



This is an unofficial translation of the University of Oulu Education Regulations. Please note that in the event of any discrepancies between the Finnish and English versions, the original Finnish version shall prevail.

University of Oulu Education Regulations

Under section 14 of the Universities Act (558/2009) and section 2 of the Regulations of the University of Oulu, the University of Oulu Board of Directors has approved the Education Regulations of the University of Oulu on the 29th of March, 2016.

General

1 §

These regulations apply to both degree and non-degree education.

Degree programmes

2 §

The graduate level degree programme leads to a bachelor's or master's degree. Postgraduate level degree programme leads to a licentiate or a doctoral degree.

The University Board of Directors shall decide on graduate and postgraduate degree programmes, tuition fees and grant system for foreign degree programmes and specialisation programmes as defined in the Universities Act and in decrees.

Responsibilities on planning and implementation in education

3 §

Education Council

The Education Council supports the Rectors in enhancing the education, initiating motions for education politics and development, and evaluates the quality of graduate and postgraduate education.

The Rector appoints a needed amount of members in Education Council. The members are a versatile representation of the areas of expertise and of different sciences in the University. After hearing the Student Union's proposal, the Rector appoints at least two student members, whose term is two calendar years at a time. The Vice Rector for Education is the chair of the Education Council.

Vice Rector for Education

The Vice Rector for Education is responsible for the education in the University, its productivity and quality assurance, as well as other tasks that are specified in the Education Regulations of the University.

Education leading to a graduate level degree

Education Management Group

The task of the Education Management Group is to support the Vice Rector for Education and the Education Deans in the management and development of education and the implementation of the education strategy.

The Vice Rector for Education appoints the Education Management Group that consists of the Education Deans, the Vice Dean of Graduate School and of other members appointed by the Vice Rector for Education. The Vice Rector for Education appoints at least one student member, whose term is two calendar years at a time.

Education Dean

The Education Dean is responsible for the education in the faculty, its productivity and quality assurance, as well as other tasks that are specified in the Education Regulations of the University.

Faculty Education Committee

The Faculty Education Committee supervises and assesses the operation and cooperation of the degree programmes. The Education Committee is responsible for collecting and processing student feedback in the faculty.

The Education Dean acts as a chairperson for the Faculty Education Committee. The Dean appoints other members. After hearing the Student Union's proposal, the Dean appoints at least two student members, whose term is two calendar years at a time.

Programme Director

The Programme Director, named by the Education Dean, shall be responsible for the planning, implementation and quality assurance of a degree programme. The Programme Director acts as a chairperson for the Degree Programme Committee.

The Programme Director or the Education Dean appoints the thesis supervisor and co-supervisors for bachelor's, master's and diploma thesis.

Degree Programme Committee

The Degree Programme Committee supports the actions of a Programme Director. The Degree Programme Committee is responsible for collecting and processing student feedback in the degree programme. The Education Dean may appoint a Degree Programme Committee to be shared with several degree programmes.

If a Degree Programme Committee is not appointed separately, the Faculty Education Committee shall take care of its duties.

The Education Dean appoints members, and also a chairperson, if the committee is shared with several degree programmes. The Education Dean appoints at least one student member after hearing the students.

Doctoral Training

Graduate School

There is a Graduate School in the University, the purpose of which is to advance and organize doctoral training. The Graduate School grants study rights to doctoral training and confers doctoral degrees.

Dean of the Graduate School

The Rector appoints a Dean to lead the functions of the Graduate School. The Dean is responsible for the quality assurance of the doctoral training. The Dean acts as a chair for the Graduate School. The Dean of the Graduate School reports to the Vice Rector for Education, and they together with Education Management Group steer the functions of the Graduate School. The Vice Rector for Research and the Research Management Group steer together the functions of the Graduate School when concerning the research strategy of the University.

Vice Dean of the Graduate School

The Vice Dean of the Graduate School acts as a substitute for the Dean and as a vice chair for Graduate School Management Group. The Vice Dean leads the development of content and courses of doctoral training.

Graduate School Management Group

The Dean of the Graduate School appoints a Management Group, whose task is to support the management and development of doctoral training as well as the implementation of the strategy of the University. The Graduate School Management Group consists of the chairs in each Doctoral Training Committee and other members that the Dean has appointed. After hearing the Student Union's proposal, the Dean of the Graduate School appoints at least one student member, whose term is one calendar year at a time.

