



LAPIN YLIOPISTO  
UNIVERSITY OF LAPLAND

# Regulations on Degrees

as of 1 August 2024

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# THE UNIVERSITY OF LAPLAND'S REGULATIONS ON DEGREES as of 1 August 2024

The Board of the University of Lapland has, on 13 June 2024, approved the Regulations on Degrees set out in this document under Section 14 of the Universities Act (558/2009). The Regulations on Degrees provide regulations and guidelines concerning studies as specifications on legislation and The University of Lapland's Rules of Procedure.

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## 1 § Scope of application

These Regulations on Degrees apply to degrees available at the University of Lapland and the studies belonging to those degrees, and, where applicable, to non-degree studies and studies provided as Open University studies, continuing education, and commissioned education. The applicability is specified separately in the Appendix to this document.

## 2 § Fields of education and degrees

Degrees and studies are governed by the provisions in the Universities Act (558/2009), the Government Decree on Universities (770/2009), and the Government Decree on University Degrees and Professional Specialisation Programmes (794/2004, Government Decree on University Degrees) and their subsequent amendments.

The faculties decide on their curricula. If a degree programme is discontinued, the University shall offer the students pursuing the degree in question the opportunity to complete their studies within a reasonable time in accordance with the normative duration of studies as laid down in the Universities Act. The faculty council decides on how the transition period is to be arranged, unless otherwise provided or stipulated.

Postgraduate degrees may be pursued at the faculties in the fields of science and art education and research and multidisciplinary fields of research represented by the faculty as decided by the faculty council.

## 3 § Student admissions

On the basis of the faculty councils' proposals, the Board of the University decides on the total number of new students to be admitted each year to study towards Bachelor's and Master's degrees or towards either of these degrees. The faculties decide on the total number of new students admitted to study towards a postgraduate degree.

The faculty councils decide on their admission criteria. The faculties form admission committees for the purpose of setting admission criteria and for carrying out the practical arrangements for the admission process. The faculties may also agree to arrange the admission process in collaboration with one or more other universities.

The final (official) admission decision is made by the dean of the faculty. Upon publication of the admission results, the applicant must be informed of how to obtain information on the admission criteria and their application in their case, and how to appeal against the admission decision. If an applicant is dissatisfied with the admission results of degree students, they may request for a rectification by submitting a written appeal to the dean of the faculty. The admission results must not be changed to the detriment of any successful applicant as a consequence of the rectification request. If the applicant is dissatisfied with the decision taken on their request for rectification, they may appeal to the Administrative Court in accordance with the Administrative Procedure Act.

The dean may revoke an admitted applicant's right to study if it is discovered that the applicant has submitted false or insufficient information during the study right application process that may have affected the admission results. In addition, a previous revocation of the right to study may constitute an obstacle to student admission.

#### **4 § Right to study**

New undergraduate students are granted the right to study towards both a bachelor's and a master's degree or either towards a bachelor's or a master's degree. The faculty council decides on the criteria on which the right to pursue a master's degree can be granted to a student who has completed a bachelor's degree and has been granted the right to study towards that degree only. The faculty council also decides on the criteria on which, in case of a student admitted to study towards both a bachelor's and a master's degree, the right to study can be changed to the right to study towards a master's degree only.

The normative duration of studies leading to a bachelor's and a master's degree and the right to study are determined in the Universities Act.

The dean of a faculty may, on application, grant a student an extension of the right to study, provided that the student provides a goal-oriented and feasible graduation plan for completing the studies. A student who has not completed their studies within the normative time or within the extended time, or who has not been granted an extension of the right to study, forfeit their right to study. Should the student later wish to resume their studies, they must apply for readmission from the dean of the faculty in writing. A student admitted to study towards a postgraduate degree is granted the right to pursue a doctoral or a licentiate degree.

A student may renounce their right to study by notifying Applicant and Student services of this in writing. Should the student later wish to resume their studies, they must apply for admission through the regular admission process.

Where it is evident that a student has an impediment due to the state of health or functional capacity and thus does not meet the requirements of pursuing studies in their field of study, the Board of the University may revoke the student's right to study. At the University of Lapland, this applies to the fields of social work and teacher education, for which the ability to perform study-related practical tasks and participation in practical training are prerequisites. With the student's consent, they may be transferred to other studies offered at the university the admission criteria of which they meet. If consent is not obtained or no suitable studies are available, the student's right to study is revoked. A student may apply to the national Students' Legal Protection Board for a rectification of a decision concerning a revocation of the right to study. Should the student later wish to resume their studies, they may apply for reinstatement of the right to study, provided that the reasons which led to the revocation of the right to study no longer exist.

