

# Opasraportti

## FEdu - Study guide of Faculty of Education (2019 - 2020)

### Contents

<a href="#">1</a>	<a href="#">Faculty of Education.</a>	<a href="#">3</a>
<a href="#">1.1</a>	<a href="#">Study programmes in the Faculty.</a>	<a href="#">3</a>
<a href="#">1.2</a>	<a href="#">Teacher training school</a>	<a href="#">3</a>
<a href="#">1.3</a>	<a href="#">Administrative bodies.</a>	<a href="#">4</a>
<a href="#">1.4</a>	<a href="#">Contact information.</a>	<a href="#">4</a>
<a href="#">2</a>	<a href="#">Right to pursue studies.</a>	<a href="#">4</a>
<a href="#">2.1</a>	<a href="#">Right to study.</a>	<a href="#">4</a>
	<a href="#">Students switching degree programmes/majors.</a>	<a href="#">5</a>
	<a href="#">Transfer students.</a>	<a href="#">5</a>
	<a href="#">Eligibility for university studies based on education completed abroad.</a>	<a href="#">5</a>
<a href="#">2.2</a>	<a href="#">Extent of the right to study.</a>	<a href="#">5</a>
<a href="#">2.3</a>	<a href="#">Duration of the right to study.</a>	<a href="#">5</a>
<a href="#">2.4</a>	<a href="#">Non-degree studies.</a>	<a href="#">6</a>
<a href="#">2.5</a>	<a href="#">Studies complementary to a degree.</a>	<a href="#">6</a>
<a href="#">2.6</a>	<a href="#">Flexible study right</a>	<a href="#">6</a>
<a href="#">3</a>	<a href="#">Degrees and studies.</a>	<a href="#">6</a>
<a href="#">3.1</a>	<a href="#">Degrees and studies in the Faculty.</a>	<a href="#">6</a>
	<a href="#">Master's programmes.</a>	<a href="#">7</a>
	<a href="#">International Master's programmes.</a>	<a href="#">7</a>
<a href="#">3.2</a>	<a href="#">Extent and structure of bachelor's and master's degrees.</a>	<a href="#">8</a>
<a href="#">3.3</a>	<a href="#">Learning outcomes for the bachelor's degree.</a>	<a href="#">8</a>
<a href="#">3.4</a>	<a href="#">Completion of the bachelor's degree.</a>	<a href="#">9</a>
<a href="#">3.5</a>	<a href="#">Learning outcomes for the master's degree.</a>	<a href="#">9</a>
<a href="#">3.6</a>	<a href="#">Completion of the master's degree.</a>	<a href="#">9</a>

