

# Opasraportti

## ECTS Guide for the Faculty of Humanities (2009 - 2011)

This is the ECTS Guide for the **Faculty of Humanities** (also known as the ECTS Course Catalogue). It consists of four part:

- 1) Information on Degree Programmes and Course Descriptions
- 2) Information on the University of Oulu
- 3) General Information for Students
- 4) General Description on Studies in the Faculty

### 1. Information on Degree Programmes and Course Descriptions

Through the links presented below you can find e.g. more specific descriptions of the programmes taught in the Faculty and their course information. NOTE that there are descriptions in English also on programmes and courses that are NOT taught in English. Please remember to check the language of teaching.

[General Theology](#)  
[Scandinavian Studies Programme](#)

#### Department of Art Studies and Anthropology

[Archaeology](#)

[Art History](#)

[Classical Archaeology](#)

[Cultural Anthropology](#)

[European Studies](#)

[Humanistic environmental studies](#)

[Literature](#)

[Museum Studies](#)

#### Department of English

[Area Studies and the Anglophone World](#)

[English Philology](#)

[International Business Communication](#)

**Department of Finnish, Information Studies and Logopedics**

[Communications](#)

[Estonian Language and Culture](#)

[Finnish as Second and Foreign Language](#)

[Finnish Language](#)

[General Linguistics](#)

[Information Studies](#)

[Logopedics](#)

[Phonetics](#)

[Speech Communication](#)

**Department of German, French and Scandinavian Languages**

[French Language](#)

[German Philology](#)

[International Business Communication](#)

[Nordic Philology](#)

**Department of History**

[Ancient Languages and Culture](#)

[East and Southeast Asian Studies](#)

[Ethics](#)

[Future Studies](#)

[History](#)

[History of Science and Ideas](#)

[Japanese Studies](#)

[Masters Degree Programme in Science Communication TIEMA](#)

[Philosophy](#)

[Political Science](#)

[Social Studies](#)

**Giellagas Institute for Saami Studies**

[Inari Saami](#)

[Interpreting Saami](#)

[Saami as a Foreign Language](#)

[Saami Culture](#)

[Saami Language](#)

## [2. Information on the University of Oulu](#)

## [3. General Information for Students](#)

## 4. General Description on Studies in the Faculty of Humanities

### FOR THE USER OF THIS STUDY GUIDE

This study guide is intended for everyone studying or working at the Faculty of Humanities as well as for anyone interested in the teaching provided by the Faculty. The guide covers the central issues related to studies, from admissions to graduation. It contains information on the structures of the Bachelor of Arts and Master of Arts degrees, study rights, subject teacher education, minor subject choices, assessment of studies, status of students and the various counselling services available.

This online study guide also includes the descriptions and curricula of different subjects. Courses listed in WebOodi may be browsed without logging in by following the links 'Search by criteria' or 'By study guide' in the menu 'Courses /examinations' on the front page.

The study guide for postgraduate studies can be found on the Faculty website: <http://www.oulu.fi/hutk/en/postgraduatestudies/guide.html>

If you cannot find the information you are looking for in the study guide, you may also:

- contact the study counsellor of your subject
- consult the Chief Academic Officer or the Faculty Student Affairs
- look for information on notice boards
- see the Faculty or subject website: <http://www.oulu.fi/hutk/en/>.

This study guide is valid through the academic years 2009-2010 and 2010-2011. Changes made in the curriculum during this period will be updated in the guide. Contact information of the staff can also be checked on the subject websites, for instance.

Oulu, 15 June  
Kari Kaskela  
Chief Academic Officer

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### THE FACULTY OF HUMANITIES

The aim of the Faculty is to conduct progressive humanistic research of an internationally high standard and to provide education based on it, extending the knowledge and expertise to the use of society.

Research and teaching carried out in the Faculty cover the fields of history and folklore, literature, information studies and language studies, which also includes logopedics.

The special task of the University of Oulu is to provide teaching and research of the Saami language and culture. This task is fulfilled by the Giellagas Institute in the Faculty of Humanities.

Education in the Faculty is learning-centred, of a high standard and capable of constant development, where the active role of the students is also emphasised. The High-quality Education Unit has awarded the Faculty national prizes for the high quality of education. The Faculty has also received several other quality prizes within the university-wide quality assurance system.

There are about 2,400 students in the faculty. The annual objective is that 195 out of them will graduate and 11 will defend their doc-toral thesis. The number of staff in the Faculty is about 150.

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## **1. Degrees**

For their first degree, students in the Faculty of Humanities will complete a Bachelor of Arts degree (BA, in Finnish 'Humanististen tieteiden kandidaatti') after which they will complete a separate Master of Arts degree (MA, in Finnish 'Filosofian maisteri'). The Bachelor's degree must be completed before the Master's degree.

### **1.1. Scope of Studies**

The measure for the scope of studies is an ECTS-compatible credit (in Finnish 'opintopiste'). Courses are quantified according to the work load required. The average input needed for studies of one academic year is 1,600 working hours, which is equivalent to 60 credits.

## 1.2. Degree Programmes and Major Subjects

As a rule, students are admitted to the Faculty of Humanities to complete both the Bachelor's and the Master's degree. The right to study is valid for seven academic years. For information on student admissions, see section 16.

Students are admitted either to degree programmes or to study one of the major subjects.

Degree programmes:

- Information studies
- Logopedics

Major subjects:

- History of Science and Ideas
- History
- Cultural Anthropology
- Archaeology
- Literature
- Finnish Language
- Saami Language
- Saami Culture
- English Philology
- German Philology
- Nordic philology

There may be various study programmes or lines of study within each major subject. More detailed information about this can be found in the descriptions of the subjects.

Studies in each subject consist of Basic, Intermediate and Advanced Studies, and include the Bachelor's Thesis (Candidate's Thesis) and the Master's thesis (Pro Gradu thesis). In the Bachelor's degree, students must also take compulsory language and communication studies determined by the major subject or the degree programme.

Separate degree certificates are awarded for both degrees. Studies included in the Bachelor's degree cannot be transferred to the Master's degree; furthermore, studies included in the Master's degree cannot be transferred to a scholarly postgraduate degree.

## 1.3. Bachelor of Arts

### *1.3.1. The Scope and Objectives of the Bachelor's Degree*

The extent of the Bachelor of Arts degree is at least 180 credits and at the most 190 credits.

Education leading to the Bachelor's degree will provide the student with:

- Knowledge of the fundamentals of the major subject and the prerequisites for following developments in the field
- Knowledge of the fundamentals of at least one minor subject
- Knowledge and skills needed for scientific thinking and the use of scientific methods
- Knowledge and skills needed for studies leading to the Master's degree and for continuous learning,
- The capacity for applying the acquired knowledge and skills to work
- Adequate communication skills.

### *1.3.2. Structure of the Bachelor's Degree*

The Bachelor's degree includes the Basic (25 credits) and Intermediate (45 credits) Studies in the major subject, totalling 70 credits. The Intermediate Studies include a Bachelor's Thesis. A maturity test will be administered on the basis of the thesis.

The degree must also contain studies of at least one minor subject for the Basic Studies (25 credits). The scope and number of minor subjects is determined by the major subject and the student's personal objectives. The scope of Intermediate Studies in a minor subject is 35 credits. The Intermediate Studies in a minor subject do not include a Bachelor's thesis.

The scope of compulsory language and communication studies is approximately 15 credits and varies according to the student's choice of subjects. A student must also complete the language and communication studies determined by his/her major subject or degree programme (see section 2, Language and Communication Studies). Additional information on compensation options for language and communication studies is available in Section 2.3. Compensation Principles for Language and Communication Studies.

**Examples of a Bachelor of Arts degree** (compulsory studies with bold)

	<b>Intermediate Studies in major subject</b> 45 cr.	Intermediate Studies in minor subject 35 cr.		
<b>Language &amp; Communication Studies</b> ca. 15 cr.	<b>Basic Studies in major subject</b> 25 cr.	<b>Basic Studies in minor subject</b> 25 cr.	Basic Studies in minor subject 25 cr.	Other studies 10 cr.

	<b>Intermediate Studies in major subject</b> 45 cr.				
<b>Language &amp; Communication Studies</b> ca. 15 cr.	<b>Basic Studies in major subject</b> 25 cr.	<b>Basic Studies in minor subject</b> 25 cr.	Basic Studies in minor subject 25 cr.	Basic Studies in minor subject 25 cr.	Other studies 20 cr.

*1.3.3. Completion of the Bachelor's Degree*

The Bachelor's degree must be completed before the Master's degree. After a student has completed all studies required for the Bachelor's degree, he/she should apply for the degree from the Faculty. In the application, the student should mention which of the completed studies he/she wishes to include in the Bachelor's degree. Studies included in the Bachelor's degree cannot be incorporated into the Master's degree.

**1.4. Master of Arts**

*1.4.1. The Right to Obtain the Master's Degree*

According to the Finnish University Act, a student may begin only one higher university degree on the basis of a single lower university degree during one academic year.

Studies in the Master's degree can be commenced after the Bachelor's degree has been completed. However, to ensure the flexible progress of studies, it is often convenient to take part in studies included in the Master's degree already before completing the Bachelor's degree. In any case, before commencing the Master's studies, a student must have completed at least 120 credits' worth of studies included in the Bachelor's degree.

*1.4.2. The Scope and Objectives of the Master's Degree*

The minimum scope of the Master of Arts degree is 120 credits.

Education leading to the Master's degree will provide the student with:

- a good overall knowledge of the major subject and the fundamentals of the minor subjects,
- knowledge and skills needed to apply scientific knowledge and scientific methods,
- knowledge and skills needed for independently operating as an expert and developer in the field, and
- knowledge and skills needed for scientific postgraduate education.

#### *1.4.3. The Structure of the Master's Degree*

The Master's degree is comprised of the Advanced Studies in the major subject and other studies supporting them, which may include minor subject studies, language and communication studies, a work practice or other studies. The Master's degree can also be completed in a Master's degree programme.

Advanced Studies in the major subject should be comprised of at least 80 credits, including a Master's thesis of 40 credits. A maturity test will be administered on the basis of the thesis. The maturity test is described in closer detail in Section 5.

Eligibility for postgraduate studies is also provided by Advanced Studies completed in a minor subject.

#### **Examples of the Master of Arts degree** (compulsory studies with bold)

<b>Advanced Studies</b> <b>in major subject , 80 cr.</b> <b>including Master's thesis 40 cr.</b>	Intermediate Studies in minor subject, 35 cr.	Other studies, 5 cr.
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<b>Advanced Studies</b> <b>in major subject , 80 cr.</b> <b>including Master's thesis 40 cr.</b>	Basic Studies in minor subject, 25 cr.	Other studies, 15 cr.
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<b>Advanced Studies</b> <b>in major subject , 80 cr.</b> <b>including Master's thesis 40 cr.</b>	Interdisciplinary study packages, 40 cr.
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<p><b>Advanced Studies</b>  <b>in major subject , 80 cr.</b>  <b>including Master's thesis 40 cr.</b></p>	<p>Other studies,  40 cr.</p>
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### *Master's Degree Programme*

A Master's degree programme that is thematic or vocationally based, giving the student a more focused education than Advanced Studies in a subject or interdisciplinary programme could provide. Studies in a Master's degree programme may also be provided in a foreign language.

The scope of a Master's degree programme is 120 credits.