## **5 § Student enrolment**

Each year, the rector decides on the enrolment period. A student who fails to enrol within the set period of time forfeit their right to study. Should the student later wish to resume their studies, they must apply for readmission from the university in writing.

## **6 § Instruction**

The academic year begins on the 1st of August and ends on the 31st of July. The rector decides on the general start and end dates of instruction provided during the academic year, the division of the academic year into instruction periods, and the dates that affect the regular instruction schedule. The faculties and units providing instruction decide on their more detailed instruction schedules.

The faculty council approves the curricula by the end of December, as a rule for the period of three academic years at a time. For the purpose of curriculum planning, the faculty sets committees or other bodies with instructors, experts from study administration, and students as members. Representatives of stakeholders may also be invited as members.

A curriculum is a tool for designing instruction and planning studies. With the help of a curriculum, education is formed into a target-oriented entity, and a curriculum also illustrates the connections between different parts of the studies. A curriculum contains degree-, study module- and study unit-specific descriptions of learning outcomes. A curriculum includes information essential to implementation of instruction, designing students' personal study plans, and assessment and registering of completed study attainments. In addition to descriptions of learning outcomes, a curriculum provides descriptions of at least the content of study units, the assessment criteria, and the teaching profiles that apply to each study unit.

The curriculum schedule provides a description of the recommended order of completion of the studies. In each academic year, instruction, examinations, and other learning assessment must be arranged so that the students will be able to pursue their studies in an appropriate sequence and within the normative duration of studies determined in the Government Decree on University Degrees. Faculties and units monitor the performance of the education provided and develop the quality and quality assurance as well as utilize feedback systems.

## **7 § Completing the studies**

The right to study towards a degree includes the right to complete the studies belonging to that degree as specified in the curriculum. Within the limits of the curriculum, a student may include in their degree studies minor subject studies and other optional studies, including those offered by the other faculties of the university, the other units of the university that provide instruction, and other universities or universities of applied sciences.

Students have the right to receive academic counselling for the entire duration of their studies. The student drafts a personal study plan the purpose of which is to support study planning and to function as a tool in academic counselling. A personal study plan is also drafted for scientific and artistic postgraduate studies.



## **8 § Credit transfer, recognition of other prior learning, and exemption from the obligation to study**

When studying towards a degree, a student may apply for credit transfer for prior studies completed at other Finnish or foreign institutions of higher education or at other educational institutions, and substitute studies of the degree with other studies of the same level. Students may also substitute studies of the degree with learning demonstrated in some other manner. In addition, the student may, for a special reason, be exempted from the obligation to study particular obligatory studies belonging to the degree.

The rector decides on the general principles of Recognition of Prior Learning (RPL). The principles include credit transfer for prior studies, recognition of knowledge and skills demonstrated in some other manner, and exemption from the obligation to study. The faculties and the Language Centre may provide further information on credit transfer and exemption from the obligation to study.

Credit transfer may be implemented as substitution or inclusion. When credits are substituted, studies of the degree programme, as specified in the curriculum, are substituted with other studies equivalent in content, scope, and level that have been completed elsewhere. Inclusion refers to the process where studies completed elsewhere are included in the degree as such. Head of Study Affairs will decide on inclusion of studies completed at Finnish and foreign institutions of higher education and other educational institutions. Credit transfer concerning individual study units is decided on by the instructor responsible for the study unit or some other person appointed by the unit that is providing instruction.

Knowledge and skills acquired in some other manner may be used to substitute degree studies as specified in the curriculum. Recognition of skills and knowledge acquired in some other manner is decided on by the instructor responsible for the study unit in question. The student may be required to provide an additional demonstration of the knowledge and skills before the decision on recognition of prior learning is made.

Decisions on exemption from the obligation to study are made by the dean or a person appointed by the dean.

## **9 § Language of study attainments**

The university's main languages of instruction and degrees are Finnish and English. Other languages, including the Sámi languages, may be used as languages of instruction, degrees and study attainments at the university if the faculty council so decides. The student has the right to use Finnish in examinations and in completing other study attainments unless the learning outcomes of the subject in which the knowledge is to be demonstrated otherwise require. The faculty decides on the student's right to use some other language in examinations and other study attainments.