<a href="#">3.7</a>	<a href="#">Doctoral education in the Faculty.</a>	<a href="#">10</a>
<a href="#">4</a>	<a href="#">Studying.</a>	<a href="#">10</a>
<a href="#">4.1</a>	<a href="#">Personal study plan (PSP)</a>	<a href="#">10</a>
	<a href="#">PSP guidance.</a>	<a href="#">10</a>
<a href="#">4.2</a>	<a href="#">Teaching periods.</a>	<a href="#">11</a>
<a href="#">4.3</a>	<a href="#">Participation in teaching.</a>	<a href="#">11</a>
<a href="#">4.4</a>	<a href="#">Language and communication studies.</a>	<a href="#">12</a>
<a href="#">4.5</a>	<a href="#">Practice periods.</a>	<a href="#">13</a>
<a href="#">4.6</a>	<a href="#">Minor subjects.</a>	<a href="#">13</a>
<a href="#">4.7</a>	<a href="#">Elective studies.</a>	<a href="#">14</a>
<a href="#">4.8</a>	<a href="#">Exams and registering for exams.</a>	<a href="#">14</a>
<a href="#">4.9</a>	<a href="#">Publication of study attainments.</a>	<a href="#">15</a>
<a href="#">4.10</a>	<a href="#">Ethical instructions of the Faculty of Education.</a>	<a href="#">15</a>
	<a href="#">Ethics of studying.</a>	<a href="#">15</a>
	<a href="#">Ethics of teaching.</a>	<a href="#">15</a>
<a href="#">4.11</a>	<a href="#">Accreditation of studies and recognition of prior learning.</a>	<a href="#">16</a>
	<a href="#">Recognition of prior learning (RPL)</a>	<a href="#">16</a>
<a href="#">4.12</a>	<a href="#">Expiry of studies.</a>	<a href="#">17</a>
<a href="#">4.13</a>	<a href="#">Certificates.</a>	<a href="#">17</a>
<a href="#">4.14</a>	<a href="#">Student associations in the Faculty of Education.</a>	<a href="#">17</a>
	<a href="#">Student associations in the Faculty.</a>	<a href="#">18</a>
<a href="#">4.15</a>	<a href="#">Teachers' qualification requirements.</a>	<a href="#">18</a>
<a href="#">4.16</a>	<a href="#">University of Oulu Education Regulations.</a>	<a href="#">18</a>
<a href="#">5</a>	<a href="#">Assessment of studies.</a>	<a href="#">19</a>
<a href="#">5.1</a>	<a href="#">Bachelor's and master's theses.</a>	<a href="#">19</a>
<a href="#">5.2</a>	<a href="#">Uploading a bachelor's and master's thesis into the Laturi system..</a>	<a href="#">19</a>
<a href="#">5.3</a>	<a href="#">Abstract of a bachelor's and master's thesis.</a>	<a href="#">19</a>
<a href="#">5.4</a>	<a href="#">Maturity test and its assessment</a>	<a href="#">19</a>
<a href="#">5.5</a>	<a href="#">Assessment of bachelor's theses.</a>	<a href="#">20</a>
<a href="#">5.6</a>	<a href="#">Examination of master's theses.</a>	<a href="#">21</a>
<a href="#">5.7</a>	<a href="#">Assessment criteria for master's theses.</a>	<a href="#">21</a>
<a href="#">5.8</a>	<a href="#">Assessment of other study attainments.</a>	<a href="#">22</a>
<a href="#">6</a>	<a href="#">Student counselling.</a>	<a href="#">23</a>

[6.1 Counselling at the University of Oulu. 23](#)

[The Student Union of the University of Oulu. 23](#)

[Services of the IT Administration for students <https://www.oulu.fi/ict/students>. 23](https://www.oulu.fi/ict/students)

[Library services. 23](#)

[Finnish Student Health Service \(YTHS\) 23](#)

[6.2 Student counselling at the Faculty of Education. 24](#)

[6.3 Small group supervision. 24](#)

# 1 Faculty of Education

## 1.1 Study programmes in the Faculty

The Faculty of Education at the University of Oulu is a scientific community doing research on growth, education and training, and educating teachers and other experts in the field of education.

The main function of the Faculty is to carry out research on the theoretical and ethical foundations of education and on learning and teaching, and based on this, to educate experts in education, especially teachers on a comprehensive and flexible basis.

The wide range of the education is made possible by collaboration with other faculties and units of the university and with educational institutions, companies and other stakeholders representing various fields.

The disciplines of science represented by the Faculty are education, educational sociology, music education, special education, psychology and sociology.

Teacher education can be focused, depending on the programme and the student's own choices, on primary, secondary, adult or early and pre-primary education.

The Faculty also has a primary teacher education programme taught in English called Intercultural Teacher Education, as well as a programme in early childhood education for qualification as an early educator, and a special education programme producing special education teachers.

The University of Oulu is one of three universities in Finland offering a programme in music teacher education. The education in Oulu is focused on the work of music teachers in primary and secondary education.

The programme in educational sciences is based on the scientific basis of education and educational psychology, providing capabilities for scientific research and expert positions in education in different types of organisations.

The Faculty also possesses expertise in, among other things, educational technology, gender studies and multicultural studies, and provides teaching related to these areas.

Students from subject departments, aiming to qualify as teachers of their subjects, come to the Faculty to pursue their pedagogical studies for teachers.

## 1.2 Teacher training school

The Oulu University Training School provides a developmental and research field for all the faculties and departments of the university. In addition to teacher training, the training school implements a variety of activities for school development and research. The school is an open learning environment in which the learner follows a varied, individualised curriculum.

The training school units are functioning in Linnanmaa and Koskela.

## 1.3 Administrative bodies

The administrative bodies of the Faculty are the Faculty Board and the Education Committee, as well as the degree programme committees. The Faculty Board is chaired by Dean Kati Mäkitalo, while the Education Committee is chaired by Education Dean Sari Harmoinen.

