a statement on the reasons for the delay in their studies in their application for extension.

The dean makes decisions concerning the number of years allocated for studies and the reinstatement of study rights and processes rectification requests regarding the right to study (section 29 of the University Regulations).

After completing the studies included in their personal study plans, students must submit an application in accordance with the university's instructions to be awarded their degrees. The right to complete a degree expires when the degree that has been the basis for the study right has been completed.

Section 21 Waiver of the right to study

Students may waive their right to study by notifying the university in writing. The right to study will then be recorded as having expired on the date of the written notice. To regain their right to pursue studies, students who have waived their right to study must participate in the admissions process again.

Section 22 Revocation of the right to study

The dean of the academy may revoke a right to pursue studies if it becomes evident that a student has provided misleading or insufficient information, which may have influenced the admission results, when applying for the right to study (section 50 of the Administrative Procedure Act 434/2003).

CHAPTER 3 – NON-DEGREE EDUCATION

Section 23 Non-degree studies

Non-degree studies may be completed

- as an exchange student
- as a student of the Open University
- as a student participating in professional specialisation programmes or continuing education
- as a student with a continued right to study
- as a student completing non-degree studies based on an agreement concerning tuition arranged in cooperation
- as a student completing non-degree pedagogical studies for teachers
- as a student of the Sibelius Academy's Junior Academy
- as a student who has the right to complete some other non-degree studies in accordance with the decision made by an academy or a joint academic unit.

Section 24 Right to complete non-degree studies

The right to complete non-degree studies is limited to the study unit or module for which the right was granted. The right to pursue studies is granted for no more than two years at a time.

Section 25 Granting of the right to complete non-degree studies

The right to complete non-degree studies is granted by the academy or the joint academic unit that is responsible for organising the education in question.

The academy or the joint academic unit that is responsible for organising the education in question decides on the admissions criteria for non-degree studies and admits students to pursue the studies that it organises. An aptitude test or a proficiency test may be used in the admissions for study modules.

Section 26 Fees for completing non-degree studies

The rector decides on the fees for non-degree studies in accordance with the Government Decree on Fees for University Services (1082/2009).

Section 27 Continued right to study

Students who have completed a third-cycle degree, a second-cycle degree or the kind of first-cycle degree that does not grant the right to complete a second-cycle degree at the University of the Arts Helsinki have the right to complement their studies free of charge. This continued right to study may enter into force from the date of graduation, and it is valid two years after the end of the academic term when the graduation took place. The fixed-term right to complete non-degree studies concerns a selection of studies that have been determined separately by the Open Campus and the academies for each specific right to study.

The continued right to study is granted to students who have completed a degree after 1 August 2020.

Section 28 Studies as an exchange student

Exchange students pursue studies on the basis of the university's or the academy's exchange programmes or an equivalent university-approved grant programme.

Exchange students pursue studies in accordance with the regulations concerning degree-oriented studies without the right to complete a degree.

Section 29 Studies at the Open University

Open University education is provided in accordance with the University of the Arts Helsinki's curricula.

Section 30 Pedagogical studies for teachers

Studies leading to qualifications as a teacher (Government Decree on the Qualifications Required of Teaching Staff 986/1998) may be provided as non-degree studies for teachers or as studies leading to a master's degree.

Section 31 Sibelius Academy's Junior Academy

The youth education provided by the Sibelius Academy's Junior Academy prepares students for university studies in music.

The Sibelius Academy decides on the selection criteria and student admissions for the Junior Academy. The content and method of completion of the Junior Academy studies are defined in the Junior Academy's curriculum. The academy provides more detailed instructions concerning the organising of youth education.

Section 32 Continuing education and specialist education

The university provides continuing education and specialist education.

Continuing education is professional education which primarily targets holders of a degree completed at a higher education institution and aims to maintain and improve their professional skills.

Specialist education provided by universities refers to education that promotes professional development and specialisation and that is intended to be completed after the completion of a university degree or university of applied sciences degree by professionals who have already worked professionally in the field. Only studies for which the study requirements have been agreed upon in inter-university cooperation can be provided as professional specialisation programmes.