## **10 § Arranging examinations**

Examinations may be arranged to assess students' study attainments. After an examination, students must be allowed at least one opportunity to retake the examination.

Dates of examinations must be set in such a way that students can pursue their studies in an appropriate sequence, effectively, and without interruption. An examination date may be changed only for compelling reasons.

Examinations may also be arranged as electronic exams.

## **11 § Registering for instruction and examinations**

Students register electronically for instruction and exams according to the schedule indicated on the course unit's implementation.

A student who has registered for instruction or an examination and has no intention to participate in it must cancel their registration. The cancellation must be completed within the registration period in the electronic system. If the registration period has expired, the cancellation must be done by contacting the instructor.

Students register for electronic examinations via the electronic examination system or in some other way specified by the unit providing instruction. Reservation for an electronic examination must be completed prior to the exam session. Should a student be unable to take an exam for which they have a reservation, they must, without undue delay, cancel their reservation so that the examination time slot becomes available for other students.

## **12 § Examination session**

The examination session begins at the moment when the students see their exam questions. The invigilators must ensure that all students see their exam questions at the same time. Students may not leave the examination session before half an hour has passed since the official start time of the session. If a student is late for no more than half an hour of the start of the examination session, the invigilator must give the student permission to participate in the examination. Students must be prepared to provide proof of identity upon leaving the examination session.

Examination sessions must have a sufficient number of invigilators. The dean may give more specific orders regarding invigilation of examinations.

Invigilation of an electronic examination is implemented via real-time video surveillance and recording, and, where necessary, by the system administrators. Students are not allowed to leave the electronic examination at a point when the examination has not been completed.

## **13 § Assessment of study attainments and publication of results**

Studies are completed either according to the basic information of study units or according to the instructions given annually in connection with the implementation of the study units in question. Study attainments are assessed based on the learning outcomes and assessment criteria defined in the curriculum.

A numerical rating scale of 0 to 5 (in integers) or verbal assessment pass/fail is used in the assessment of study attainments. For theses, rating scales as specified by each faculty are used. In the assessment of skills in the second national language, the verbal rating scale good, satisfactory, or fail is used.

The University of Lapland uses a plagiarism detection system. The system is generally used to detect plagiarism, but it is also used as a pedagogic tool in teaching academic writing. The plagiarism detection system is used in the assessment of bachelor's and master's theses. In addition, the system may be used in the assessment of other types of written work. The results of examinations

are published within three weeks of the date of examination or the date of submission of written work. If the results cannot, where there is a valid reason, be published within the set time frame, they must be published within six weeks.

The results of exams arranged between the 1st of June and the 31st of August may be published later than what was stated above, however, no later than within three weeks of an examination arranged in August. Written work submitted during the summer will be assessed and the assessment results will be published during September, at the latest.

A student has the right to retake an examination to improve the grade assigned, whereby the highest grade prevails. The number of times a student may participate in an examination must not be restricted unless the faculty otherwise decides. A student may improve the grade assigned for a study unit by participating in a retake of an examination arranged for the study unit or by completing the entire study unit again as specified in the curriculum. A grade may be improved also in other ways as specified in the curriculum. A grade assigned for written work, such as essays, may be improved once within the time period specified by the instructor or by completing the entire study unit again as specified in the curriculum.

The student has the right to obtain information on the application of the assessment criteria to their study attainments. The student must be provided access to the assessment results of their written or otherwise recorded study attainment. The information will be obtained directly from the person who conducted the assessment.

The dean appoints at least two (2) examiners for examining a master's thesis or an equivalent study attainment. Before a decision in the approval process concerning a thesis or an equivalent study attainment is made, the student must be given an opportunity to submit their response to the examiners' statement about the study unit in question. The faculty council assigns a grade to a master's thesis or an equivalent study attainment on the basis of the examiners' statement.

The faculty council appoints the preliminary examiners, examiners and opponents, and, where needed, a grading committee for doctoral dissertations and licentiate theses. Before grading a doctoral dissertation, a licentiate thesis, or an equivalent demonstration of learning and skills, the author of the work must be given an opportunity to submit their response to the statement provided by the preliminary examiner, examiner, opponent, or the grading committee. In addition, the author of the work has the opportunity to report any circumstances constituting disqualification of a person selected as preliminary examiner, examiner, opponent, or member of the grading committee. The faculties provide more detailed orders concerning the doctoral dissertation process.