## 1.4 Contact information

Faculty of Education

PO Box 2000, 90014 UNIVERSITY OF OULU

Visiting address: Erkki Koiso-Kanttilan katu 1, Linnanmaa, 90570 Oulu

Tel. +358 294 480000 (exchange)

Oulu Teacher Training School, primary school grades 0 to 6, Linnanmaa  
Yliopistokatu 48,

PO Box 9200, 90014 UNIVERSITY OF OULU

Tel. +358 294 480000 (exchange)

Oulu Teacher Training School, secondary school grades 7 to 9 and upper secondary school  
Kaitoväylä 7,

PO Box 9300, 90014 UNIVERSITY OF OULU

Tel. +358 294 480000 (exchange)

Oulu Teacher Training School, primary school grades 0 to 6  
Koskela School

Tullimiehentie 8, 90560 OULU

Tel. +358 44 7039250 (principal)

+358 44 7039251 (office)

All the staff e-mail addresses at the University of Oulu follow the format

[firstname.lastname@oulu.fi](mailto:firstname.lastname@oulu.fi).

For contact information of Faculty staff, see <https://www.oulu.fi/ktk/node/45064>.

# 2 Right to pursue studies

## 2.1 Right to study

The right to study usually refers to the right to pursue studies for a degree.

The right to pursue “separate” non-degree studies refers to a right to pursue studies that do not count towards a degree, the right to participate in a certain set of lessons, and the right to gain credits for individual courses.

When the right is to pursue studies for both a lower and higher university degree, or only a lower or higher degree, is granted at the same time, the granting of rights to all the students to pursue the studies shall be based on confirmed admission criteria.

The right to pursue studies (including a new right to a student who is already pursuing studies and a right obtained through admission by transfer) is obtained through the annual student admission procedure. The criteria for student admission can be found at [\[1\]](#) Opintopolku ([www.opintopolku.fi](http://www.opintopolku.fi)).

### Students switching degree programmes/major subjects

By the education dean's decision, a student admitted to the Faculty can switch from one programme to another, if the target degree remains the same. However, a transfer to a teacher education programme can only take place through the student admission procedure.

### Transfer students

The admission of transfer students to the Faculty of Education follows the University of Oulu standard policies regarding student admissions: <https://www.oulu.fi/yliopisto/siirtohaku>.

### Eligibility for university studies based on education completed abroad

Applicants with eligibility based on their education completed abroad are accepted in the first joint application process based on an entrance examination.

## 2.2 Extent of the right to study

Students who acquired their right to study through the universities' joint application procedure are only allowed to register for a single faculty and a single degree programme or major subject for each term.

If a student wants to be granted study rights leading to a degree in another faculty or degree programme as well, he or she shall take part in that faculty's student admission process after the first year of enrolment.

Those pursuing their studies as exchange students can be granted a fixed-period right to pursue studies.

## 2.3 Duration of the right to study

There are provisions in the Universities Act on the duration of a university student's right to study. To use his or her right to study, a student needs to enrol at the university annually.

There are also specific regulations on the expiration of credits.

## 2.4 Non-degree studies

A “separate” right to pursue non-degree studies is only meant for applicants who do not currently have a right to study in any university. Graduates from another university, for instance, can apply for a separate right to pursue non-degree studies.

## 2.5 Studies complementary to a degree

For a student who completed his or her master’s degree, the right to study at the Faculty of Education ends on the day when the degree was completed. Graduates are automatically granted a right for studies complementary to the degree for two years, starting at the beginning of the next academic year following the expiry of their study right. After that, they may apply for a separate right to study. The application periods end annually on August 15 and December 1. A student can complete a study module that was unfinished at the Faculty of Education at the time of graduation by applying for a complementary right to pursue studies. If a graduate would like to start studying for a completely new study module, the application for the right to pursue studies shall be submitted annually by August 15 or December 1.

The studies complementary to a degree cannot be postponed.

The following categories of studies do not fall within the scope of separate studies, complementary studies or minor subject studies: the pedagogical studies for teachers, multidisciplinary studies in the subjects and cross-curricular themes taught in basic education, professional studies in early childhood education, professional studies in special education, studies in a subject taught in schools when they require individual teaching, as well as any study modules for which there is a specifically announced application process.