Degree Programme of the Graduate School and Doctoral Programme

Degree programme of the doctoral training can consist of one or several major subjects. Several degree programmes in the doctoral training can form multidisciplinary education programmes that are called doctoral programmes. The Vice Rector for Education decides on major subjects and doctoral programmes.

Doctoral Training Committee

The Doctoral Training Committee advises, develops and evaluates the functions and the cooperation of the degree programmes in the doctoral training in their respective field. The Doctoral Training Committee leads the possible multidisciplinary doctoral programmes in their field.

The Dean of the Graduate School appoints the chair and other members of the Doctoral Training Committee. After hearing the Student Union's proposal, the Dean of the Graduate School appoints

at least two student members, whose term is one calendar year at a time. All other members than students have to be at least docent level University staff members.

The chair of the Doctoral Training Committee decides on the supervisor changes for studies and dissertation of a doctoral student, and appoints a follow-up group for the student.

Programme Director of the Doctoral Training

The Dean of the Graduate School appoints a Programme Director to plan, implement, organize and assure the quality for degree programmes in doctoral training.

Board of Examiners

4 §

The Rector shall appoint the Board of Examiners for the purpose of processing requests for rectification of decisions concerning student admission, study credits, tuition fees and the accreditation of studies taken elsewhere. The chairperson and the vice chairperson of the Board of Examiners must be a professor. At least one half of the board must consist of teachers at the University and at least one of the members must be a student (Universities Act section 27).

Admission

5 §

The University Board of Directors shall decide on the number of students to be admitted to the University annually to study for a University degree.

The Vice Rector for Education shall decide on student admission criteria based on the proposal of the Education Committee.

The Education Committee prepares proposals for the number of new students and admission criteria to be admitted to study for a lower or higher University degree.

The Education Dean shall accept new students to be admitted for a lower and higher University degree as well as for licentiate degree.

The Education Dean shall accept students pursuing complementary and separate studies.

The Dean of the Graduate School shall accept new students to be admitted for a scientific doctoral degree, and appoints the principal supervisor and other co-supervisors for studies and dissertation of a doctoral student.

The Doctoral Training Committee shall prepare a proposal for the number of new students and admission criteria for doctoral degree.

The University of Oulu Extension School shall admit students to its continuing education. The Extension School Management Group shall decide on the approval of admission criteria.

The Vice Dean for Education advises on enrollment to Open University education.

Accepting a study place

6 §

A student can only accept one study place that is part of Finnish Universities' Joint Application for higher education in one academic term. Academic term refers to autumn term or spring term, when autumn term starts August 1 and ends December 31, and spring term starts January 1 and ends July 31. This rule does not apply to accepting a study transfer place.

A student that is accepted has to enroll to the University within the time period that is mentioned in the acceptance notification. If the student fails to do so, he or she will lose the study place.

Rectification of student admission

7 §

An applicant who is not satisfied with student selection can appeal to the Board of Examiners within 14 days of the publication of admission results.

When the results are published, notice shall be made regarding on how the applicant can obtain information on how the admission criteria is applied in their particular case, and how to file an appeal. An admission decision cannot be altered to the detriment of a person who has already been admitted.

Appeals against rectification decisions shall be addressed to the Administrative Court of Northern Finland.

Academic year and teaching periods

8 §

The academic year in the University starts on the 1st of August and ends on the 31st of July. After hearing the Education Management Group, the Vice Rector for Education shall decide on teaching periods when teaching is given.

Student enrolment

9 §

The Vice Rector for Education determines annually the enrolment period for students and provides the instructions for registering as present or absent. Any student who has not enrolled according to the stipulations of the Vice Rector for Education shall lose his or her right to study. If a student wishes to continue his or her studies at a later date, the student is required to reapply for the right to study. The application can be done without participation in student admission.

The study right of a University degree student and a postgraduate student will be transferred to passive i.e. deregistered, if a student is not studying actively. In this case, when a student status is not *present* or *absent*, a student cannot be a member of the Student Union and is not part of student statistics.