Studies in a Master's degree programme provide eligibility for postgraduate education in separately determined subjects or disciplines.

## **2. Language and Communication Studies**

### **2.1. Language Proficiency Requirements for Students Whose Native Language is Other than Finnish or Swedish**

#### *Finnish Language*

Students must attain an A2 level in the Finnish language, as defined in the Common European Framework. This requires the completion of Elementary and Intermediate 1 Finnish courses provided by the Language Centre.

#### *Maturity Test*

If a student's native language is neither Finnish nor Swedish, and it is available in the Faculty or the Language Centre, the maturity test will be administered in this language.

#### *Foreign Languages*

A student must demonstrate proficiency in at least one foreign language, excluding the language of the student's pre-university education.

#### *Exemption from Language Studies*

For special reasons, the Dean may grant partial exemption from language studies.

The Bachelor's degree includes compulsory language and communication studies which are defined by the student's major subject or degree programme as follows:

#### *History Sciences, Cultural Anthropology, Archaeology, Logopedics:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits

#### *English Philology, German Philology, Nordic Philology:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits (depending on the major subject)



Basics of Phonetics, 3 credits

Introduction to General Linguistics, 4 credits

*In German and Nordic Philology: language training (3-5 credits) for major subject students and those minor subject students who complete the Advanced Studies. It can be incorporated either into the Bachelor's or the Master's degree.*

*Information Studies:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits

Studies in Statistics, 3 credits

Information and Communication Technology, 8 credits

*Finnish Language, Bachelor's degree:*

Orientation Course for New Students, 0 credits

Speech Communication, 5 credits

Foreign Language, 5 credits

\* Basics of Phonetics, 3 credits

\* Introduction to General Linguistics, 4 credits

\* Structure of Finnish, 3 credits

Students with Finnish as their minor subject will include the studies marked with a '\*' in the Intermediate Studies.

However, these courses are scheduled to be taken at the beginning of studies of Finnish Language.

If these studies are already required as Language and Communication Studies in the student's major subject, he/she must complete optional Intermediate Studies of an equivalent extent in Finnish Language.

*Finnish Language, Master's degree:*

Remotely Related Language (e.g., Hungarian or Saami), 5 credits (not compulsory for Teacher Education students)

Communication Know-How, 5 credits

*Saami Culture:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits

*Saami language, Bachelor's degree:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits

\* Basics of Phonetics, 3 credits

\* Introduction to General Linguistics, 4 credits

\* Structure of Finnish, 3 credits

\* Students taking the Basic Studies of Saami Language as a minor subject should incorporate the Basics of Phonetics course (3 credits) into the Basic Studies.

\* Students taking both the basic and the Intermediate Studies of Saami Language as a minor subject should incorporate Basics of Phonetics (3 credits), Introduction to General Linguistics (4 credits) and Structure of Finnish (3 credits) into the Basic or Intermediate Studies.

*Saami Language, Master's degree:*

Remotely Related Language (e.g., Hungarian, Estonian), 5 credits (not compulsory for Teacher Education students)

Speech Communication, 5 credits (for Teacher Education students)

*Literature:*

Orientation Course for New Students, 0 credits

Finnish language, 12 credits

Foreign language, 5 credits

## 2.2. Study Descriptions

### 2.2.1. Orientation Course for New Students

#### 010100Y Orientation Course for New Students

Scope: 0 credits

Timing: 1st year, autumn semester.

Objectives: Upon completion of the course, students will be familiar with the general structure of the degrees taken in the Faculty. They will be able to search for information and gain the tools they need for their studies and the planning of them, both independently and in co-operation with the rest of the student community.

Working methods: Peer group tutoring, instruction for using the library.

Grading: Pass/fail.

Person responsible: Chief Academic Officer, Kari Kaskela.

### *2.2.2. Foreign Language*

According to the Finnish Government Decree on University Degrees, a student must demonstrate in his/her studies included in the education for a lower or higher university degree or otherwise that he/she has attained skills in at least one foreign language needed to follow developments in the field and to operate in an international environment.

For most students, it is natural to choose the language which they have studied for the longest time, or in which they have strong basic skills for some other reason (e.g., previous studies in the language area in question). At the Language Centre, you can choose to study English, Italian, French, German or Russian, where the majority of students choose to study English. However, one should be aware that in the French and German languages, it is presently possible to complete the amount of courses that enables the student to complete minor subject studies of the language in the Faculty of Humanities. For students planning to become foreign language teachers, it is worthwhile to consider whether one of these languages - begun as a new language and extended by subject studies - could be an asset in the labour market in the future.

Consequently, students should seriously consider choosing a language other than English as their foreign language. There are research lines in some subjects in the Faculty where expertise is enhanced by studying a certain language as the foreign language. It is also beneficial to point out that German, for instance, can be taken as a foreign language, especially if the student has previously studied it at school. Knowledge of the German language is important for Fennists, Finno-Ugrists and historians, among others. Historians also benefit from knowledge of the Russian language.

It is recommended that students discuss the choice of their chosen foreign language when preparing their Personal Study Plan (HOPS).

See also: 2.3. Compensation Principles for Language and Communication Studies.

#### *English*

Studies in the English language consist of written and oral parts. The written portion is to be completed first. It will be completed by taking the Language Centre's study unit 902000Y Reading for Academic Purposes in the Humanities (RAP-Hum), worth 2 credits.

The oral part is comprised of the Language Centre's study unit 902001Y Academic Communication, 3 credits and is to be completed during the first and/or the second year by choosing 3 credits' worth of modules that emphasise the practice of oral language skills from the range of optional modules provided by the Language Centre. Additional information can be found at the Language Centre.

Other Languages:

#### *German*

Skill level: at least B1 for both written and oral skills.

Students should agree upon which parts of the following study units they will complete:

903042Y Intermediate Course in German III, 2 - 4 credits

903048Y Intermediate Course in German IV, 2 - 4 credits

Humanities students will take the courses together with students from other faculties. Additional information on the courses can be found at the Language Centre.

#### *French, Russian, Italian, Spanish*

Skill level: at least B1 for both written and oral skills.

Additional information on the courses can be found at the Language Centre.

#### *Estonian*

Foreign language proficiency may also be demonstrated by completing the Basic and Intermediate Studies in Estonian Language available in the Faculty of Humanities.

### 2.2.3. Other Language and Communication Studies

#### **694926Y Structure of Finnish**

This course is also a compulsory study unit in the Intermediate Studies of Finnish Language taken as a minor subject. See also the curriculum for Finnish Language.

#### **69450Y Basics of Phonetics**

This course is also a compulsory study unit in the Intermediate Studies of Finnish Language taken as a minor subject. See also the curriculum of Phonetics.

#### **695250Y Introduction to General Linguistics**

This course is also a compulsory study unit in the Intermediate Studies of Finnish Language taken as a minor subject. See also the curriculum of General Linguistics.

#### *Language training*

See the curriculum of your subject.

#### *Statistics, Information and Communication Technology*

In the Information Studies degree programme, students will take 3 credits' worth of studies in Statistics and 7 credits' worth of studies in Information and Communication Technology as compulsory language and communication studies. More detailed descriptions can be found in the curriculum of the degree programme.

#### *Remotely Related Language (not for Teacher Education students)*

Major subject students of Finnish Language will take 5 credits' worth of studies in remotely related languages, e.g., Hungarian or Saami. Major subject students of Saami Language will take 5 credits' worth of studies in Hungarian or Estonian, for instance.

#### **010132Y Humanistic Research and Information Seeking Systems I**

Scope: 1 credit

Timing: 2nd or 3rd year, in connection with the Bachelor's seminar

Objectives: Upon completion of the course, students will be able to search for scientific information and assess different sources of information critically.

Content:

- The most important databases of the student's discipline and other sources of information
- The conceptual arrangement of the student's need for information
- Systematic information retrieval process: search strategies and analysing search results
- Information retrieval related to the student's own research
- Exploiting reference management systems in research

Working methods: contact learning, independent work, group work.

Grading: Pass/fail

Institution responsible: Pegasus Library

### **2.3. Compensation Principles for Language and Communication Studies**

A student may show that he/she has attained the skills required in the language studies either in previous studies or in studies included in the degree. The following principles are applied in the compensation of these studies.

Compulsory studies in the written and oral skills of a foreign language which have been taken at another university can be recognised as completed courses also in the Faculty of Humanities. If the extent of studies taken elsewhere is smaller than that of the studies required by the Faculty, the Faculty may require supplementary studies.

Proficiency in a foreign language can be demonstrated by an International Baccalaureate (IB), by a European Baccalaureate (EB) certificate or by a Reifeprüfung certificate.

Proficiency in a foreign language can also be demonstrated by studies taken in the foreign language subjects available in the Faculty of Humanities.

In the case concerning languages where the teaching does not begin at the elementary level, the compulsory foreign language studies (5 credits) will be substituted by the Basic Studies in the subject (English and German Philology and French Language in the Faculty of Humanities).

With languages that have teaching beginning at the elementary level, the compulsory foreign language studies will usually be substituted by the Intermediate Studies in the subject (Estonian Language in the Faculty of Humanities).

If a student has not completed Basic or Intermediate Studies in the above mentioned subjects, compensation cannot be granted and the student must demonstrate the language proficiency required in the degree by taking an equivalent language course at the Language Centre.

## 2.4. Optional Language Studies

Additional language and communication studies taken at the Language Centre and at other Finnish or foreign universities can be approved and incorporated into the "Other Studies" section in the degree. If a student has completed optional studies worth at least 10 credits in at least two languages, they can be compiled into a study package called *Language, Culture and Communication* and incorporated into the degree.

## 3. Work Practice

Degree studies may include work practice. To be acceptable, the work practice must be related to the discipline, included in the curriculum and reported on according to the guidelines of the subject. A work practice may be compulsory for all students of a subject, optional or elective. It may be included in Intermediate or Advanced Studies. The recommended scope for the work practice is 5 credits. The degree studies of language students may include language training in the corresponding language area.

## 4. Theses

The thesis included in Bachelor's degree is called Bachelor's thesis (Candidate's thesis, in Finnish 'Kandidaatin tutkielma'). The thesis included in Master's degree is called Master's thesis (Pro Gradu thesis, in Finnish 'Pro Gradu - tutkielma'). The thesis included in the Advanced Studies of a minor subject is called Thesis in a minor subject (in Finnish 'sivuaineen tutkielma').

### 4.1. Bachelor's Thesis

The Bachelor's thesis is a seminar paper produced in a Bachelor's (Candidate's) seminar. It is required to be a grammatically and formally correct thesis in which the student has presented a defined research problem and discussed it, applying existing scientific knowledge. The thesis is worth 10 credits and will be approved by the teacher of the seminar. Detailed instructions for the thesis and information concerning the grading of the thesis are given in the curriculum of each subject.

### 4.2. Master's Thesis and Thesis in a Minor Subject

For the Master's degree, students will produce a Master's thesis which is included in the Advanced Studies of the major subject. The thesis is worth 40 credits.

The purpose of a Master's thesis is to develop the following basic skills necessary to conduct research:

- The ability to seek information independently
- The ability to analyse and assess existing information critically
- The ability to produce and apply information independently.

The purpose of a Master's thesis is to demonstrate that the student possesses the following knowledge and skills:

- The ability to define and discuss the chosen research problem
- The capacity to think scientifically
- Knowledge of the necessary theories and research methods
- Familiarity with the topic of the thesis and with the literature in the field
- The ability to communicate scientifically
- The ability to work consistently and to develop an overview of the issues.