For an application form for the non-degree, complementary and minor subject studies, see <https://www oulu.fi/sites/default/files/content/hakemus-erillinen-opiskeluokeus.pdf>.

## 2.6 Flexible study right

The flexible study right (JOO) refers to the opportunity to apply for a right to pursue studies in another university to complete a set of minor subject or separate studies that is not being offered by the student’s own university. A flexible study right can be applied for by students studying for a basic or postgraduate degree. The Faculty of Education only supports flexible study rights with the University of Lapland. For more detailed instructions, see <https://www oulu.fi/forstudents/node/60111#6193>.

# 3 Degrees and studies

## 3.1 Degrees and studies in the Faculty

According to the Decree on University Degrees (794/2004), the degrees in the field of educational sciences are

- Master of Arts in Education (lower university degree)
- Master of Arts in Education (higher university degree)
- Licentiate in Philosophy (scientific postgraduate degree)
- Doctor of Philosophy (scientific postgraduate degree)

The Faculty of Education degree programme in the field of teaching and education has the following specialisations and major subjects leading to the degree of Master of Arts:

- Specialisation in Special Education, majoring in special education
- Specialisation in Education, majoring in education or educational psychology
- Specialisation in Primary Teacher education (broadly-based, technology-oriented, creative arts oriented, and Intercultural Teacher Education), majoring in education
- Specialisation in Music Education, majoring in music education
- Specialisation in Early Childhood Education, majoring in education, especially early childhood education.

Students are admitted to the Faculty of Education to pursue studies for both a bachelor's and master's degree. More elsewhere on admission to pursue studies for a master's or scientific postgraduate degree only.

The master's degree cannot be taken before the bachelor's degree has been completed.

A degree certificate will be issued for both degrees. Studies included in the bachelor's degree cannot be included in the master's degree, nor can studies included in the master's degree be included in a scientific postgraduate degree.

The studies in the various subjects consists of basic, intermediate and advanced studies. The degrees also include language, communication and orientation studies that are mandatory for all students.

## Master's programmes

- Early Childhood Special Educator, Master's Programme in Special Education, MA
- Master's Programme for Primary Teacher Qualification, MA
- Broadly-based Master's Programme in the Educational Sciences (MA)
- Master's Programme in Primary Teacher Education, MA
- Special Education, Master's Programme in Special Education (MA)

## International Master's programmes

- Master's Programme in Education and Globalisation (EDGLO)
- Master's Programme in Learning, Education and Technology (LET)

The degree consists of language and communication studies, advanced studies in educational sciences, master's thesis and minor subject studies.

Students will be awarded an MA (education) degree, which offers an opportunity to continue on with doctoral studies. The degree does not, however, constitute a formal teaching qualification.

## 3.2 Extent and structure of bachelor's and master's degrees

The extent of the studies required for the degree of Bachelor of Arts (Education) is 180 credits. The programme is organised in such a way that a student can complete the degree in three years of full-time study.

The extent of the studies required for the master's degree is 120 credits. The degree can be completed through two years of full-time study.

In the two degrees, the studies in subjects and study modules comparable to subjects consist of

- Basic studies with a scope of at least 25 credits;
- Intermediate studies, the scope of which together with the basic studies is at least 60 credits. The intermediate studies in the major subject of the degree, or in a comparable study module, or of the degree programme, include a thesis of at least 6 and at most 10 credits;
- Advanced studies, with a scope of at least 60 credits.
- The advanced studies in the major subject, or comparable study module of the degree, or of the degree programme, include a thesis of at least 20 and at most 40 credits.

The studies are measured in terms of credits. The courses are scored depending on the workload required by them. One credit equals about 27 hours of work by the student. The workload of 1600 hours required on the average to complete the studies of one academic year corresponds to 60 credits.

Each programme can also include optional, elective and extraordinary studies.

Optional studies refer to a choice to be made by a student among several alternatives.

Elective studies can be chosen by the student in his or her desired area, including the courses offered by other faculties and universities.

Extraordinary studies do not contribute to the total scope of the degree, as they are something extra as indicated by their name. These studies can include courses and study modules offered by the Faculty of Education or by the other faculties.

The degree structures can be found on the university's "For Students" web pages. See the items for your own programme there.