The rector decides on the fees for continuing education and specialist education.

CHAPTER 4 – TEACHING

Section 33 Academic year

The university's academic year begins on 1 August and ends on 31 July.

The rector decides on the general start and end dates for teaching provided during the academic year, how to divide the academic year into teaching periods and on any exceptions to teaching days.

The academies and joint academic units make more specific decisions on teaching schedules.

Section 34 Measurement unit for studies

The measurement unit for studies is a credit (cr), which corresponds to approximately 27 hours of work by the student to achieve the learning outcomes, also including the student's independent work.

One credit equals one credit in the European Credit Transfer and Accumulation System (ECTS).

Completing a degree in the normative duration of studies requires the completion of 60 credits per academic year on average, which corresponds to 1,600 hours of work. A study unit is worth a workload-based number of credits. When making decisions on curricula and courses offered, it must be ensured that the number of credits awarded for the completed studies is in balance with the student's workload.

Section 35 Languages of instruction and degrees

In accordance with the Universities Act, the university's languages of instruction and degrees are Finnish and Swedish. The University of the Arts Helsinki is responsible for educating a sufficient number of arts professionals who are proficient in Swedish for the needs of the country (sections 11 and 12 of the

Universities Act). The academies may also specify a language other than Finnish or Swedish as the language of instruction and degrees (section 7 of the University Regulations). In addition to Finnish and Swedish, English may also be offered as a language used for degrees.

The language/languages used for degrees within a specific degree programme is decided in connection with the approval of curricula. The language used for instruction for a specific study unit is mentioned in the study guide.

A language other than Finnish or Swedish may be used if the appropriate provision of teaching or organising of a study unit so requires.

Students have the right to use Finnish or Swedish both orally and in writing in connection with teaching and examinations, unless specified otherwise in the curriculum or required by the nature of teaching.

Students must complete an essential part of their degrees, including the thesis, in the language that was defined as the language used for the degree in connection with student admissions. The right to use some other language than the language used for the degree is determined by the dean.

Students have the right to use the language that they used when they were admitted to study for their degree in their study attainments as well as to receive assignments included in their studies in this language. However, students' studies may also include study units where the language of instruction is something else, if such arrangements are required by the study unit.

Students can apply for a change of language that they use in studies for their degree from the academy dean in accordance with the language requirements laid down in the admissions criteria that are valid within the academy at the time of application. Remaining required studies are completed by using the language that was requested as the new language.

Section 36 Curricula and courses offered

The university's degree education is based on curricula, which are assessed and developed on a regular basis. The rector decides on the general principles concerning curricula. Curricula are approved by the academy board of the academy responsible for providing the teaching in question, and, as concerns joint academic units, curricula are approved by the body defined in the regulations of the unit in question. Curricula of degree programmes that are carried out collaboratively by several academies are approved by the academy boards of the academies providing the teaching.

A **curriculum** describes the competence that the student is expected to acquire after having completed the studies. The curriculum must state the structure of the degree, credits that are awarded for each study unit, learning objectives for the degree and for the study modules included in the degree, core contents, language that can be used for completing the degree and its study modules and the grading scales used for assessing competence in connection with study units. Curricula are compiled for degree programmes, study modules and individual study units.

The academy board decides on curriculum-related rules on transitional periods and provisions on the expiry of study units and the maximum number of times that a study unit can be completed.

The **courses offered** each academic year are determined based on curricula. The selection of courses offered is determined with the aim of allowing students to study efficiently and effectively and complete

their studies within the normative duration of studies defined in section 40 of the Universities Act.

The regulations of the academies and the joint academic unit state the body or staff member responsible for deciding on the courses offered by the academy or unit.

When announcing courses offered, the completion methods and persons in charge are listed for each study unit. Study unit descriptions state the languages available in teaching and studies and the assessment criteria for each study unit.

