

THE UNIVERSITY OF LAPLAND'S REGULATIONS ON DEGREES 22 AUGUST 2016

The Board of the University of Lapland hereby approves the regulations set out in this document on the 22nd of August 2016 under the Section 41 of the Universities Act (558/2009).

1 § Scope of application

These rules of procedure apply to degrees available at the University of Lapland and the course units belonging to those degrees, and, where applicable, non-degree studies and studies arranged as Open University studies and continuing education.

2 § Degrees, degree programmes and major subjects

Degrees and studies are governed by provisions of the Universities Act (558/2009) and Government Decree on University Degrees (794/2004). Provisions pertaining to a more explicit distribution of educational responsibilities among universities, to fields and programmes of specialisation, and to the specialisation fields and programmes on offer at each university shall be enacted by Ministry of Education and Culture Decree (1474/2011, 728/2013).

The faculties decide on their curricula. If a study subject or a degree programme is discontinued, the university offers the students pursuing that course of study or degree an 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.

Each faculty council decides on the criteria for admission to academic and artistic postgraduate education and research programmes represented by the faculties.

3 § Student admissions

On the basis of the faculty councils' proposal, the Board of the University decides each year on the number of new students to be admitted to study towards Bachelor's and Master's degrees or towards either of these degrees.

The faculty councils decide on the admission criteria. The faculties form committees for the purpose of preparing 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 other universities. The admission process is arranged through the higher education application system. Each faculty council decides on the prerequisites and admission criteria for academic, artistic and professional postgraduate degree programmes.

New students are admitted by the dean of the faculty. Upon publication of the admission results, the applicants must be informed about 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, they may request for a rectification by submitting a written appeal to the dean of the faculty within 14 days of the publication of the admission results. 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 Judicial Procedure Act (586/96).

A faculty may revoke the right to study if it is discovered that an applicant has submitted false or insufficient information that may have affected the admission results. In addition, a previous revocation of the right to study may constitute an obstacle to admission (Universities Act 954/2011, 37a-b, 41a, 43a-d§).

4 § Right to study

New undergraduate students are granted the right to pursue both a Bachelor's and a Master's degree or either a Bachelor's or a Master's degree. The faculty councils determine the grounds on which a student who has completed a Bachelor's degree and has been granted the right to study towards that degree only can be granted the right to continue their studies and to pursue a Master's degree.

The normative duration of studies leading to a Bachelor's or a Master's degree and the duration of the right to study are laid down 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 reapply, in writing, to the faculty for admission. A student admitted to study towards a postgraduate degree is granted the right to pursue a Doctoral or Licentiate degree.

A student may renounce their right to study by notifying Applicant and Student Services in writing. Should the student later wish to resume their studies, they must reapply, in writing, to the faculty for admission.

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 the field of study, the University Board 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 participate in practical training are prerequisites. With the student's consent, they may be transferred to other studies offered at the university where they fulfil the admission prerequisites. 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 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 must reapply to the university by participating in the admissions procedure (Universities Act 954/2011, 37a-b, 41a, 43a-d§).

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 Applicant and Student Services 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 start and end dates of instruction provided during the academic year, the division of the academic year into instruction periods, and the dates holidays will be observed and no classes held. The faculties and units providing instruction decide on their more detailed instruction schedules.

The faculty councils approve the curricula for the coming academic year by the end of May. Curricula may also be approved for more than one academic year. The faculties set up committees or other organs consisting of instructors and students for the purpose of designing curricula. Representatives of stakeholders may also be invited as members.

A curriculum is a tool for designing instruction as well as for study planning. With the help of a curriculum, education is formed into a target-oriented entity, and a curriculum is also used to demonstrate interconnections between different courses of study and study modules. A curriculum contains descriptions of learning outcomes pertaining to degrees, study modules and courses of study. A curriculum includes information essential to implementation of instruction, designing students' personal study plans, and assessment and registering of completed study attainments.

In the instruction schedule for each academic year, instruction, examinations and other learning assessment sessions must be arranged in such a way that the students can pursue their studies in an appropriate sequence, effectively and within the time frame laid out in the Government Decree on University Degrees. Faculties and units monitor the implementation of the targets of education and develop the quality and quality management of instruction and learning, and utilise feedback systems.