The study right of a University degree student is transferred to passive, if their study right has started before August 1st 2005, and if they have not received any study attainments in the last two academic years and they do not have an up-to-date study plan that has been approved in the last academic year.

The study right of a postgraduate student is transferred to passive, if a student has not had any postgraduate study attainments during last two academic years or they have not participated in counselling as agreed.

The study right is transferred to passive also if a student has a status of being absent for last two academic years.

The study right is transferred to passive in the beginning of an academic year, of which the University will notify those students in question at the end of the earlier autumn term. Reinstating the study rights of a University degree student and a postgraduate student require an approved personal study plan, and in case of the postgraduate student also a research plan, under the section 13 of these Education Regulations.

The Vice Rector for Education instructs of the passive registry and of the procedure how to reinstate the study right to active.

Teaching

10 §

The University offers freedom of teaching and research. An instructor shall, however, adhere to the approved curricula and stipulations related to his or her tasks and teaching at the University, and also:

- 1) attend to the duties designated to him or her in the work plan.
- 2) provide the plans and reports regarding his or her teaching, publications, academic and artistic activities as required by the University.
- 3) participate in the planning and development of his or her teaching.
- 4) choose the contents and methods of teaching in cooperation with the Programme Director or responsible person of a course.

Curriculum

11 §

The Programme Director is responsible for planning the curricula for degree studies and other forms of education offered at the University. The curriculum describes the learning outcomes for the entire degree programme and courses.

If the language of instruction is other than Finnish, it shall be indicated in the curriculum.

Education leading to a lower or higher University degree shall be designed with a purported advancement of 30 ECTS credits per term.

Approval of the curriculum

12 §

The Vice Rector for Education approves the principles concerning the development and general timetable of planning curricula in the University after hearing the Education Management Group.

The Education Dean approves the structures and general composition of curricula for lower and higher degree studies as well as licentiate degree studies and other education provided by the University, including course names, learning outcomes, course-specific matters and scope.

The Faculty Dean approves the financial consequences of the curriculum concerning his or her administrative unit.

The Dean of the Graduate School shall approve the general parts and the preparation schedule for the curriculum for doctoral degree studies. The chairperson of the Doctoral Training Committee approves other parts of the curriculum for doctoral degree studies.

Personal study plan and student counselling

13 §

A student is entitled to receive study counselling. A student shall advance his or her studies according to a personal study plan.

A personal study plan is a plan made by a student on the contents, scope and duration of studies leading to a degree. The study plan is to be based on the curriculum and is made separately for both lower and higher degree studies. A personal study plan shall also be made for scientific postgraduate degree studies.

A personal study plan for lower or higher degree studies shall be approved by the Programme Director, or a person appointed by them. Study plans which deviate from the curriculum on justified grounds as regards to the compulsory studies are to be approved by the Education Dean.

A personal study plan and a research plan for a doctoral thesis for scientific postgraduate degree studies shall be approved by the Chair of the Graduate School's Doctoral Training Committee or the responsible person of the major subject in doctoral training, and when the plans concern a licentiate they are approved by the Education Dean.

Study attainments

14 §

In these regulations, study attainments refer to doctoral and licentiate theses, master's theses, bachelor's theses and such spoken, written and other study attainments that are defined in greater detail in the curricula.

Theses are presumed public. The publicity for them and other study attainments shall be determined by law.

Evaluation of study attainments

15 §

The purpose of evaluating study attainments is to monitor the progress of a student's studies and to gather information on the student's learning process and learning outcomes. The assessment of study attainments is based on the learning outcomes and assessment criteria defined in the curricula. The numerical or verbal assessment of study attainments is made on the basis of assessment criteria. It is the task of the instructor making the evaluation to give the student information in advance on the learning outcomes, assessment criteria and how credits are awarded for a study attainment.

Assessment of study attainments

16 §

The Degree Programme Committee assesses licentiate and master's theses, diploma theses and other similar theses. The Education Dean makes the decisions concerning the assessment of maturity tests. The Education Committee may delegate the assessment of thesis to the Programme Director or the Education Dean.

Doctoral Training Committee makes proposals for the assessment criteria in their academic field to be applied in the examination of doctoral theses.

The Dean of the Graduate School approves the assessment criteria to be applied in the examination of dissertations.