In addition to these, subjects may set field-specific objectives which are presented in the curricula.

The examiners of the Master's thesis are appointed by the Dean of the Faculty. There are two examiners, and they submit a written statement on the thesis within one month of the submission of the thesis. If the statement is submitted on a grading form, a section of informal feedback is to be included.

It is recommended that at least one of the examiners should not have participated in the supervision of the thesis.

An entity consisting of articles, for instance, or a thesis which uses digital or hard-copy images, sound or other modes of presentation can also be approved as a Master's thesis as long as it fulfils the requirements set for a thesis. Master's theses utilizing a mode of presentation other than the traditional written one must always include a written section, which is to follow the presentation norms of scientific communication.

When assessing a Master's thesis, the following main points will be considered:

1. The objectives of the thesis and the definition of the topic
2. The methods and material
3. The theoretical background and its application and assessment
4. The structure of the thesis and discussion of the topic
5. Language, style and presentation
6. The presentation and assessment of the results.

The following numeric grading scale is used in the assessment of the Master's thesis:

#### *5 (Excellent)*

The structure of the thesis is very clear. The theoretical background is creditable and versatile. The research problems are justifiable. There is a strong connection between the background and the empirical research. Plenty of well-chosen sources are used with a critical approach. The choice of methodological approach of the thesis is successful. The concepts used are defined well and used correctly and clearly. The research material is adequate for the work. The material is classified and analysed creatively and accurately. There is a sufficient amount of examples and they are proficiently commented on. Central results are concluded exceptionally well and assessed critically. The thesis has an independent approach and it conforms to good scientific practice. There are various new observations in the thesis. The thesis is also almost completely correct in regards to its grammatical and formal qualities.

#### *4 (Very Good)*

Otherwise the thesis has the qualities stated above, but some of the six points mentioned before do not fulfil the criteria for the grade 5. However, the thesis is highly creditable. It provides new results or perspectives and has virtually no errors.

#### *3 (Good)*

The thesis is average. The material is discussed well and nearly flawlessly. Some central part of the thesis may be slightly clumsy. The thesis is grammatically and formally good, although not completely flawless.

#### *2 (Satisfactory)*

There are many good aspects in the thesis, but also some evident shortcomings. The shortcomings may have to do with the control of a theory or a method or the definition of the overall structure of the thesis. There are errors in the analysis and evident weaknesses in regards to the language and form of the thesis.

#### *1 (Sufficient)*

The thesis contains a rather large amount of problems at all levels including evident errors and serious shortcomings. The thesis may also be too narrow. The thesis has not been produced sufficiently independently.

The decision regarding the approval of a thesis will be made by the Dean on the basis of the examiners' statement. If both examiners write a separate statement and different grades are proposed in them, the decision-making power will be delegated to the Faculty Council.

In addition to the thesis in the major subject, a student may also take Advanced Studies in a minor subject in his/her Master's degree or after that. These studies include either a thesis or other similar studies. The requirements for a thesis in a minor subject or an equivalent paper are mostly similar to those for a Master's thesis because the eligibility for postgraduate studies can be provided also by the Advanced Studies in a minor subject.

The topic and the research problem in a thesis in a minor subject should be narrowed down so that the amount of work needed will not exceed 20 credits.

The examiner of a thesis in a minor subject will assess the work using a grading scale from 0 to 5. Feedback for the thesis will be given in a similar manner to other study attainments, that is, the thesis will not be approved by the Dean like the Master's thesis. A written statement on a thesis in a minor subject is not required, but the examiners should provide one upon request.

## 5. Maturity Test

In the maturity test, students show their command of the field put forth in their thesis and proficiency in a selected language. The maturity test will be administered for both the Bachelor's and the Master's degree.

The maturity test in the Bachelor's degree will be administered in an examination environment. The length of the test should be about four handwritten pages, that is, about 500 words. The answer should be an analytical and integrated essay written on a topic related to the student's Bachelor's thesis. In the essay, the student should present and analyse the material, research methods and results of the thesis. No credits are awarded for the maturity test.

The content of the maturity test will be assessed by a teacher of the subject. The language and form of the test will be assessed by an expert of the language in which the test is written. The test will be assessed using a pass/fail grading scale. The decision regarding the approval of the test will be made by the Dean on the basis of the statement submitted by the examiners concerning the content and language.

A title, or more than one optional title, will be provided for the student in the examination.

The form and language of the maturity test must fulfil the following minimum requirements:

1. The text is legible, it is possible to distinguish capital letters from small letters and to identify word boundaries.
2. The essay has a title. The content must correspond to the title.
3. The text is divided into clearly distinct paragraphs.
4. The text demonstrates command of the basics of punctuation and other grammatical rules.
5. The relations between sentences and clauses are indicated clearly.
6. The word order is unambiguous and serves to convey information.
7. The text is written in a matter-of-fact style.
8. The progress of the text is based on language, not on devices such as diagrams, figures or images.
9. The structure of the essay forms an organised and integrated whole.
10. The text must be understandable to a reader. The writer must not assume that the reader is familiar with the thesis.

A candidate may fail the test if it includes several different errors or if considerable and repeated problems occur in some of the areas mentioned above.

The maturity test in the Master's degree can be taken in two alternative ways:

1. If the student has not demonstrated language proficiency in the Bachelor's degree, the maturity test will be administered in an examination environment. The length of the test should be about four handwritten pages, that is, about 500 words. The answer should be an analytical and integrated essay written on a topic related to the student's Master's thesis. In the essay, the student should present and analyse the material, research methods and results of the thesis. No credits are awarded for the maturity test.

The content of the maturity test will be assessed by a teacher of the subject. The language and form of the test will be assessed by an expert of the language in which the test is written. The test will be assessed using pass/fail grading. The decision regarding the approval of the test will be made by the Dean on the basis of the statement submitted by the examiners of content and language.

2. If the student has taken a maturity test for his/her Bachelor's degree and demonstrated proficiency in a selected language, an abstract of the Master's Thesis written in this language may be approved as a maturity test.

The abstract should provide the following information:

- The topic of the thesis
- The subject-matter, material and intention of the research
- Research methods used (if the research is of a theoretical nature and based on certain written material, the main source books should be mentioned; if the research is of an empirical nature, the methods used should be mentioned)
- Central research results
- Conclusions and proposals for action made on the basis of the results
- Keywords.

The length of the abstract should not exceed one page (font size 12, spacing 1.5).

The maturity test will be examined by a representative of the subject in question. The test will be assessed using pass/fail grading. The decision regarding the approval of the test will be made by the Dean on the basis of the statement submitted by the examiners.

## 6. Grading of Studies

Study units are graded using a numerical scale from 0 to 5, with the following verbal descriptions:

0 = Fail (hylätty)

1 = Sufficient (välttävä)

2 = Satisfactory (tyydyttävä)

3 = Good (hyvä)

4 = Very good (kiitettävä)

5 = Excellent (erinomainen).

In addition to this, a pass/fail grading scale can be used.

Study packages are assessed using the numerical scale, along with a verbal explanation of the grade, e.g.:

German Philology, Basic Studies 25 credits Good (3)

German Philology, Intermediate Studies 45 credits Very good (4).

The overall final grade for each study package is determined by calculating an average weighted by the credits of the numerically graded courses included in that package.

The final grades are determined by the average of the course grades as follows:

Sufficient (1) = 1,00-1,49

Satisfactory (2) = 1,50-2,49

Good (3) = 2,50-3,49

Very good (4) = 3,50-4,49

Excellent (5) = 4,50-5,00.

## 7. Study Register Oodi

Oodi is a learning and teaching support system in which the students' completed studies are registered. The smallest entity to be registered is usually a study unit. Some study units are completed in several parts. Study units are compiled into study packages such as "Basic Studies.

Study units are classified under different subjects by a six-digit code displayed before the name of the study unit. The letter at the end of the code stands for the level of the study unit (P = Basic Studies, in Finnish 'perusopinnot', A = Intermediate Studies, in Finnish 'aineopinnot' and S = Advanced Studies, in Finnish 'syventävät opinnot').

A single study unit may be included in the compulsory or elective studies of several subjects. In some cases, a Basic Studies course in one subject may also be included in the elective Intermediate Studies in another subject. For instance, a study unit provided by the subject Languages and Culture of Antiquity may be included in the studies of History. However, in the study register, that study unit will be classified under Languages and Culture of Antiquity. When the study package of History is compiled, the study unit will be transferred to be under the studies of History, but it will maintain its original name and code.

The web interface available for students is called WebOodi. In WebOodi, students can check their personal information, update or add contact information, register at the University, register for courses and examinations, browse study units and order a transcript of records.

Students do not need a separate user account for WebOodi: the valid *paj* account and password can be used. Students will receive this account once they have confirmed their acceptance of the study place offered by the University.

It is recommended to always order the transcripts of studies primarily in WebOodi. In case a student needs an official transcript to apply for a summer job, for instance, it can be ordered from the subject office.

The WebOodi homepage is found at <https://weboodi oulu.fi/oodi/>. On the homepage, students can find detailed information on the functions in WebOodi as well as on the principles concerning the rights of use. Each holder of a user account is responsible for the use of WebOodi with that account. It is forbidden to give the password to another person. It is equally forbidden to use another person's user account and password which have been acquired illicitly.

The University may demand compensation for the liquidation and repair costs from anyone who causes damage with the misuse of a user account, and also for consequential damage suffered by the staff. Illegal use of computers and network communications will be submitted to be investigated by the authorities.

## 8. Recognition of Previous Studies

1. Students who have completed a Bachelor's degree at another university may proceed to the Master's studies in their previous major subject in the Faculty of Humanities at the University of Oulu without any supplementary studies, once they have been granted the right to pursue a degree.

2. As a rule, students who change their major subject after completing the Bachelor's degree may proceed to the Advanced Studies of their new major subject without supplementary studies in the subject which was previously their minor subject. However, if there are substantial differences between the research methods of the Intermediate Studies in the student's Bachelor's degree major and minor subject, it might be required that the student supplement the Intermediate Studies of his/her previous minor subject. In this case, the required scope of the supplementary studies is 10 credits at the most. The supplementary studies will be incorporated into the Master's degree.

3. A single completed study unit can only be incorporated into one degree. The only exception to this principal rule are the compulsory Language and Communication studies, which can be recognised even if they already have been included in a previously completed university degree.

4. It is recommended that studies in the fields of a student's major or minor subject which have been completed during a student exchange should be recognised in full as part of a study package of the subject according to the agreement made before departing for the exchange.

According to the decision of the Faculty, a student may supplement and gain credit for studies included in a degree by know-how that has been demonstrated in some other way than by completing studies, such as know-how attained through work.

To be creditable, this know-how should be connected to the learning objectives and study units presented in the curriculum. A demonstration of skill, a report, an examination or some other procedure defined by the subject is required of the student in order to find out and assess the previously attained know-how and to be able to recognise it.

## 9. Expiry of Studies

It may be required that a student take supplementary studies to update the skills and knowledge provided by study packages completed more than ten years ago if the student wishes to proceed hierarchically into the next level of studies. In the degree, the credits for the supplementary studies can be included in either the study packages or in Other Studies.