7 § Studying

The right to study towards a degree includes the right to take study courses belonging to that degree as specified in the curriculum. Within the limits of the curriculum, minor subject study courses and other optional courses, including ones taken at other faculties or universities, may also be included in a student's studies.

Students have the right to receive academic counselling, both during the studies and in the thesis process. Students formulate personal study plans that are used as a tool for academic counselling. A personal study plan is also formulated for academic and artistic postgraduate studies. Each faculty provides specific instructions regarding formulation and content of study plans.

8 § Credit transfer and Recognition of Prior Learning

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 programme with other studies of the same level. Students may also gain credit or substitute for courses included in the degree programme with knowledge and skills demonstrated in some other manner.

The University Board decides on the general principles of Recognition of Prior Learning (RPL/AHOT). The principles include credit transfer for prior studies and recognition of knowledge and skills demonstrated in some other manner. The faculty councils and the Language Centre provide further information on Credit Transfer and Recognition of Prior Learning.

Credit transfer may be implemented as substitution or incorporation. When credits are substituted, studies on the degree programme are substituted with other studies equivalent to what is required in the degree as specified in the curriculum. Studies completed elsewhere may be incorporated into a degree as such. The dean of the faculty decides on incorporating studies completed at Finnish or foreign institutions of higher education. The responsible instructor decides on substitution of individual study courses.

Knowledge and skills acquired in some other manner can be used to substitute studies specified in the curriculum. Recognition of knowledge and skills acquired in some other manner is decided on at the meeting of the subject/field of study. A student may be required to provide an additional demonstration of the knowledge and skills before the decision of recognition of prior learning.

9 § Language of study attainments

The language of instruction and degrees at the university is Finnish. 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. A 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 a student's right to use some other language in examinations and other study attainments.

10 § Arranging examinations

Examinations are arranged to assess students' study attainments.

General written examinations are arranged on the university premises on examination dates decided on by the deans of the faculties. The number of times a student can take an exam must not be limited unless otherwise decided by the faculty.

After a unit of instruction or a part of it has been completed, an examination based on lectures or other instruction material is arranged in a manner specified in the curriculum. After the examination, students must be allowed at least one opportunity to retake the exam. However, some language courses have voluntary language level tests that can be taken only once. Dates of examinations must be arranged 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, including exams based on lectures.

Students register for general examinations in a manner specified in the study guide at least ten (10) days prior to the examination.

Students must register for examinations arranged during the summer term by the end of May. The examiner may accept a late registration if they deem it justified.

A student who has registered for instruction or an examination but has no intention to participate in it must cancel their registration.

Students register for electronic exams via the electronic examination system. The registration for an electronic exam must be completed prior to the exam session. Should a student be unable to take an exam they have registered for, they must, without undue delay, cancel their registration 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 take measures to ensure that the students see their exam questions at the same time. Students may not leave the examination session during the first thirty minutes of the exam session. If a student is late for no more than thirty minutes of the start of the examination session, they must be given permission by the invigilator 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 invigilation procedure of general examinations is decided on by the dean of the faculty. Each instructor is responsible for invigilation of the exams based on the instruction they have provided.

Invigilation of an electronic examination is implemented via real-time video surveillance and recording and, where necessary, by the system administrators. Students participating in an examination must be prepared to provide proof of identity. Students are not allowed to leave and re-enter the examination premises during an electronic examination.

13 § Assessment of study attainments and publication of results

Study attainments are assessed by means of examinations, practical assignments, essays, course diaries, learning diaries, practical skills demonstration, or some other mode of assessment as specified in the curriculum. Assessment of study attainments is based on the learning outcomes defined in the curriculum.

A numerical rating scale of 0 to 5 (in integers) or verbal assessment with the grades 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 the Urkund automatic text-recognition system for detecting plagiarism. The system is used for detecting plagiarism but also 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 can 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. The same time frame also generally applies to the results of electronic examinations. If the results cannot, where there is a valid reason, be published within the set time, they must be published within six weeks of the date of examination.

The results of exams taken between the 1st of June and the 31st of August may be published later than stated above, however, no later than within three weeks of the examination arranged in August.