### **3.3 Learning outcomes for the bachelor's degree**

Having completed the bachelor's degree, the student

- is familiar with the basics of the major and minor subjects or comparable study modules belonging to the degree, or of the studies in the degree programme. He or she is capable of following developments in the field;
- is capable of scientific thinking and scientific working methods;
- is capable of continuing his or her studies for a higher university degree and capable of continuous learning;
- knows how to apply the knowledge s/he has acquired in working life; and
- is in possession of sufficient communication and language skills.

### **3.4 Completion of the bachelor's degree**

The bachelor's degree shall be completed before the master's degree. Any studies included in the bachelor's degree cannot be included in the master's degree.

To be awarded the degree, the student shall complete the studies determined for the bachelor's degree in the degree structure.

The student shall be able to show that he or she has achieved the goals set for the degree, studies and thesis, and completed the statutory studies in the second domestic and at least one foreign language.

The student shall also pass the maturity test to show familiarity with the field of his or her bachelor's thesis and skills in Finnish or Swedish. For more information, see 6.4.

### **3.5 Learning outcomes for the master's degree**



Having completed the master's degree, the student

- is well familiar with the basics of the major subject or comparable study module and the minor subjects
- knows how to apply scientific knowledge and scientific methods;
- is capable of functioning in working life as an expert and developer in his or her own field; and
- is in possession of good communication and language skills.

## 3.6 Completion of the master's degree

The student shall carry out his or her studies in the order based on the two-tier degree structure. If it is important for flexible progress of the studies to take a master-level course already at the bachelor stage, it can be done if allowed by the available resources, provided that all the preceding studies required for completion of the course have already been completed. In all the specialisations of the Faculty, the bachelor's degree shall be completed by the time the student starts attending his or her master's thesis seminars.

For the master's degree, the student shall complete at least the advanced studies in the major subject or comparable study module, or the advanced studies of the degree programme, and any practical training supervised by the university that may form part of the degree. The student shall also complete sufficient credits in minor subjects.

The student shall show that he or she has achieved the goals set for the degree, studies and thesis, as well as the language skills referred to in section 6 of the Decree on University Degrees (794/2004).

The student shall also pass the maturity test to show familiarity with the field of his or her thesis and skills in Finnish or Swedish. A student need not demonstrate skills in Finnish or Swedish in a maturity test in the same language for a higher university degree, if he or she has already shown the language skills in a maturity test passed for a lower university degree. The maturity test for a master's degree is substituted by the abstract of the master's thesis, if the student has already passed the maturity test for his or her bachelor's degree.

## 3.7 Doctoral education in the Faculty

The university's graduate school (University of Oulu Graduate School, UniOGS) is meant for all the students pursuing their doctoral studies at the University of Oulu. The graduate school's main function is to promote high-level doctoral education at the university, meaning among other things the establishment of uniform practices for the university's doctoral education (granting of doctoral study rights, study requirements, study counselling and monitoring, and practical issues related to doctoral theses). For more information about the studies in the field of educational sciences, see <https://www oulu.fi/uniogs/studieseducation>.

For more information about the activities of the graduate school, see <https://www oulu.fi/uniogs/>.

# 4 Studying

## 4.1 Personal study plan (PSP)

The personal study plan is a plan constructed by the student for him/herself on the contents, scope and duration of the studies. The basis for a student's PSP is provided the structure of the degree programme and the schedule for the execution of the degree structure. The plan will help the student to make progress in his or her studies and keep

on schedule. Every student in the Faculty of Education shall construct a personal study plan at the start of his or her studies and at transition to the master's stage, and it will be updated as the studies proceed. The plan shall be approved by the student's tutor teacher.

When the PSP is being drawn up, it is also a good idea to record the student's own expectations and goals with regard to the studies and skills to be achieved. By means of the personal study plan, the student can construct a personally oriented degree by choosing minor subjects and elective studies that he or she finds interesting to complement the compulsory studies.

It is useful to get familiar with the Study Guide in the early stage of the studies, thinking about courses and scheduling in the long term. The personal study plan then helps to perceive the time spent on the studies and adds clarity to your goals.