Section Individual study arrangements

37

Accessibility and the individual capacities of a student with a disability or a learning difficulty must be taken into account in the offered completion methods of studies and in the length of examination. Students are provided reasonable arrangements that promote accessibility and that are deemed necessary for a learning situation or for the completion of a study unit due to the student's disability, illness or learning difficulty.

There are separate guidelines concerning individual study arrangements.

Section Quality assurance of education and development of instruction

38

The university applies a quality assurance system, which provides documentation on how the university's operations are developed in a systematic manner. The quality assurance system describes what measures and responsibilities are connected to quality assurance. The rector is responsible for the quality assurance system.

Assessment data and feedback concerning education and teaching are gathered systematically, and collected information is utilised in the development of education and teaching and in curriculum development work. Statistics and feedback from stakeholder groups are also utilised in development work.

The steering groups for bachelor's and master's education and for research and doctoral education are responsible for the joint development of education and research and for the promotion of related procedures in their area of responsibility.

The academies and joint academic units monitor the results of education and develop its quality. The academies are responsible for the quality of the education that they organise as well as the quality of the degrees they confer. The units that organise education are responsible for the quality of education and teaching that they provide.

Teachers are responsible for the quality of their teaching and for assessing the competence of students. Students are responsible for their learning and for their progress in studies.

Section Publicity

39

The university's instruction is public (section 6 of the Universities Act).

Access to teaching may be restricted for well-grounded reasons related to the implementation of instruction.

CHAPTER 5 – STUDIES

Section Completion of studies 40

Degree students have the right to complete studies included in the degree.

Study modules and optional studies from the other academies or other universities may also be included in the degree.

A degree student's right to complete studies may be restricted, taking into consideration the scope of the degree, degree requirements of the curriculum and normative duration of studies for a degree.

Students must be provided with sufficient opportunities to complete study units within the normative duration for studies.

Section Personal study plan 41

Students have the right to receive guidance and supervision for planning and completing their studies throughout their studies. The academies monitor the progress of degree students' studies at various stages of studies, incl. in connection with the updating of students' personal study plans.

Bachelor's and master's students study according to their personal study plans at the university. Students must compile their personal study plans separately for each degree that they are completing in accordance with the curriculum so that the plan corresponds with the scope of the degree. The purpose of the study plan is to help students plan their own academic paths and objectives and to monitor their academic progress. Students must update their personal study plans on a regular basis, at least once a year.

The academies provide instructions for drawing up a personal study plan as well as for its content and approval. Licentiate and doctoral students study in accordance with an approved study plan for third-cycle studies.

Section Registration for and participation in instruction 42

Students register for teaching in accordance with the instructions provided by the academy or the joint academic unit in question. Students who have registered for teaching but are prevented from participating in it must cancel their registration.

If it is not possible to admit all registered students to the teaching group, the students must be admitted based on uniform criteria. When admitting students to the group, priority is given to students who are required to complete the study unit in accordance with their valid right to study and related curriculum. Units providing teaching may issue more detailed provisions on the criteria for admitting students to teaching groups and on registration practices.

CHAPTER 6 – STUDY ATTAINMENTS AND CERTIFICATES

Section Theses 43

The academies issue instructions regarding theses. The university body that is responsible for deciding on the assessment of a student's thesis is defined in the academy regulations.

Section 44 Maturity test

Students demonstrate their knowledge of the field of their thesis and their proficiency in Finnish or Swedish with a maturity test. The maturity test is completed in the language of the student's school education as referred to in legislation, with the language being either Finnish or Swedish.

Students who have completed their comprehensive school and upper secondary level education in some other language than Finnish or Swedish complete the maturity test only to demonstrate their knowledge of the field of their thesis. Students demonstrate their knowledge only of the field of their thesis also if they have completed a maturity test in the same language for a prior degree at a higher education institution and if the maturity test was then examined from the perspective of both language proficiency and knowledge of the field. In principle, students who have completed their school education in some other language than Finnish or Swedish write the maturity essay in the same language as their thesis.

If a student has the right to use some other language than the one used in the thesis, this is decided by the dean. More detailed instructions concerning maturity tests are laid down in curricula.