At the discretion of the Faculty, a student may be required to update study units which have been completed over five years ago and are part of an incomplete study package. In the subjects' curricula, a time limit shorter than five years for updating the parts of an incomplete study package may be defined specifically for each study unit. Studies which have been completed more than five years ago and cannot be recognised as part of a study package can be incorporated into the Other Studies section of degree.

## 10. Studying at the Faculty of Humanities

Studies in the Humanities are versatile in regards to both their content and their methods. Students may independently plan the content of their degree within the limits set by their major subject or degree programme. Because it is possible to build a degree using a wide choice of minor subjects, a degree in the field of Humanities provides students with the tools for a multitude of vocational positions. Consequently, the Faculty of Humanities is regarded as the cradle of academic freedom.



The University is not a school but a scientific community which encompasses students as well as staff such as professors, lecturers and researchers. Studies and teaching are based on the latest research results, and all teachers participate in research. The Faculty of Humanities educates Bachelors and Masters of Arts, Licentiates of Philosophy and Doctors of Philosophy, while constantly producing new research findings.

Because of the diversity and freedom of studies, it is extremely important that students plan their studies and participate in study guidance. All students in the Faculty of Humanities must therefore design a personal study plan.

### 10.1. Personal Study Plan

For the Bachelor's and Master's degree, students design a personal study plan referred to as HOPS (derived from its Finnish name 'henkilökohtainen opinto suunnitelma'). The students' objectives in relation to their education are central to the plan. The HOPS is a tool for planning the path of the studies, and it is meant primarily for the benefit of the student. Study guidance and help with designing the plan is provided according to the practices of each subject by staff such as teacher tutors or other staff of the subject. Working with the personal study plan is an essential part of the studies in a major subject.

All students must design a personal study plan for the entire period of their studies which follow the practices of their major subject. Besides this, as their studies proceed, they must participate in updating the plan. Designing a personal study plan is part of the study and learning process which goes on for the entire period of studies, for it supports students in their growth into experts in a given field. Each student is responsible for updating, maintaining and realising his/her personal study plan. Students have a right to make changes to their study plans during the course of their studies and to receive help in updating the plan. No credits will be awarded for designing HOPS; it is considered to be included in the planning of each student's studies.

#### *The Personal Study Plan in Practice*

In preparation for a HOPS checkpoint discussion, a student should fill in the forms available for designing the personal study plan. The forms and guidelines can be printed from the Faculty website (in Finnish). Some subjects use a separate HOPS form of their own. The forms serve as the basis of the HOPS discussion, which is mandatory. Students should attend three HOPS checkpoint discussions, but it is possible to update the study plan and receive guidance at all stages of studies.

#### *The Structure of the Personal Study Plan:*

##### 1st year

Students will design a HOPS study plan in which they draft a timetable for their studies and contemplate their objectives including the reasons or motivation for them. In the first year HOPS, the focus is on planning the Bachelor's Degree. It is essential that, already at the beginning of their studies, students become conscious that they must plan their studies independently.

##### 2nd - 3rd year

The HOPS study plan will be checked and updated at the end of the Intermediate Studies in the major subject before entering the Bachelor's Seminar. Each subject is responsible for providing an opportunity to update the study plan before entering the Bachelor's Seminar. This discussion may be arranged in connection with a planning meeting for the seminar or as part of the teacher tutoring.

##### 4th year

After completing the Bachelor's degree, students will design a personal study plan on the basis of the general HOPS form of the Faculty. The Master's HOPS may also be built on the grounds of the Bachelor's study plan. The Master's HOPS should be designed before entering the Master's seminar, and the HOPS discussion may be arranged in connection with a planning meeting for the Master's thesis.

The HOPS checkpoints will be entered in the Oodi study register.

### 10.2. Guidance and Counselling

According to the principles of the Faculty of Humanities, students will be offered guidance and given the possibility to discuss all study-related questions at all stages of their studies. No one need be left alone with any questions. Study guidance is provided by student tutors, study counsellors, teacher tutors and subject offices as well as the Faculty Chief Academic Officer and the University Student Services. Information for international students on practical arrangements related to degree studies can be found on the website <http://www.degree oulu.fi/>.

At the beginning of studies, older students of the subject acting as student tutors are the most important study counsellors. The compulsory study unit, Orientation Course for New Students, is an important part of the peer tutoring system. The aim of the course is to familiarise students with the university as a study environment, their study disciplines, free-time activities and social issues, among other things.

The subjects of the Faculty organise teacher tutoring and other forms of counselling. A teacher tutor is a personal counsellor who will guide and advise the student in all study-related issues. Often a teacher tutor will provide guidance for a certain group of students, which also enables students to get to know each other during the counselling period. As part of the counselling process, students will design their personal study plan (HOPS).

Each subject in the Faculty has a student counsellor. The Chief Academic Officer of the Faculty provides guidance relating to the content of studies, the structure of degrees and the progress and planning of studies. The Chief Academic Officer can be consulted in matters relating to study rights, student admissions, completing a degree or legal protection for students.

The University Career Services provides general study guidance and offers help in career planning. The Career Services arranges theme days and training in areas such as preparing the Master's thesis, applying for jobs and preparing job applications and CVs. For more information, please visit [www oulu.fi/careerservices/](http://www oulu.fi/careerservices/) (tel. +358-8-5533598).

For questions related to financial aid for students, you can consult the Student Affairs Office (room KE1020). Guidance on student exchange and international relations is provided by the study counsellors of each subject, the Amanuensis of the Faculty (HU385), or the University International Relations ( <http://www oulu.fi/intl/>, tel. +358-8-5534043, +358-8-5534042).

### 10.3. General Working Methods

The subjects in the Faculty employ different forms of teaching, study and examination methods adapted to their purposes. The assessment methods for each study unit are can be found on the course description pages in WebOodi. More detailed information on assessment methods will be given at the beginning of each course. Some working methods generally used in the Faculty are described below. It is also possible to negotiate for alternative assessment methods personally with the person responsible for the study unit in question.

**Lectures** are a traditional academic teaching method, and they are used in many subjects of the Faculty of Humanities. A written examination will usually be administered at the end of a series of lectures. However, other assessment methods such as lecture journal, oral examination or essay may be used as well. Some lectures, usually in the Basic Studies, are compulsory. Elective lectures compensate for a study unit which can alternatively be completed by a written examination or an essay. Attendance at lectures in the Faculty of Humanities is usually not compulsory. However, the best way to learn and to profit from the teaching is to attend lectures, participate in discussions actively, take notes and reflect on them after the lecture.

In **small groups**, students will learn important skills needed in their discipline such as analysing texts, applying methods and using databases. Small groups for a course may be arranged alongside lectures or as an extension to them, so that the information received during the lectures can be applied in practice. A number of activities given by the course teacher will be done during the small groups. Attendance in the class is generally compulsory. Exercises for the students of Logopedics are arranged as supervised speech and language therapies.

In **seminars**, students are initiated into research methods and source material used in the discipline and given practice activities in scientific research. During seminar sessions, students will participate in discussions, act as opponents (i.e., commentators) for the other students' work and produce a thesis of their own. Seminars are considered to be the most rewarding method of study. Seminars are arranged at all levels of the studies. In Literature, for instance, the succession of seminars begins with the 'Practicum' courses in the Basic Studies, followed by the 'Proseminar' in the Intermediate Studies and the Research Seminar in the Advanced Studies.

At the Faculty of Humanities, **web-based teaching** is arranged for several courses. Studying on the web is a natural part of the studies for most of the students in the Faculty. A course may consist entirely of virtual teaching, with the student and the teacher mainly communicating through the learning environment. The course may also begin as contact teaching (lectures) and be continued as independent work and web-based discussions. It is also possible that several contact meetings are arranged as part of the web course, and that students produce a presentation for the web-based forum or for a contact meeting. At its best, web-based teaching provides a chance to develop argumentation skills, share expertise and work collaboratively.

Study units can be completed by giving a presentation in a **congress**. Student presentations are given in congresses such as the annual 'KUTU' seminar organised by Culture Studies subjects. The presenter will have a chance to learn the basics of a scholarly presentation while acquainting other students with the topic of his/her research.

**Study circles** are courses arranged independently by a student group. A group of students may set up a study circle to study a topic which interests them and which is missing from the curriculum. Students wishing to set up a study circle should discuss it with a professor or another representative of the subject. Financial aid for the costs of a study circle, such as the fee for an expert, can be applied for at the Teaching Development Unit, see <http://www oulu.fi/oky/english/>.

**Problem-based learning** (PBL) emphasises the role of the student as an active learner and builder of knowledge. In this method of learning, the topic in question will be approached and analysed through a central problem or question. The teacher will act as a tutor and organiser of the learning process. After receiving the problem, the student group will first define the sub-problems and then the central questions. The teaching is paced by alternating group meetings and phases of independent work.

#### 10.4. Examination Conventions

Lectures and exercises are often assessed by a written examination. In the Faculty, there are examination days common to all students, examinations for certain subjects as well as course-specific examinations. Students are given at least two opportunities to retake an examination. It is usually required that students register for written examinations on WebOodi. The deadline for registration is 10 days prior to the examination. Examination days for each academic year can be found on the website <http://www oulu.fi/hutk/en/studies/examinationdays.html>.

**Lecture examinations** are based on the students' lecture notes and on the material distributed during the lectures. Often there will also be some separately prescribed literature to be read for the examination. The best way to prepare for an examination is to participate actively in lectures and exercises, if there are any. For some study units, teaching is not available every academic year. However, study units can also be completed by taking a **book examination**. In that case, students should read the required literature and take a written examination based on it. It is recommended that students start preparing for the exam in good time - the broader the scope of material to be read, the longer it will take to acquire and understand the essential contents.

For completing some courses, writing an essay may be an alternative to a traditional examination. Students writing an essay should use several sources of information and carefully process the themes discussed. The details of an essay should always be agreed upon with the course teacher. If a student considers the essay as a natural method of study, it is also possible to agree upon substituting for a book examination for an essay.

A **lecture journal** is a paper in which a student comments and elaborates on the topics of the lectures. A lecture journal should contain some personal thoughts of the writer and discuss the topics learned during the lectures with a critical, personal and reflective approach. Topics for lecture diaries are usually given by the lecturer, but the students' activity in choosing a topic is also desirable.

In many courses of practical subjects, such as the language skills courses in language subjects, a form of **continual assessment** is used; and hence, there are no separate examinations. Attendance on these courses is usually compulsory.

An examination where students are allowed to use study material requires understanding and an ability to apply their own knowledge. The material used in the exam may consist of lecture notes, or it may be distributed in the exam. The questions in this type of examination are broad, and the answers are expected to discuss the topics thoroughly. Although this type of examination is demanding, it is considered to be a practicable examination method.

**Oral examinations** are usually arranged in small groups or in pairs. This form of examination involves dialogue which is why it is also referred to as a conversation examination. Students will prepare for the oral examination in the same way as for written examinations. However, students taking the examination will not give any pre-formulated answers, and the examiner may request them to argue their points, discuss the topics and convey their personal view of the topic in question.

A **student portfolio** is a means of self-evaluation and a way to document the know-how accumulating during a period of studies. It is a collection of material produced during the completion of a certain study package and of material which illustrates the entire learning process. A portfolio can be used as an assessment and learning method for individual courses or entire study packages. It can also be applied to the documentation and processing of the expertise acquired during the entire studies in a degree.