## **14 § Registering study attainments and their period of validity**

Assessment results of study attainments are entered into the electronic register. The student may download an official transcript of records from the study data system. If the student's user credentials for the study data system are no longer valid, the transcript of records can also be obtained by contacting student services. As a rule, validity of approved study attainments is of unlimited duration. The faculty may require the student to supplement studies completed more than 10 years ago, if the content of the study attainments has become substantially outdated. Unfinished study attainments are valid at least for the period of three academic years. Completion of unfinished study attainments must be discussed with the teacher responsible for the study unit.



## **15 § Rectification of the assessment of study attainments**

A student dissatisfied with the assessment result of a study attainment or the decision on recognition of prior learning, may request rectification orally or in writing from the person who made the decision. A student dissatisfied with the assessment result of a master's thesis, licentiate thesis, doctoral dissertation, or other equivalent work may submit a written rectification request to the faculty council.

The rectification request must be made within 14 days of the date on which the information on assessment results, application of the assessment criteria to the student's study attainment, or decision on recognition of prior learning became available to the student. If the responsible instructor is not available during the set time period, a written rectification request may be submitted to the head of study affairs of the faculty. The responsible instructor must provide a written statement of a rejection of a rectification request if the student so requests.

A student dissatisfied with the decision on the rectification request regarding assessment of a study attainment or recognition of prior learning may appeal the decision to the Board of Appeal. The appeal period is 14 days of receiving notification of the decision. The appeal is submitted to the records office of the university. A decision made by the Board of Appeal cannot be appealed by lodging a complaint. The function and purpose of the Board of Appeal are laid down in the University of Lapland's Rules of Procedure.

## **16 § Research and artistic integrity**

Academic fraud in all its forms is prohibited and the student must adhere to the principles of research and artistic integrity in all activities related to their studies. Academic fraud refers to purposeful misleading of the academic community, the examiner, other decision-maker. The following acts, among others, constitute academic fraud: plagiarism, inventing or distorting research results or observations, unauthorized use of confidential information and presenting it as one's own, and committing fraud in examinations. Academic fraud also includes acts of presenting, as one's own work, texts, images or other material produced by other persons or generated by a computer. If the alleged academic fraud concerns a doctoral dissertation, the guidelines and procedures for handling alleged violations of research integrity by the Finnish National Board on Research Integrity TENK apply.

If the invigilator of an examination suspects that a student has committed academic fraud during an examination, the invigilator may interrupt the examination session of the student in question immediately. If the student denies having committed the alleged fraud, they are allowed to continue the examination session and the student's instructor will be informed of the alleged fraud. If a student causes disturbance at an examination session, the invigilator may remove the student from the examination premises immediately. The procedure concerning academic fraud and causing disturbance is also followed, where applicable, in situations concerning studies completed in other ways.

The invigilator of an examination, or where fraud has been detected only after the examination, the responsible instructor, must notify the dean of the faculty of the suspected fraud. The dean or a person appointed by the dean requests a written statement of the suspected fraud from the student, the invigilator, and the instructor responsible for the study unit, and where needed, other persons who might possess relevant information regarding the suspected fraud.

If a student is confirmed to have committed academic fraud during an examination session, the study attainment in question is failed. If a student is dissatisfied with the decision on failing the study attainment based on academic fraud, the student may submit the matter in writing to the faculty council within 14 days of receiving the decision. Such matters are otherwise handled, where applicable, in accordance with the procedure described under Rectification of the assessment of study attainments. Where a student is proved to have committed academic fraud, the dean of the faculty may, at their own discretion, notify the director of administration of this to initiate the procedure in disciplinary action in accordance with Section 45 of the Universities Act.

## **17 § Miscellaneous provisions**

More detailed provisions concerning degrees, studies, instruction and other matters pertaining to educational administration are issued by the faculties.

## **18 § Entry into force**

These Regulations on Degrees enter into force on 1 August 2024.