Section 45 Language proficiency requirements for degrees

Students demonstrate that they have attained the following proficiencies through the studies included in a bachelor's or a master's degree, or in some other manner:

- proficiency in Finnish and Swedish, which, in accordance with the Act on the Knowledge of Languages Required of Personnel in Public Bodies, is required in order to be selected for a public service or contractual employment relationship that requires the completion of a degree at a higher education institution and where the employer is a bilingual authority, and which is necessary for one's field; and
- knowledge of at least one foreign language is required so that students can follow the development of their field and work in an international environment.

This does not apply to students who have completed their comprehensive school and upper secondary level education in some other language than Finnish or Swedish or abroad. Language proficiency requirements that apply to these students are determined by the academy.

For a special reason, the dean of the academy may exempt a student from the aforementioned language proficiency requirements partially or completely.

Section 46 Assessment of study attainments

The word study attainment refers to a completed study unit that is offered in accordance with the curriculum, and its scope is given in credits. The word study attainment may also be used in connection with credits awarded based on credit transfer or some other demonstration of skills required by the curriculum. Studies or parts of studies must be completed by the set deadline, and the same applies to any assignments connected to them.

Study attainments are assessed in the manner that has been laid down in the curriculum or the course description. Assessment of study attainments is based on confirmed learning objectives and assessment criteria.

Assessment is carried out by using a numerical scale from 0 to 5 (provided as whole numbers) or a verbal scale of pass/fail, depending on what is described in the curriculum. When assessing theses, the verbal

scales may be pass/fail or pass with distinction/pass/fail. The academies decide on the grading scale in use for assessing theses of their academy.

Proficiency in Finnish or Swedish as the second national language is assessed on a three-grade scale of fail, satisfactory or good (Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service 481/2003).

If the same study unit is completed more than once, the highest grade applies.

The assessment criteria of study attainments are public. Students have the right to receive information within a reasonable time frame on how the assessment criteria have been applied to their study attainment, and they must be provided the opportunity to see their written or otherwise recorded study attainment after grading and to receive qualitative feedback from the examiner upon request. The information is disclosed to the student in writing, if so requested. (section 44 of the Universities Act)

When a multi-member body of an academy is discussing a matter concerning the assessment of a study attainment, only members or deputy members who have a study attainment of an equivalent level or who have been appointed professors may participate in the decision-making. However, the dean may make an exception to the aforementioned requirement if the body processing the assessment of a study attainment does not have enough members entitled to make a decision. (section 34 of the University Regulations)

Section 47 Announcement of the results of study attainments

The processing of information about study attainments complies with the requirements of data protection legislation and the Act on the Openness of Government Activities.

The results of study attainments, excluding theses, are announced in the student information system no later than four weeks after the studies have been completed. If the results cannot be announced by the deadline for a valid reason, a new date for their release must be published before the deadline.

Section 48 Recognition of prior learning

Students can apply for the transfer of credits that have been awarded for studies that they have completed at some other Finnish or foreign higher education institution, and it is also possible to apply for substituting studies that are included in the degree with other studies of the same level or with prior knowledge demonstrated in some other manner. Prior studies or other prior learning is taken into consideration when compiling a student's personal study plan. Studies completed elsewhere and other prior learning must fulfil the learning objectives defined for the degree and parts of the degree in the curriculum.

The rector makes decisions on the university's common guidelines for the recognition of prior learning. The academies issue more detailed regulations in accordance with the common guidelines and give instructions to the students on applying for credit transfer.

Section 49 Registration of study attainments

Credits for study attainments are registered in the student information system. Students have the right to obtain a transcript of the studies that they have completed.

The date of completion of a study attainment is the date of the examination, the date when the written work has been submitted for examination or the end date of a performance. The date of completion of a thesis is the date when the thesis has been approved. If a study unit consists of several components, the date of completion is the date when the last component was completed.