A **lecture portfolio** is a collection of texts in the form of a lecture journal which is based on presentations, visitors' lectures or public defences of a doctoral thesis within the University or outside it. For instance, a student may be required in their lecture portfolio include 10 summaries of visitors' lectures and a signature confirming the student's attendance on the lectures.

A **travel journal** is a report of a visit to a place which has been agreed upon in advance and written in the form of an essay. It is used as an assessment method in studies of History and Art History. The possibilities for applying to do a travel journal and gaining credit for it are to be discussed separately with the persons responsible.

Dozens of examinations are arranged in the Faculty during each academic year. In the general "Faculty examinations", there may be over 400 participants at one time. Therefore, to ensure that the examination can begin on time, it is important that all students follow the general rules listed below. These rules apply to all faculty and departmental examinations and partly to other examinations as well.

1. In examinations with a great number of participants, students will be called into the examination room in alphabetical order.
2. At the door, the participants will be given an exam envelope which contains the questions and answer sheets.
3. The participants must leave their bags, outdoor clothing and other belongings by the wall and next to the aisles in the examination room. Mobile telephones must be switched off and kept in students' bags and may not be on the desks or tables.
4. The participants will be shown to the right seats by the invigilator of the examination. It is absolutely necessary to follow the directions given by the invigilator.
5. The examination envelopes are not to be opened until permission is given by the invigilator.
6. The moment the invigilator gives permission to open the envelopes is considered to be the starting time of the examination. Students who are late will not be admitted to enter the examination after 30 minutes have passed from the moment the invigilator has announced the beginning of the exam. Students taking an examination are not allowed to leave the room until 30 minutes have passed from the beginning of the examination.
7. If students are allowed to use dictionaries, calculators or other equipment in the examination, it must be mentioned on the participant's exam envelope.
8. Before leaving the examination room, the participants will hand their exam envelopes in, including both the questions and the answer sheets, to the invigilator. Even if a student has not answered any of the questions, the envelope containing the question and answer sheets must be handed over. Students must also prove their identity to the invigilator. If a student is not able to prove his/her identity, an entry is to be made in the examination record.
9. If a participant of the examination causes any disturbance (e.g., is evidently under the influence of alcohol), the invigilator has the right to remove the participant from the examination room.
10. If a student commits misconduct during the examination, his/her examination may be terminated. If the misconduct is discovered later, the completed study unit may be rejected.

### 10.5. Research Ethics

For scientific research to be ethically acceptable, reliable and its findings credible, the conduct of research must conform to good scientific practice. Good scientific practice entails, among other things, that researchers and scientific experts follow modes of action endorsed by the research community, that is, integrity, meticulousness and accuracy in conducting research, collecting and recording research material, in recording and presenting results and in analysing research and its results.

Researchers must respect other researchers' work. Questions relating to the status, rights, co-authorship, ownership, liabilities and obligations of the members of a team are to be determined in a manner acceptable to all parties before the research project starts. Misconduct damages the progress of science, gives a negative impression of research and complicates the research quality assurance.

It is important to already teach research ethics at the beginning of studies. This teaching should be aimed at all students. It is especially important to emphasise research related ethical principles for all written work and theses (such as reports, essays, Bachelor's thesis, seminar papers, Master's thesis and Doctoral dissertation).

The theses produced by students are also scientific research, and it is absolutely necessary to follow the general ethical rules when composing them. Before a research project is started, the student and the supervisor should go through the ethical guidelines which are to be applied to the research and find out whether any permission is needed for conducting the research, how it can be obtained and whether an opinion of the Ethical Committee is needed to undertake the research.

The University of Oulu has committed itself to following the guidelines in the publication Good scientific practice and procedures for handling misconduct and fraud in science, issued by the National Advisory Board on Research Ethics in 2002. The guidelines have been published online, and can also be read in English on the website <http://www.tenk.fi/ENG/Publicationsguidelines/htkeng.pdf>.

The guidelines have been designed in co-operation with the Finnish research community, and their effectiveness is based on the voluntary commitment of the research community to comply with them. The guidelines define good scientific practice and the procedures for handling its violations.

Misconduct in science is manifested as gross negligence and irresponsibility in the conduct of research. Fraud in science means deceiving the research community and often also the decisionmakers. Fraud is further defined as giving false information, presenting false results to the research community or disseminating them, for instance, in a publication, in a paper presented at a scientific conference, in a manuscript submitted for publication or in a grant application. According to the National Advisory Board on Research Ethics, different manifestations of fraud can be divided into four categories: fabrication, misrepresentation, misappropriation and plagiarism.

Fabrication is to present fabricated data to the research community. Fabricated data have not been obtained in the manner described in the report.

Misrepresentation (falsification) means intentionally altering original findings or presenting them in a way which distorts the result.

Misappropriation means that a researcher illicitly presents an original research idea, plan or something similar in his/her own name.

Plagiarism is to present someone else's research plan, manuscript, article or text, or parts thereof, as one's own.

## 10.6. Student Ethics

The basis for the students' ethical conduct is that they complete all studies independently or as an active member of a working group. This does not, by any means, mean that a student could not write a Master's thesis on a topic which another student has already written a thesis on. Unethical conduct, that is, fabrication, misrepresentation, misappropriation and plagiarism, has no place in Finnish universities.

Unethical conduct in university studies is a violation of law and of other social norms. It involves the abuse of others for one's own interest, and it prevents individuals from learning.

At present, the results of scientific research are more and more often published online on the Internet. The purpose of this channel of publications is to make new research results available as swiftly as possible to those interested in them. However, besides research results, the Internet also includes plenty of material which should be regarded extremely critically.

Modern technology might tempt students to present text borrowed from an article on the Internet as their own in an essay or a seminar paper, for instance. The source information of an article published on the Internet has to be presented as accurately as the references for traditional printed sources. Information processing sciences and various search engines enable teachers to compare digital information and thereby trace plagiarism.

If a student is suspected of misconduct related to teaching or research, the matter will be investigated. The Finnish University Act and the service regulations of the University of Oulu have their own regulations of disciplinary actions for these cases.

## 10.7. Procedures for handling misconduct related to teaching and research in the Faculty of Humanities

An examination invigilator or a teacher may terminate a written or oral examination if a student commits misconduct such as using illicit equipment or cheating during the examination. If the misconduct is discovered later, the student will be failed. The decision regarding the failure will be made by the teacher responsible for the examination. Before the student is failed, he/she will be summoned to be heard by the Dean. The decision of failure will be submitted to the Rector of the University.

Another type of written assignment (such as a seminar paper, an essay or a thesis) will be terminated if a student commits misconduct (fraud) during its composition, or if he/she is suspected of misconduct. The issue will be communicated to the student, and the student will be summoned to be heard by the Dean. The decision regarding the termination will be made by the teacher or supervisor responsible for the written assignment. The student may continue with the assignment once the parts including misconduct have been corrected. If the student commits misconduct a second time, the assignment will be rejected. The decision of failure will be submitted to the Rector of the University.

If misconduct in a seminar paper, an essay, a thesis or some other written assignment is discovered during the examination phase or later, the assignment will be rejected. The issue must be communicated to the student, and the student will be summoned to be heard by the Dean. The decision regarding the failure will be made by the teacher or supervisor responsible for the written assignment. In the case of a Doctoral dissertation, a Licentiate's dissertation, a Master's or a Bachelor's thesis, the decision will be made by the administrative body responsible for the decision. The decision of failure will be submitted to the Rector of the University.

Guidelines for handling alleged violations of good scientific practice are given in the publication of National Advisory Board on Re-search Ethics ( <http://www.tenk.fi/ENG/Publicationsguidelines/htkeng.pdf>).

## 11. Choosing Minor Subjects

Minor subjects have a substantial role in the degrees of the Faculty. In the Bachelor's degree, the proportion of minor subjects is nearly 60 %, and they also form nearly a third of the Master's degree.

Students work on their minor subject choices when designing the personal study plan (HOPS). An information session on minor subject choices is arranged each autumn by the Faculty. Furthermore, each spring, the Employment Days for Humanities students organised by the Student Guild in Humanities provide information on the effect of minor subject choices on finding employment. When choosing minor subjects, it is worthwhile to consult experts such as study counsellors and teacher tutors in different subjects, the Chief Academic Officer and the University Career Services.

Studies that form a Basic Studies package or an equivalent study package of 25 credits can be registered in the degree as a minor subject. Students are required to incorporate the Basic Studies of 25 credits in at least one subject into the Bachelor's degree, but it is also recommendable to complete the 35-credit Intermediate Studies in a minor subject.

Optional studies in at least two languages completed at the Language Centre can be compiled into a minor subject study package called *Language, Culture and Communication*. The minimum extent of these studies is 10 credits. Studies taken abroad can also be compiled into a minor subject with a minimum of 10 credits.

Plenty of interesting and useful minor subjects are available in both the Faculty of Humanities and in other Faculties. Although Humanities students mostly choose minor subjects that are available in their own faculty, it might also be worthwhile to consider subjects in the Faculty of Science, Technology or Economics, and thus build a personalised degree. When planning a versatile degree and choosing minor subjects, students should keep both their own interests and the requirements of working life in mind. For instance, it is also possible to study Information Processing Science as a minor subject in the Faculty of Science. The prospects of being employed in the private sector can be improved by completing studies provided by the Faculty of Economics, for instance. The command of the basic skills in information and communication technology is one of the basic requirements of working life.

### 11.1. Minor Subjects Available in the Faculty of Humanities

All minor subjects available in the Faculty of Humanities are presented in this study guide. Information on minor subject studies is given in the presentation of each subject. Some subjects in the Faculty can be studied as minor subjects only after successfully passing an entrance examination. More detailed information on closing dates for applications and study rights is given in the study guides of the subjects. Entrance examinations and proficiency tests for minor subject students in the subjects are arranged at least once a year. More information on examination timetables, for instance, can be found on the notice board or website of the subject in question.

### 11.2. Minor Subjects Provided by Networks

Finnish university networks offer a chance to complete minor subject studies entirely or partly through distance teaching. The teaching is carried out as co-operation between universities. Many of these studies are also interdisciplinary. Some of the study entities are available to all students but some are only offered to students with a certain major subject.

### **11.3. Studying in Other Faculties of the University of Oulu**

Studies completed outside the Faculty of Humanities can also be included in a degree completed in the Faculty. A study package with at least the scope and level of Basic Studies (25 credits) can be registered as a minor subject.

Information on study opportunities provided by other faculties can be found in their study guides. It is possible to read the study guides in libraries, in Student Services and on the web pages of the faculties. Minor subject studies in other faculties are also covered in the information session on minor subject choices organised each autumn by the Faculty of Humanities.

The admissions to subjects in other faculties are limited, and many of the popular study packages have a separate quota for minor subject students. Information on study rights can be found in the study guides. Additional information is provided by the Chief Academic Officers of the faculties and the study counsellors of the subjects.

### **11.4. Studying in Other Finnish Universities**

Studies completed in other Finnish universities can be incorporated into a degree at the Faculty of Humanities as a minor subject if they form a study package (at least 25 credits). Studies containing less than 25 credits may be used to compensate for studies in a minor or major subject and must be agreed upon separately.

All Finnish universities are members of the Flexible Study Rights Agreement (JOO) which provides graduate and post-graduate students of Finnish universities the opportunity to incorporate courses from other universities into their degrees.