The chairperson of a Graduate School Doctoral Training Committee shall appoint the pre-examiners, opponents and a custos for a dissertation in their respective academic field on the basis of proposals made by thesis supervisors or instructors. The Doctoral Training Committee shall give permission to defend the thesis and shall assess dissertation on the basis of reports by the appointed persons.

The Doctoral Training Committee can also use written statements, submitted by persons who commented on the public defense, and other professional statements that they have possibly requested, as a basis for their assessment.

At least two pre-examiners and one opponent, together at least three persons, shall be appointed for a doctoral thesis. The Dean of the Graduate School may allow deviation on justified grounds. In addition to that, in international double and joint degrees the assigned tasks for examiners and opponents can deviate of this as stated in the degree contract. Both opponent and pre-examiners must be professors or hold a doctorate. Both opponent and pre-examiners must be from outside the University of Oulu. A person who has co-authored any of the publications contributing to the doctoral thesis or supervised the thesis work cannot be appointed a pre-examiner or an opponent. The chairperson of a Graduate School Doctoral Training Committee shall assess and decide on the bias of the above-mentioned. Within a stipulated time (at most two months), the pre-examiners shall submit, either jointly or separately, a substantiated written statement recommending to approve or reject the doctoral thesis for a public defense.

The Dean of the Graduate School shall give more detailed instructions for a public defense.

The stipulations of section 28 of the Administrative Procedure Act (6th June, 2003/343) apply as to the legal incompetence due to likelihood of bias of examiners and opponents of doctoral theses, licentiate theses and corresponding study attainments.

Criteria for the assessment of study attainments

17 §

A numerical scale from 0 to 5 (in integers), or a verbal assessment pass or fail is used in the assessment of study attainments. In the assessment of doctoral and licentiate theses, a verbal scale *excellent*, *pass* or *fail* can be used. In the numerical scale, a zero grade equals a fail. The principles according to which partial attainments are combined into an overall grade are defined in curricula or other stipulations.

The calculation of a grade for a study module is based on the average weighted with the credit scores.

The grades for master's theses and diploma theses are not taken into account when calculating the average grade for advanced studies.

The required language skills in Finnish and in Swedish, as stated in section 6 of the Decree on University Degrees (794/2004), shall be assessed according to separate stipulations.

Using a language other than the language of instruction in studies

18 §

The language of teaching and research in the University is Finnish. Using some other language than Finnish in teaching, research and study attainments is stipulated in the curriculum of a degree programme.

A student has a right to use Finnish language for their study attainment that will be assessed, excluding language studies, even when the language of instruction is other than Finnish.

Language skills required of students

19 §

The language skills required of students who have received their basic education in a language other than Finnish or Swedish or abroad are stipulated in admission criteria or other regulations.

Publication of study attainment results

20 §

When results are published, the student numbers and their grades, when applicable, as well as the number of fails, are listed. The results shall be published within three weeks at the latest after the instructor has been given the study attainments for assessment.

The examiners of master's theses, diploma theses or other corresponding theses shall give their statements within one month of the student submitting his or her thesis in its final form.

The Education Dean may grant an extension to the assessment time limit because of the study method or some other special reason. If a time extension is granted, the instructor shall inform the students about the decision.

Feedback on study attainments

21 §

A student shall have an opportunity to be informed, either during a feedback session or in some other way, about the general assessment criteria and the assessment of his or her performance regarding a study attainment. The feedback may be given in a group or individually.

A student shall be provided with an opportunity to review assessed written work or other recordable study attainment. A student has the right to receive a copy of their study attainment at their own cost.

Retaking a study attainment

22 §

A student is entitled to retake a study attainment.

Two opportunities are offered for retaking examinations within a reasonable period of time, taking into account the flexible progress of the student's studies.

When a study attainment can replace a final examination, no separate opportunity to retake the attainment need to be arranged.

Curricula or other stipulations may set a limit to the number of times a study attainment may be retaken, unless it is to raise a grade that is necessary for the continuation of studies.

Preservation of study attainments

23 §

Study attainments that are written or recorded by other means, and student admission test papers shall be preserved, as stipulated in the University's archives formation plan.