Section Expiry of study attainments**50**

Study attainments are valid for a maximum of ten years in order to be included in a degree. The academies may decide on a shorter period of validity, however. Expired studies must be completed again or updated in order for them to be included in study modules or a degree. The academies decide on the principles concerning updating of expired studies.

Section Cheating in studies**51**

Students must adhere to good artistic and academic practices in their studies. The university issues more detailed instructions concerning policies in case of cheating in studies and concerning responsible conduct of art and research.

A study attainment is failed if the student is found guilty of plagiarism, research misconduct or other misconduct in connection with studies. Decisions on failed studies are made by the examiner or examiners of the study attainment after hearing the student. A student's performance may also be failed when cheating is discovered only after the examination.

To promote detection of cheating in studies, the university requires that the originality of master's, licentiate and doctoral theses is checked with the help of a plagiarism detection system before the approval of theses. The system can also be used in connection with other studies in accordance with the practices laid down in the ethical guidelines or the curriculum.

All students are responsible for ensuring the originality of their theses.

Section Retention of study attainments**52**

Written or otherwise recorded documents related to study attainments must be retained in accordance with what is stated in the information management plan that is valid at the time.

Section Certificates**53**

The rector issues instructions on degree certificates and certificates for specialist education. The dean of the academy awards certificates for degrees completed at the academies. The academies and joint academic units award certificates for non-degree studies that they organise.

CHAPTER 7 – PRINCIPLES CONCERNING THE LEARNING ENVIRONMENT**Section Operating principles****54**

The university observes the ethical principles of universities, good administration practices and its values as well as the rules, policies and instructions that are valid at the time in all of its operations.

Section Right to a safe learning environment**55**

Students and staff have the right to a safe, non-discriminatory and equal learning and work environment. Good order and discipline must be followed at the university, and the safety or wellbeing of others must not be put at risk.

The university complies with the provisions on discipline that are laid down in the Universities Act (sections 45–45a). In accordance with the Universities Act, disciplinary measures include a written warning and

suspension for a fixed period of one year at most. Measures with the aim of ensuring a peaceful work environment include ordering a student to leave an event or a teaching situation and banning a student from attending teaching for a maximum of three days.

In accordance with section 41a of the Universities Act, the university may adopt its own rules or issue other regulations to promote internal order, unhindered progress in studies and a safe and pleasant university community. Regulations may additionally be issued with regard to the handling of university property and to remaining on and moving about the facilities and grounds of the university.

CHAPTER 8 – APPEALS TO DECISIONS CONCERNING STUDENTS

Section 56 Right to request a rectification and appeal

Students may request a rectification or lodge an appeal against administrative decisions that concern them in accordance with the provisions laid down in sections 82, 83a and 84 of the Universities Act.

In accordance with section 82 of the Universities Act, the right to request a rectification applies to decisions on admissions, the forfeiture of the right to study, the assessment of study attainments, theses and demonstrations of proficiency, as well as credit transfer. A decision, for which a rectification may be requested under section 82 of the Universities Act, may not be appealed against in the administrative court before the rectification process has been completed.

The right to appeal applies to decisions on admissions, the conferment of degrees, extension of the right to study (section 42 of the Universities Act i.e. extension to the duration of studies), forfeiture of the right to study (section 43 of the Universities Act), exemption from language requirements in accordance with section 6 of the Government Decree on University Degrees, and disciplinary matters.

Section 57 Rectification and appeal procedure

Requests for rectification are submitted to the university, while appeals of decisions are lodged with the Helsinki Administrative Court in accordance with sections 82–84 of the Universities Act.

The university provides separate, more specific instructions on the rectification and appeal procedure.

Decisions on requests for rectification are issued in writing.

Section 58 Instructions for rectification requests and appeals

When decisions are published, they must be accompanied by instructions for requesting a rectification or appealing to the administrative court, depending on the decision in question. Instructions for requesting a rectification must also be issued when publishing the results of entrance examinations and study attainments.

ENTRY INTO FORCE

These regulations will take effect on 1 August 2022.

These Education Regulations repeal the Education Regulations, along with the amendments, approved by the university board on 13 May 2013.