Flexible studies are free of charge for students. Students need to be enrolled and registered as attending in their home universities in order to be eligible to apply for flexible study rights and to complete studies in another university. The home university's endorsement is needed before the application may be submitted to the target university. A right to study at the target university can only be granted if the application is endorsed. The endorsement is granted by the Chief Academic Officer.

Instructions for applying for the flexible study rights, information on the flexible (JOO) studies provided by different universities and the JOO application form can be found at the online Flexible Study Rights Service, Joopas, at <http://www.joopas.fi/>.

### **11.5. Studying Abroad**

The subjects in the Faculty of Humanities have several exchange agreements in the Nordic countries and the rest of Europe via the Nordplus and Erasmus programmes. Additional information on these exchange agreements is provided by the international coordinators of each subject and the International Relations Office of the University.

It is also possible to apply for a student exchange through the ISEP, FIRST and north2north programmes or through a bilateral agreement. These agreements provide exchange opportunities in North and South America, Russia, Australia and Asia, among others. For additional information on these exchange agreements, contact the International Relations Office. The person responsible for exchange affairs at the Faculty of Humanities is Amanuensis Oili Sievola (room HU385, tel. +358-8-5533428).

Outgoing exchange students are given a travel or study grant by the University. They also have the right to receive the Governmental Study Grant Housing Supplement for studies abroad. Before leaving for a student exchange, students are required to agree upon the recognition of studies with the study counsellor of the subject in question.

## **12. Teacher Education**

### **12.1. Admissions and Structure of Studies**

Teacher education may be included in the Bachelor's or the Master's degree. The 60-credit pedagogical studies, which provide professional competence for education, are usually included partly in the Bachelor's and partly in the

Master's degree. 25 credits are included in the Bachelor's degree and 35 in the Master's degree. The prerequisites to obtain a teacher's post in Finland include a completed Master's degree and the required studies in the teaching subject or subjects.

Students are admitted to subject teacher education on the basis of an aptitude test and of study success. Students may take the aptitude test three times during the three first semesters of their studies. The test is arranged once a semester. Points awarded for the test range from 0-15 points, and the lowest acceptable score is 8. The best score for the aptitude test will be used. The score for study success is calculated by multiplying the exact average grade for the Basic Studies of the student's major subject by three. The Basic Studies should be completed by the end of November in the student's second year of studies. If the Basic Studies have not been completed by that time, the average grade for the completed Basic Studies courses will be calculated using the amount of study units required for Basic Studies as the divisor. In the case of a weighted calculation, the amount of credits required for Basic Studies will be used as the divisor. The maximum score is 15, and the lowest acceptable score is 6. If the Basic Studies package has been completed before beginning the studies at another university or at the Open University, for instance, the score for study success will be calculated on the basis of these studies. The decision regarding the admission to subject teacher education is made at the end of the autumn semester of the second year. Students may apply to the teacher education only once. If several applicants get equal scores, the rank order of applicants will be determined primarily by study success and secondarily by the aptitude test. When accepting the study place, students commit themselves to completing the studies according to the timetable announced.

The first part of the pedagogical studies, worth 25 credits, will be completed during the third year of studies. The prerequisite for commencing the studies is that the student has completed at least 25 credits in the teaching subject. In the case of Finnish Language and Literature, the student should have completed at least 25 credits in the major subject as well as at least 10 credits in the minor subject. For a compelling reason (illness, military or civil alternative service or pregnancy), a student may postpone the commencement of the teacher studies for one year.

The second part of the pedagogical studies (35 credits) will be completed during the fourth year of studies. The prerequisite for commencing the studies is that the student has completed at least 40 credits of major subject studies in the teaching subject and at least 25 credits in a minor teaching subject. The status of the studies is checked by the end of the spring semester of the third year. For a compelling reason (illness, military or civil alternative service or pregnancy), a student may postpone the commencement of the teacher studies for one year.

### **13. Completing a Degree**

Completing the Bachelor's degree does not cause any changes in study rights. After completing the Master's degree, students will lose their right to study in the Faculty of Humanities at the end of the academic year that degree has been completed which is the 31st of July.

#### **13.1. Bachelor's Thesis, Maturity Test and Master's Thesis**

The Bachelor's thesis will be approved by the teacher responsible for the seminar. Detailed information on the grading of the thesis is given in the curriculum of each subject.

The examiners of the maturity test in the Bachelor's degree must submit their statement within three weeks from the date they have received the test to be examined. The maturity test will be approved by the Dean.

Once permission has been given by the supervisor, the student may submit the Master's thesis to the binding department. The thesis will be bound in black leather (Logopedics theses in dark blue). The title of the thesis and the name of the author will appear on the front cover of the thesis, and the name of the author and the year of submission on the spine. Two bound copies of the thesis should be submitted to the Faculty Student Affairs, and they both will remain in the possession of the University. Both copies should include an abstract form, which can be found online (in Finnish) at <http://www.oulu.fi/hutk/opiskelu/lomakkeita.html>. The student must also fill in the Master's thesis form, which can be found on the aforementioned website. Two examiners for the thesis will be appointed by the Dean, and they should submit their statement within a month of their appointment. The Master's thesis will be approved by the Dean on the basis of the statements submitted by the examiners. The thesis abstract, written in the student's native language, will then be accepted as the maturity test for the Master's degree.

The theses to be examined tend to pile up at the end of each semester, and hence the examination may take the maximum time. It is recommendable that students take this into account and find out the dates of the graduation ceremony and the closing dates for applications in good time.



## 13.2. Graduation Ceremony

Diplomas are granted by the Dean and distributed to the graduates in the official graduation ceremony (in Finnish, 'publiikki'). The ceremony is usually held once a month, apart from July and August. Students should register for the graduation ceremony by filling in a form and submitting it to the Faculty Student Affairs. The forms, as well as detailed information on graduation ceremony dates and closing dates for applications, can be found in the Faculty Student Affairs or on the website <http://www.oulu.fi/hutk/en/studies/graduation.html>.

The study packages included in the degree must be compiled in the Oodi system. This is done by the person responsible for compiling studies in the subject in question.

A student registering for the graduation ceremony must be registered as an attending student in the University records.

It is highly desirable that graduates attend the graduation ceremony in person. If a graduate does not attend the ceremony, he/she may collect the diploma at the faculty office on the day of the ceremony. The diploma may also be collected by an authorised representative. Upon request, the diploma may also be posted as an unregistered letter, where the responsibility rests with the recipient. The manner of collecting the diploma must be agreed upon with the Faculty Student Affairs when submitting the diploma application.

Those applying for the Licentiate's degree should take care that studies have been completed in accordance with the research plan and have been compiled in the Oodi system. This also applies to the Doctoral degree if the graduate has not completed the Licentiate's degree before it.

## 13.3. The Overall Grade for Major and Minor Subjects

The amount of credits awarded for study packages and the overall final grade are written on the diploma. For information on calculating the average grade, see Section 6.

## 13.4. Diplomas

In the two-cycle degree system, the Bachelor's and the Master's degree are independent degrees, and a separate diploma is awarded for both of them.

With the help of personal study plans, students are guided to complete the Bachelor's degree with a scope of 180 credits. The importance of planning the studies is emphasised in the study guidance, and students are advised to compile the degree out of complete study packages. In the diploma, individual study units and studies in incomplete study packages which are incorporated into the degree are placed in the section Other Studies. They only appear as credits, not as minor subjects. It is recommendable to exclude studies in incomplete study packages from the Bachelor's degree, at least if the student is planning to complete the study package during the Master's degree. Studies included in the Bachelor's or Master's degree cannot be used again in another degree.

The diplomas indicate the names of the major subject and the minor subjects, the amount of credits awarded for each study package and the grade for each package. The Bachelor's diploma includes a mention of the Bachelor's thesis. The Master's diploma includes a mention of the Master's thesis and the grade awarded for it. If a study package has been completed in another university, the name of the university appears in parentheses below the name of the study package. Studies in a teaching subject and other studies included in pedagogical qualifications are indicated in the diploma supplement. The supplement is usually added to all lower and higher university diplomas.

Studies worth at least 10 credits in subjects with a curriculum structure different from the one used in the Humanities (e.g., thematically related studies taken at a foreign university, studies taken at a School of Economics, a Faculty of Law or an Art University), with study packages that have not been graded, are classified in the section for minor subjects. In this case, the name of the subject, the institution in which the studies have been completed and the amount of credits awarded for the studies are mentioned in the diploma.

Studies in at least two languages completed at the Language Centre can be compiled into a minor subject study package called *Language, Culture and Communication*. The minimum scope of these studies is 10 credits. The language of the student's pre-university education and the language of the maturity test as well as studies in foreign languages are indicated in the diploma. Optional language studies are indicated in the transcript of records added as a supplement to the diploma.

Studies which have been completed in accordance with the curriculum at the University of Oulu or at other Finnish or foreign Science or Art Universities and which have not been incorporated into another university degree or into minor subject study packages, appear in the Other Studies section of the diploma.

## 14. Employment

Studies in the field of Humanities are generally of a universally educational nature, and they develop the students' competence in reasoning and critical thinking. Apart from the professions of subject teacher, information officer and logopaedist, a degree in the field of Humanities offers no ready or clearly defined career paths. The strength of the Humanities degrees is the opportunity to make different choices and thus obtain expertise and a degree that will open the way to various interesting professions.

When planning the studies and designing the personal study plan, it is worthwhile to familiarise oneself with the employment prospects offered by different major and minor subjects. The subject presentations in this guide include information on employment prospects offered by each subject as well as professions and careers available for the students of a certain subject. The compatibility of minor subjects and their potential to support other subjects in regards to employment is also covered. It is also possible to discuss the relationship between completed or planned studies and employment with an expert, such as the subject study counsellor, the Chief Academic Officer of the Faculty and the staff at University Career Services. Information concerning employment prospects for Humanities students can also be obtained by participating in the Employment Days organised every spring by the Student Guild in Humanities.

It is worthwhile to plan a degree in the field of Humanities so that it forms a realistic and sensible combination and enables students to pursue their desired careers. Free-time activities, personal character and the networks built during the studies may have a significant role in applying for a job. Besides education, personal competences as well as skills and experience acquired outside the actual studies are often emphasised in the labour market. Municipalities are the main employers for Humanities students since more than a half of the students in the Faculty graduate to become teachers. Humanities graduates are also employed by the private sector, the state and by various (research) projects. A large part of the graduates are employed in Northern Finland and the Oulu region.

The Career Services of the University of Oulu (tel. +358-8-5533598, room KE1143) offers students guidance and training in planning their studies and future and helps them in issues related to applying for a job. The Career Services provides information on different professions, wages and employment prospects for graduates.

The website for the Career Services is found at <http://www oulu.fi/careerservices/english/main.html>.

## 15. In Case of Trouble with Studies or Life in General

During the course of studies, a student may encounter loss of study motivation, for instance, when writing a thesis. Nearly all students are at some point of their studies troubled by doubts concerning the choice of study discipline. Stress and burnouts are not only fashionable terms and phenomena but also actual problems. External pressures, as well as the student's own high expectations regarding the studies, may increase the risk of burning oneself out. A systematic approach and realistic objectives are of good assistance in advancing the studies. Help and hints can also be acquired from study circles, from the University staff and on several websites, for instance. It is also possible to discuss the choice of study discipline with a vocational psychologist, available by appointment at the Employment and Economic Development Office.