Without written consent by the student in question, study attainments are not public with the exception of master's and licentiate theses and doctoral dissertations.

Rectification of study attainment assessment

24 §

A student dissatisfied with the assessment of his or her dissertation may address a request to the Board of Examiners concerning the rectification of the assessment within 14 days of having been informed of the decision.

A student dissatisfied with the assessment of his or her licentiate thesis or an equivalent thesis or attainment or a research paper submitted as a part of advanced studies or an equivalent study attainment may address a request to the Board of Examiners for rectification of the assessment within 14 days of having been informed of the decision.

A student who is dissatisfied with the assessment of his or her study attainment may address a spoken or written request for rectification to the instructor who made the assessment. Rectification must be

requested within 14 days of the student being informed of the results of the assessment and the application of assessment criteria in his or her special case. A student who is dissatisfied with the decision on rectification may appeal to the Board of Examiners within 14 days of having been informed of the decision.

Before the assessment of a licentiate thesis or dissertation, the author shall be given an opportunity to comment on the pre-examiner's, examiner's or opponent's statement. The student may discontinue the examination process upon having reviewed the pre-examiner's, examiner's or opponent's statements.

There can be no appeals against a decision given through the rectification procedure.

Student discipline and fraud

25 §

In his or her studies, the student shall follow the guidelines for teaching and studying at the University of Oulu.

According to section 45 of the Universities Act, a student who is guilty of an offence related to teaching or research activities can be punished, depending on the severity of the offence, with a warning or by suspending him/her for a fixed period not longer than one year. The decision on a warning to be issued to a student is made by the Rector of the University, whereas the decision on a fixed-period suspension shall be made by the University Board of Directors. Before making the decision, the student must be verifiably informed of which offence he or she is being accused of and given an opportunity to be heard in the matter.

In cases of plagiarism, the University of Oulu guidelines for the processing of cases of plagiarism in theses and study attainments are followed.

A study attainment may be discontinued if a student renders him-/herself guilty of misconduct during its course. If the misconduct is discovered later, the decision to approve a study attainment may be cancelled on the grounds specified in the Administrative Procedure Act.

Expiry of study attainments

26 §

Regulations on the possible expiry of study attainments are stated in curricula or other stipulations.

Accreditation of studies taken elsewhere and recognition of prior learning

27 §

The principles concerning accrediting studies taken in other Finnish and foreign universities and other educational institutions are stipulated in the curricula or other regulations, unless they have not been stipulated elsewhere. The accreditation decision is made by the Education Dean or Programme Director when education leading to a lower, higher or licentiate degree is concerned.

The Dean of the Graduate School or a person appointed by them (either the chair of the Doctoral Training Committee or the Programme Director of the Doctoral Degree Programme) decides on the accreditation for a doctoral student.

The Degree Programme Committee shall assess learning not acquired in a University or other educational institution with a specifically arranged demonstration, documentation or other study attainment. If the assessment criteria for other learning are not specifically stipulated in curricula or other regulations, the assessment criteria shall be defined by the Education Committee.

A request for rectification of an accreditation decision can be made within 14 days of having been informed of the decision to the Board of Examiners.

No appeals can be made against a decision made in the rectification procedure.

Certificates

28 §

The Education Dean shall grant the certificates for lower and higher University degrees, licentiate degrees, specialisation programmes that lead to a specialisation degree, and for separate studies.

The Dean of the Graduate School shall grant certificates for doctoral degrees and separate studies that are part of academic postgraduate studies.

The Vice Rector for Education shall confirm the formula of certificates.

Degrees

29 §

The Rector shall make the decision on the conferment of degrees and marks of rank to those who graduate as doctors.

The Education Dean of the Faculty concerned shall decide on conferring the title of Master to a person who has completed the higher education degree of *Candidate* according to former degree regulations. The title of '*Ekonomi*' for Masters of Science in Economics and Business Administration is awarded by the Education Dean of the Oulu Business School.

Based on statements submitted by faculties, the Rector can confer the title of honorary doctor and any insignia related to the title to a person who is considered worthy of the recognition due to his or her academic or artistic activities or due to his or her merits in promoting science, arts or other cultural activities.

Effective date and transitional provisions

30 §

These regulations shall come into force on the 1st of April, 2016.