A student has the right to retake an exam to improve the grade assigned, whereby the highest grade prevails. The number of times a student can participate in a general examination must not be restricted unless the faculty otherwise decides. A student may retake a passed exam based on lectures to improve their grade by participating in the retake exam session or by completing the entire course unit again as specified in the curriculum. A student may improve their grade assigned for written assignments such as essays and the equivalent once within the time period specified by the instructor or by completing the entire course unit again as specified in the curriculum.

Students have the right to obtain information on the assessment criteria to their study attainments. Students must be provided access to the assessment results of their written or otherwise recorded study attainments.

The dean of the faculty appoints at least two (2) examiners for examining a thesis included in a Master's Degree or an equivalent study attainment. Before grading a thesis or an equivalent study attainment, a student must be given an opportunity to submit their response to the examiners' statement about the study attainment in question. The faculty council assigns a grade to a thesis included in a Master's Degree or an equivalent study attainment on the basis of the statement provided by the examiners of the study attainment.

The faculty council appoints the preliminary examiners, examiners and opponents and, where needed, a Grading Committee for Doctoral dissertations or Licentiate theses. Before grading a doctoral dissertation, a licentiate thesis or an equivalent demonstration of learning and skills, the author 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 has the opportunity to report any circumstances constituting disqualification of the person selected as a preliminary examiner, an examiner, an opponent, or a member of the grading committee.

14 § Registering approved study attainments and their period of validity

Approved study attainments are entered into the electronic register. A student has the right to obtain an official extract from the study register within three working days of submitting the request. Validity of approved study attainments is of unlimited duration, and the validity of incomplete study attainments is decided on by the faculty.

15 § Rectification of the assessment of study attainments

A student dissatisfied with the grading of a study attainment or the decision on recognition of prior learning, may submit a rectification request orally or in writing to the person who decided on the grade or the person who made the decision on recognition of prior learning. A student dissatisfied with the grading of a master's thesis, licentiate thesis or doctoral dissertation or equivalent final project 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 accessible to the student. If the responsible instructor or person in charge is not available during the set time period, a written rectification request may be submitted to the faculty office. 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 apply for rectification from the Board of Appeal. The student may apply for rectification within 14 days of receiving a notification of the decision. The complaint is submitted to the records office of the university. It is not possible to appeal against the decision made by the Board of Appeal. The function and purpose of the Board of Appeal are laid down in the University of Lapland's Rules of Procedure.

16 § Academic fraud and procedure of disciplinary action

Academic fraud in all its forms is prohibited and students must follow good academic practices in all activities related to their studies. Academic fraud refers to purposeful misleading of the academic community, the examiner or other decision-maker. The following acts, among others, constitute academic fraud: plagiarism, inventing or distorting research results or observations, unauthorised use of confidential information and presenting it as one's own, and committing fraud in examinations.

If it is suspected that a student has committed an academic fraud during an examination, the invigilator may order them to leave the examination premises immediately provided that the fraud is evident or the student admits having committed a fraud. If the student denies having committed the suspected fraud, they are allowed to continue the examination and a notification of the suspected fraud is entered into their exam papers. If a student causes disturbance at an examination session, the invigilator may order them to leave the examination premises immediately.

The invigilator of an examination, or where fraud has been detected only after the examination session the responsible instructor, must notify the dean of the faculty of the suspected fraud. The dean or a person appointed by the dean asks for a written statement of the suspected fraud from the student, the invigilator, the responsible instructor, and where needed, other persons who might possess relevant information regarding the suspected fraud. The statements collected are presented to the Director of Administration of the university to assess if it is necessary to initiate the procedure of disciplinary action specified in the Section 45 of the Universities Act. The procedure specified above is initiated in case of suspected plagiarism of a thesis or other written work. The procedure of disciplinary action specified in the Section 45 of the Universities Act may also be initiated if a student has violated the rules or policies of the university.

Under the Section 45 of the Universities Act, the rector may issue a written warning to a student or the University Board may decide on suspending the student up to a maximum continuous period of one year.

If a student is found guilty of academic fraud committed during an examination session, the study attainment in question is failed. A study attainment is failed also in cases in which the fraudulent act is detected only after the examination session. In addition, any study attainment is failed if it is clear that the student has committed academic fraud while completing it.

17 § Other Rules

More detailed rules on degrees, studies, instruction and other matters pertaining to degree administration are issued by the faculties.

18 § Entry into Force

These Regulations on Degrees enter into force on the 22nd of August 2016.