If the problems begin to affect your studies, you should contact the Finnish Student Health Service. In relationship-related problems, you can also consult the family counsellors of the health centre or local congregation. A student can also help his/her fellow students. If you notice that a student is excluded from social contacts, contact him/her and ask how he/she is doing. If it seems that the student needs help, discuss the matter with him/her.

*Help with study-related problems:*

<http://opintoluotsi.fi/en-GB/>  
<http://mol.fi/mol/en/>

*Help with the general troubles of life:*

<http://www.fshs.fi/>, FSHS mental health care appointment tel. +358-46-7101066

<http://apua.info/enGB/>  
[http://oulunseurakunnat.fi/in\\_english](http://oulunseurakunnat.fi/in_english)

The University Pastor:  
 yliopistopastori@oulu.fi, tel. +358-40-5245919

The crisis centre, tel +358-8-3120611.

The emergency duty phone of the Oulu University Hospital psychiatric clinic, tel. +358-8-83156707

## 16. Study Rights and Applying for Them

To be able to study at the Faculty of Humanities, a student needs a valid study right. More detailed information for international de-gree applicants can be found at <http://www.oulu.fi/degree/>, and for exchange students at <http://www.oulu.fi/intl/index.html>.

### 16.1. The Right to Obtain a Bachelor's Degree

A right to study for only the Bachelor's degree is never granted in the Faculty of Humanities; the study right always encompasses both the Bachelor's and the Master's degree, or only the Master's degree.

### 16.2. The Right to Obtain Bachelor's and Master's Degrees

The degrees obtained at the Faculty of Humanities include the Bachelor of Arts and the Master of Arts. The right to study at the faculty is valid for seven years. The ways to obtain the study right for both of these degrees are explained in the following sections.

#### 16.2.1. Entrance Examination

Entrance examinations for the Faculty are held annually at the end of May and beginning of June. This type of admission is for applicants who have taken the Finnish matriculation examination, the IB, EB or Reifeprüfung degree or a degree at a Polytechnic. It is also available for applicants who have not taken one of the degrees mentioned above, but have completed at least three years of vocational education, or whose eligibility for university education has been granted in another Nordic country. Information on Finnish university admissions and application forms can be found at <http://www.universityadmissions.fi/>.

#### 16.2.2. Changing the Major Subject or Degree Programme within the University of Oulu

Students can change their major subject or degree programme within the Faculty of Humanities, or from another faculty of the University of Oulu into the Faculty of Humanities once they have completed at least the Basic and Intermediate Studies of the new major subject with the minimum overall grade Good (3). Applications are processed once a year, and the annual closing date for applications is the 31st of March. However, the right to study Logopedics can only be obtained by participating in the general admissions and entrance examination of the degree programme. If the applicant has already completed the Bachelor's degree, he/she will be granted the right to obtain the Master's degree.

#### 16.2.3. Transfer Students

To be accepted as a transfer student, the applicant should be registered at another university and have the study right in an equivalent or closely related degree programme or major subject. Further requirements for the acceptance of the application are that

- At the moment of applying, the applicant has studied for at least one academic year
- The applicant has completed the amount of studies regarded as sufficient by the Faculty
- The applicant is able to give social or other grounds for the application
- Resources allow the Faculty to admit new students.

The annual closing date for transfer student applications is the 31st of May. Concerning admissions for applicants who have completed a lower university degree or an equivalent degree, see Section 16.3. *The Right to Obtain the Master's Degree.*

#### 16.2.4. Applicants whose Eligibility for University Education has been Obtained outside the Nordic Countries

Applicants whose eligibility for university education has been obtained outside the Nordic countries are admitted to the Faculty by application once a year. The closing date for these applications is at the end of January. International scholarship students and exchange students will not participate in this admission: decisions regarding their study rights will be made by the Dean. Applicants who have obtained eligibility for university education within the Nordic countries are considered equal to the applicants who have taken the Finnish matriculation examination, and they will participate in the entrance examination.

#### *16.2.5. Applicants who have Completed a Higher University Degree*

The Faculty may grant the right to obtain the Bachelor's and Master's degrees to an applicant who has already completed a higher university degree at the University of Oulu or at some other university. The applications are processed once a year, and the annual closing date for applications is the 31st of March. If needed, the applicant may be summoned to take the entrance examination. The right to study Logopedics can only be obtained by participating in the general admissions and entrance examination of the degree programme.

The study right of a student who has completed the Master's degree will expire at the end of the academic year during which the degree has been completed, that is the 31st of July.

### **16.3. The Right to Obtain the Master's Degree**

A student who has completed a lower university degree may usually continue to pursue the Master's degree if he/she has, in his/her previous degree or as separate studies, completed the Basic and Intermediate Studies in the new major subject, or if he/she has completed equivalent studies. However, the major subject may require that the studies be supplemented. The supplementary studies in the major subject will not be included in the minimum extent of the Master's degree (120 credits). In regards to the standard of language and communication studies included in the previous degree, they should be in accordance with the valid curriculum of the Faculty of Humanities. If the student has not completed any language and communication studies, the studies will be completed during the Master's degree and included in the minimum scope of the degree.

As a rule, a student who has completed a polytechnic degree may continue to pursue the Master's degree in a major subject directly equivalent to the study discipline. However, the major subject may require that the studies be supplemented. The supplementary studies in the major subject will not be included in the minimum scope of the Master's degree (120 credits). The polytechnic studies in the Finnish and Swedish language and in foreign languages need not be supplemented. Other language and communication studies should be in accordance with the valid curriculum of the Faculty of Humanities, in regards to their standard. Language and communication studies narrower in scope need not be supplemented. If the student has not completed any language and communication studies, the studies are to be completed during the Master's degree and included in the minimum scope of the degree.

As a rule, a student who has already completed a higher university degree may pursue the Master's degree without first completing the Bachelor's degree if he/she has in his/her previous degree or as separate studies completed the Basic and Intermediate Studies in the new major subject, or if he/she has completed equivalent studies. If these studies have not been completed, the student may be required to complete 60 credits' worth of Basic and Intermediate Studies in the major subject. These studies will not be included in the minimum scope of the Master's degree (120 credits). In regards to the standard of the language and communication studies included in the previous degree, they should be in accordance with the valid curriculum of the Faculty of Humanities. Language and communication studies narrower in scope need not be supplemented. If the student has not completed any language and communication studies, the studies are to be completed during the Master's degree and included in the minimum scope of the degree.

The study right of a student who has completed the Master's degree will expire at the end of the academic year during which the degree has been completed, that is the 31st of July.

### **16.4. Flexible Study Right (JOO)**

It is also possible for students outside the University of Oulu to apply for the Flexible Study Right (JOO) to study a subject that is not available at their home university. These applications are processed once a year. Thus the Flexible Study Right at the Faculty of Humanities can only be applied for once a year, and only for studies beginning in the autumn semester. The annual closing date for applications is the 30th of April. Detailed instructions and application forms can be found at the online Flexible Study Rights Service [www.joopas.fi](http://www.joopas.fi). The study right is free of charge for students, and it is usually valid for two academic years (i.e., four semesters). The application must be endorsed by the home university. When endorsing the application, the home university commits itself to paying the study fees to the target university according to the contract.

### **16.5. Separate and Supplementary Study Rights**

The separate study right is intended only for applicants who have no valid study right at any university. This study right can be applied for by applicants who have graduated from another university or who have never completed any university studies, for instance. Graduates of the University of Oulu should apply for the supplementary study right instead.

The study right of a student who has completed the Master's degree will expire at the end of the academic year during which the degree has been completed, that is the 31st of July. If the student wishes to supplement the degree at the Faculty of Humanities (for instance, to continue with incomplete minor subject studies or begin studies in a new minor subject), he/she should apply for the supplementary study right.

A fee must be paid for the separate and supplementary study rights. The fees are determined by the Faculty Council each academic year. From the 1st of January 2010, the fees are as follows:

- Basic Studies 250 Euros
- Intermediate Studies 295 Euros
- Advanced Studies (including thesis in a minor subject) 400 Euros
- An individual study unit, regardless of the amount of credits, 75 Euros

However, studies in teacher education (studies in the teaching subject) may be free of charge upon certain terms. To be granted this study right free of charge, the applicants must have completed the teachers' pedagogical studies.

International exchange students will be granted a temporary study right which is parallel to the separate study right, but free of charge.

The closing date for applications is the 15th of August. The study right is granted for two years. Teaching begins at the beginning of the autumn semester.

## 17. Student Activities

### 17.1. Student Union of the University of Oulu (OYY)

The Student Union of the University of Oulu provides services to students and supervises their interests. The emphasis of the union's work is on improving the social status of students.

All degree students in the University of Oulu belong to the Student Union. The members receive a calendar and a student card, which entitles them to reduced prices on national train and coach tickets and student priced meals at student cafeterias, among other things. The Student Union also publishes the Student Newspaper (Ylioppilaslehti) 15 times a year.

There are many ways to participate in the activities of the Student Union. A great way for an international student to get involved is to join the activities of the pan-European student organisation, ESN. The student union encompasses various subject associations and associations for extra-curricular activities. The subject associations of the Faculty of Humanities and their umbrella organisation, the Student Guild in Humanities, are introduced in the following sections.

The website for the Student Union can be found at <http://www.oyy.fi/in-english/>.

### 17.2. The Student Guild in Humanities

The Student Guild in Humanities ('Humanistinen Kilta') is the umbrella organisation for the Humanities subject associations at the University of Oulu ( *Communica*, *Gieku*, *Index*, *Kultu*, *Meteli*, *Suma*, *Tiima*, *Timppa* and *Verba*). Through membership in a subject association, a student is also a member of the Student Guild in Humanities.

According to the constitution of the Student Guild in Humanities, the functions of the Guild are to promote humanistic values, to encourage students in independent and critical thinking, to contribute to the students' scholarly and professional development and to act as a link between the Faculty of Humanities and the subject associations. In addition to this, the Guild regularly maintains contact with other Humanities subject associations in Finland.

The objectives of the Student Guild in Humanities are realised by granting financial aid to subject associations and awarding grants to students writing their Master's theses, by co-operating actively with the professional interest group Akava Special Branches, and by organising various events such as employment days, culture days and events for new students ('fuksiaiset'). The Guild also publishes a Humanities student journal, *Rumasana*. The Humus Café, owned by the Guild and located at the heart of the Faculty, provides earnings which enable the Guild to work for the

benefit of students. In the Humus Café, there is also an art gallery (Humus Galleria), a wall on which you can exhibit your own works of art - if you are interested, just contact the committee of the Guild. A curator for the Guild is invited each year from among the Faculty teaching staff. The present curator is Maija Kallinen.

The cultural co-operation council, Hakon, is part of the Student Guild in Humanities. The function of the council is to promote and organise cultural co-operation between Humanities subject associations, to give support to the representatives in charge of cultural affairs in the subject associations, to carry out various projects and to inform students of the Faculty of Humanities about cultural events. The basic idea of the council is to bring cultural activities closer to students and present versatile choices to them.

Information on current affairs at the Student Guild in Humanities is posted on the mailing lists of subject associations as well as on the Guild website and notice board.

The Guild website (in Finnish) can be found at [www.humanistinenkilta.fi](http://www.humanistinenkilta.fi)

### 17.3. Subject associations

#### *Suma*

Suma is the association for all major and minor subject students of Finnish.