## APPENDIX Application of The Regulations on Degrees to different educational structures

Section	Non-degree studies (pedagogical studies for teachers, cross-institutional studies, exchange studies etc.)	Open University studies	Continuing education	Professional specialisation education	Commissioned education	Joint degrees and double degrees
1 § Scope of application	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.
2 § Fields of education and degrees	Partly applicable. Studies contained in the curricula approved by the faculty are offered as non-degree studies. Degree education is not offered in the form of non-degree studies.	Partly applicable. Studies offered as open university studies are studies contained in the curricula approved by the faculty. Degree education is not offered in the form of open university studies.	Not applicable. The provider of continuing education decides on the curricula of continuing education.	Applicable.	Applicable. The faculties decide on the degrees arranged as commissioned education, and their curricula.	Applicable.
3 § Student admission	Partly applicable. The faculty decides on the admission criteria and starting places.	Not applicable. The Open University decides on the admission criteria.	Not applicable. The provider of continuing education decides on the admission criteria.	Applicable. The faculty decides on the admission criteria and starting places.	Applicable. The faculty decides on the admission criteria and starting places.	Applicable. The faculty decides on the admission criteria and starting places.
4 § Right to study	Not applicable. The right to study is valid for 1 to 4 academic terms depending on the studies pursued. The student applies for a new study right to complete unfinished studies.	Not applicable. The right to study is valid for the duration of the implementation. The student applies for a new study right to complete unfinished studies.	Not applicable. The right to study is valid for the duration of the implementation. The student applies for a new study right to complete unfinished studies.	Applicable.	Not applicable. The right to study is determined according to the nature of the education provided and as separately specified.	Applicable.
5 § Student enrolment	Not applicable. The student's status is attending for the period for which the right to study has been granted.	Not applicable. The student's status is attending for the period for which the right to study has been granted.	Not applicable. The provider of continuing education decides on the enrolment process.	Not applicable. The student's status is attending for the period for which the right to study has been granted.	Not applicable. Enrolment will take place as notified separately.	Applicable.

Section	Non-degree studies (pedagogical studies for teachers, cross-institutional studies, exchange studies etc.)	Open University studies	Continuing education	Professional specialisation education	Commissioned education	Joint degrees and double degrees
6 § Instruction	Applicable. The studies offered are studies contained in the curricula approved by the faculty.	Applicable. The studies offered are studies contained in the curricula approved by the faculty.	Not applicable. The provider of continuing education decides on the curricula.	Applicable. The faculties decide on the curricula of the studies offered.	Applicable. The faculties decide on the curricula of the studies offered.	Applicable.
7 § Completing the studies	Partly applicable. No studies from outside the curriculum can be included in the studies.	Partly applicable. No studies from outside the curriculum can be included in the studies.	Partly applicable. No studies from outside the curriculum can be included in the studies.	Partly applicable. No studies from outside the curriculum can be included in the studies.	Partly applicable. No studies from outside the curriculum can be included in the studies.	Applicable.
8 § Credit transfer, recognition of other prior learning, and exemption from the obligation to study	Applicable.	Applicable.	Not applicable.	Applicable.	Applicable.	Applicable.
9 § Language of study attainments	Applicable.	Applicable.	Applicable. The provider of continuing education decides on the language of instruction and study attainments.	Applicable.	Applicable.	Applicable.
10 § Arranging examinations	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.
11 § Registering for instruction and examinations	Partly applicable. More detailed instructions regarding the registration period and methods may be provided. Students may be automatically entered as participants for instruction sessions already upon their enrolment.	Partly applicable. More detailed instructions regarding the registration period and methods may be provided. Students may be automatically entered as participants for instruction sessions already upon their enrolment.	Not applicable. The provider of continuing education provides further information on registration.	Applicable.	Applicable.	Applicable.

Section	Non-degree studies (pedagogical studies for teachers, cross- institutional studies, exchange studies etc.)	Open University studies	Continuing education	Professional specialisation education	Commissioned education	Joint degrees and double degrees
12 § Examination session	Applicable.	Applicable.	Not applicable. The provider of continuing education provides further information on examination sessions.	Applicable.	Applicable.	Applicable.
13 § Assessment of study attainments and publication of results	Applicable.	Applicable.	Not applicable. The provider of continuing education provides further information on assessment of study attainments and publication of results.	Applicable.	Applicable.	Applicable.
14 § Registration of study attainments and their period of validity	Applicable.	Applicable.	Not applicable. The provider of continuing education provides further information on registration of study attainments and their period of validity.	Applicable.	Applicable.	Applicable.
15 § Rectification of the assessment of study attainments	Applicable.	Applicable.	Not applicable.	Applicable.	Applicable.	Applicable.
16 § Research and artistic integrity	Applicable.	Applicable.	Applicable. The provider of continuing education is responsible for investigating cases of academic fraud.	Applicable.	Applicable.	Applicable.
17 § Miscellaneous provisions	Applicable.	Further provisions are issued by the Open University.	Further provisions are issued by the provider of continuing education.	Applicable.	Applicable.	Applicable.
18 § Entry into force	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.