Suma exists to help its members in study-related issues, but above all, to bring students together in their free-time as well. Various student activities, including games and barbecue nights as well as a weekly sports session, offer a good counterbalance to the everyday study life. In addition to this, Suma also co-operates with other subject associations.

The guild room 'Kerhis', a room for working or just lounging about, is a second home for Suma people. It is located on the corridor of Finnish Language, and easily found: just orientate yourself towards the cheerful roars of laughter. In the warm atmosphere of Kerhis, it is nice to gather strength for the next lecture and also get to know other students of Finnish.

The subject association publishes a journal called *Sumanismi* where you can read stories of the most interesting events of the Finnish Language corridor and the rest of the world. It is worthwhile to participate in the making of *Sumanismi*, since it is a great way to get to know the different aspects of producing a journal and to unleash your inner penman/woman.

#### *Index*

Index is the subject association for the students of Information Studies. In spite of its small size, Index is not only an active defender of the interests of students, but also an enthusiastic organiser of common activities. Index members get together with the staff in annual get-acquainted evenings, Christmas parties and on feedback days.

The Index student bunch also gathers for autumn excursions to the nature trail in Letonniemi near Oulu and for a picnic on May Day Eve, 'Vappu'. We also arrange parties and social evenings together with other subject associations and guilds.

For those with a hunger for culture, Index arranges visits to cinema, theatre, museums and concerts, and the members' knowledge of their own field is enhanced on visits to organisations and companies of the library and information branch. Index members also love to travel. We aim to arrange at least one domestic excursion a year, and once in a few years we go abroad. For instance, we have visited Helsinki and Tampere as well as Portugal, Italy, Hungary and Prague.

The student journal, *Relevanssi*, is the official voice of Index. The journal is usually compiled 2 - 4 times a year, and all Information Studies students have the right to have their say by submitting their own texts. The small but comfortable guild room serves as a meeting place for Index students. It is a venue for council meetings as well as informal chatting and lounging about.

#### *Kultu*

Kultu, the subject association for Cultural Studies students, has shone on the sky of Humanities subject associations since 1994. The Kultu star was born when the orbits of Literature, Cultural Anthropology and General Archaeology students collided. In spite of its young age, the bright Kultu has already created a multitude of interesting light phenomena in the solar system of the University of Oulu. The Kultu year begins in the autumn when new students are initiated through an 'orienting' event and a sauna night. This is followed by a get-acquainted evening for old and new students, and by the brightest star of midwinter, the Christmas party with a dress code: a Christmas cap. Besides the days getting lighter, the spring is lightened up by the already legendary Magical Mystery Tour, the traditional hill sliding party 'laskiainen' and May Day, which is close to the heart of all Kultu satellites.

The primary function of Kultu is to contribute to the earthly well-being and satisfaction of students by organising various events, such as games nights. In addition to this, the aim is to take care of the favourability of the study climate. All Kultu members influence the future brightness of the Kultu star; hence, all students of Cultural studies have a chance to contribute to the life-span of the star. The road to the stars is open! Are you the next *Kulturoid*?

### *Communica*

Communica is the active and enthusiastic subject association for Logopedics students. We organise events to support studies as well as activities to liven up the free time from studies. We also act as a link between students and staff. All students, old and new alike, are always welcome to think up new activities or organise the traditional ones. Each year, new students can get to know the old ones at sauna nights, for instance. We also co-operate closely with other subject associations, including other Humanists as well as technology students. To mention a few, we traditionally arrange a Christmas party and a 'sitsit' party with Suma and the students of Information Engineering, and celebrate 'laskiainen' with Verba and Blanko (the subject association for Information Processing Science students). We also have close co-operation with other subject associations.

The hangout for Logopedics students is 'Communicafé', located at the end of the subject corridor. You can also find us at <http://www.student oulu.fi/~communic/> (in Finnish).

### *Verba*

The members of the subject association Verba are major subject students of foreign languages. The function of Verba is to contribute to the well-being of students and improve their study prospects. Verba provides information, represents students and communicates with other associations, the subjects staff and the Student Union. The aim of the association is also to communicate the views of language students to the rest of the university world. The well-being of students is the goal of all our activity. Verba also organises various recreational activities, participates actively in events organised by the Guild and the Student Union, and publishes the journal *Reema* three times a year.

Parties are a visible part of the activities organised by Verba. The biggest annual events organised by Verba are the Valentine's Day party and the Halloween party. In addition to these, the calendar is filled with other parties, "Caio nights" at the local pub Caio, excursions, sauna nights... The Verba people spend a lot of time in the guild room 'Verbaario', located right behind the corner from the Humus Café at the beginning of the foreign languages corridor. The comfortable sofas offer a chance to have a rest during a day of study; you can keep your snacks in the fridge and read your mail on the computers in a convivial atmosphere. More information (in Finnish) can be found on the website [www.verba.fi](http://www.verba.fi).

### *Gieku*

Gieku, the association for the students of Saami Language and Saami culture, was founded in the autumn of the year 2005. The name of the association is derived from the Saami words 'giella' (language) and 'kultuvra' (culture).

The function of the association is to bring together people who study the Saami language and culture at the Giellagas Institute of the University of Oulu, as well as to support and promote their studies. The association also functions as a link between all Saami people studying at the University of Oulu.

Gieku gathers students for fun and recreational activities and maintains contacts with other subject associations and universities. We arrange social evenings such as a Christmas party, sauna nights and games nights.

Sometimes we go out bowling, to a concert or to the theatre. Gieku also arranges excursions to various Saami events. In addition to all this, Gieku has a brand new 'laavu' hut, which is already waiting for people to step inside!

The council of Gieku meet approximately every other week. You are welcome to come to the meetings, to share opinions and suggestions for future activities or just to chat. New ideas and active people are welcomed with open arms!

### *Tiima*

The forty-year-old Tiima is the History students' very own subject association, the aim of which is to comprehensively take care of the interests and satisfaction of the students. In addition to providing the spice of student life, parties, Tiima also organises various cultural events and sports activities for students. Besides the traditional parties 'Laskiainen', 'Vappu' and 'Vulcanalia', which involve all students, Tiima organises big and small merry-making events, from the autumn semester "orienteeing" event for new students to the closing ceremonies of the spring semester. The party calendar of a Tiima member is extensive and steeped with tradition. It is also possible to arrange excursions to more distant lands - we have visited the Czech Republic and Russia - even though they require some

activity on the part of the students. In September, a get-acquainted excursion has traditionally been arranged for new students. Our co-operation with other Humanities subject associations has been fruitful, and lately we have started looking for partners in the field of sciences as well.

Tiima functions as a bridge between students and staff, although the staff members of History Sciences are quite approachable directly as well. Tiima has traditionally been remarkably active in taking part in almost all activity of the University and the Student Union. All History students have the privilege, or rather an obligation, to become a member of Tiima. The recently reformed membership card entitles you to reduced entrance fees in museums, for instance; the national advantages of the card are under development in co-operation with other History subject associations.

Tiima can also be found on the Internet (in Finnish), at [www.student oulu.fi/~tiima](http://www.student oulu.fi/~tiima).

### *Meteli*

Meteli is the association for the students of Archaeology at the University of Oulu. It was established to serve as the voice of the students, to bring students together and to provide information on current issues in the discipline.

Among other things, Meteli organises feedback days and coffee meetings common for students and staff. We also maintain a mailing list, through which the news of the discipline and the University reach all Archaeology students.

Meteli on the Internet (in Finnish): [www.student oulu.fi/meteli/](http://www.student oulu.fi/meteli/).

### *Timppa*

Timppa, the association for the students of Master's Degree Programme in Science Communication (TIEMA), is the youngest Humanities subject association, and the one with the smallest number of members. The association was established in the autumn of 2007, when the first Master's Degree Programme was launched. During these first semesters, the activities organised by Timppa have been characteristically different in that there have been none of the usual "overalls" parties typical of other subject associations. The twenty or so members have all participated actively in getting acquainted with working life and developing the studies.

Besides supporting the students' interests in different connections, the central function of Timppa is to make Science Communication known within the University as well as outside it. Of course we also know how to organise more relaxed activities, such as sauna nights, Christmas parties and spring sprees!

Timppa also differs from other subject associations in that it has no special guild room. The students take practically the same courses, and in the intervals between lectures, they can be found at the Humus Café chatting, possibly loudly, about science, communication and everything in-between.

The website of Timppa can be found at <http://www.student oulu.fi/~timppary/>. See also our blog: <http://tolkkuatieteesta.wordpress.com/>.

## **Contact Information**

### **Services at the University of Oulu**

#### **Teaching and Student Services**

Student Services (Linnanmaa /KE1020)  
Tel. +358-8-553 3967, 553 3968, 553 4036  
Email: [opintoasiat@oulu.fi](mailto:opintoasiat@oulu.fi)  
- Registration to the University  
- Study Certificates  
- Admissions information  
- General study counselling

#### **Study Grants Services** (Linnanmaa / KE1020)

Tel. +358-8-553 4030, 553 4031, 553 4032, 553 4033  
Email: [opintotuki@oulu.fi](mailto:opintotuki@oulu.fi)  
- Counselling regarding Finnish study grants, grant applications



**The Chief of Student Services**

+358-8-553 4026

- General study counselling and information
- Secretary of the Study Grant Board
- Peer group tutoring

**International Relations (KE1151)**

Tel. +358-8-553 4042, 553 4043

- Counselling for incoming and outgoing exchange students
- Exchange programmes, scholarships

**Sports planner (KE1009)**

Tel. +358-8-553 4029

- Sports services for students and staff

**Career Services (KE1143)**

Tel. +358-8-553 3598

- Services contributing to the employment of students
- Career planning, training in employment-seeking issues
- Work practices

**Pegasus Library**

- Customer service: +358-8-553 3501

**IT Services**

Help desk: +358-8-553 3080

- Email accounts and other services

**Language Centre**

Language Centre Office: +358-8-553 3200

- Teaching in compulsory language courses included in the degrees
- Teaching from beginner level upwards in many languages (e.g., French, German, Russian, Italian, Spanish)

**Services at the Faculty of Humanities**Website in English: [www oulu fi/hutk/en/](http://www oulu fi/hutk/en/)**Faculty Student Affairs**

Tel. +358-8-553 3231, 553 3221

Snellmania, Linnanmaa Campus, 3rd Floor, entrance through door C or C5

P.O. Box 1000

FI-90014 UNIVERSITY OF OULU

FINLAND

Chief Academic Officer, tel. +358-8-553 3233

Amanuensis, tel. +358-8-553 3428

Email for Student Affairs: [opintoasiat.hutk@oulu.fi](mailto:opintoasiat.hutk@oulu.fi)**IT Services**

Tel +358-8-553 3264

- Administration of IT equipment in IT classrooms (Hummeli, Pikku-Hummeli and Humpuutteri) and student guild rooms
- IT support

**Subject Offices**

- English Philology (HU269), tel. +358-8-553 3271

- Nordic Philology, German Philology, French Language (HU251), tel. +358-8-553 3400

- Logopedics, Finnish Language, Information Studies (HU153) tel. +358-8-553 3385

- History Sciences, Art History, European Studies (HU370), tel. +358-8-553 3313

- Literature, Archaeology, Cultural Anthropology, Film Studies (HU340), tel. +358-8-553 3347
- Giellagas Institute (HU327), tel. +358-8-553 3486

## **Opintojaksojen kuvaukset**