When planning, it needs to be considered what kind of work – such as lectures, exercises, essays or exams – is required by each course, and which preceding courses are required. When you are planning your studies, also consider other factors such as family, hobbies and work that may have an impact on how your studies proceed.

## PSP guidance

You can get advice on issues related to drawing up your PSP from your tutor teacher and education designer.

The PSP is constructed with the help of the OodiHOPS tool. You construct an overall picture of your personal study plan in terms of contents and timing based on the degree structure described in Oodi. In OodiHOPS, you will see the planned and completed courses, helping both you and your tutor to monitor the fulfilment of your plan. Based on the PSP constructed by the student, a discussion on the plan will be scheduled with the tutor teacher.

For the student's PSP instructions, see [www oulu.fi/oodi/opiskelijat](http://www oulu.fi/oodi/opiskelijat).

## 4.2 Teaching periods

In the academic year 2019-020, the studies are divided into periods as follows:

- 1<sup>st</sup> period, weeks 36–43 (September 2 to October 25, 2019)
- 2<sup>nd</sup> period, weeks 44–51 (October 28 to December 20, 2019)
- 3<sup>rd</sup> period, weeks 2–10 (January 6 to March 6, 2020)
- 4<sup>th</sup> period, weeks 11–19 (March 9 to May 8, 2020)

- Intensive period, weeks 20–22 (May 11 to May 29, 2020)
- Summer term, weeks 23–36 (June 1 to August 31, 2020)

There may be teaching after the intensive period, mainly exams and last meetings of courses.

Teaching is arranged mainly Mon–Fri at 8am–4pm in cycles of two or four hours:

- 8.15–9.45am
- 10.15–11.45am
- 12.15–1.45pm
- 2.15–3.45pm

The Faculty is also making use of evening hours for teaching purposes.

The courses continue throughout a period or they can cover several periods. A period's length includes the course teaching, exercises, exams and feedback. General written exams can be sat in the e-exam system (called simply Exam), or on general examination days throughout the academic year. The courses and parts of a course that an exam applies to will be announced later, and you need to register for the exams.

## 4.3 Participation in teaching

WebOodi provides information on the compulsory and elective courses in each programme. Registration for all the courses takes place on Weboodi. By registering for a course, the student commits to adhering to the principles connected with the practical implementation of the course. The methods of study are detailed in the curriculum of each programme. In your studies, you shall follow the prevailing curriculum irrespective of when you started your studies.

You shall attend the first teaching session of a course, during which the teacher describes the issues related to the course practices.

As a rule, the courses are taken in the order in which they are listed in the curricula. At the start of a course, agreement is made of the principles and practical procedures (book exams, summaries etc.) which you can use to compensate for your absence from practical teaching and compulsory attendance sessions in practice periods due to an illness or other compelling reasons. In teaching with a mandatory attendance requirement, a maximum of 90% attendance can be required, with the exception of teaching practice.

In certain courses, the group size of approx. 20 students cannot really be exceeded. Room sizes, safety issues and the quantity of tools and materials cause restrictions on the number of students. The Faculty has agreed on joint principles for the grounds and order in which students are admitted into groups.

First, those students are admitted who the course in question is primarily aimed for. Second, those are admitted whose participation in teaching has been postponed due to a valid reason (such as maternity leave or illness – employment is not considered a valid reason). If there is still room after this, students wishing to speed up their studies can be admitted. If a student does not belong to the teaching group for whom the course is primarily meant, the student shall notify the teacher by, for instance, recording the fact in the “additional information” field in the entry form at the time of registration. In compulsory studies, the order of registration is not the same as the order of acceptance to the course. In elective studies, the students are chosen to take part in the course in the order of registration, unless instructed otherwise.

## 4.4 Language and communication studies

According to the Decree on University Degrees (794/2004), a student shall be able to demonstrate that he or she has attained the proficiency in Finnish and Swedish that is required for positions calling for a university degree in a bilingual official district and that is necessary from the viewpoint of the student's field of work.

Having completed a degree, the student shall also have skills in one foreign language such that enable him or her to follow developments in his or her own field and to act in an international environment.

A student can show his or her achievement of the skills required in language studies by his or her previous studies or by studies included in the degree. For more on recognition of prior learning, see <https://www oulu.fi/forstudents/rpl>. Exception: the Professional English course in the ITE programme cannot be accredited based on prior learning.

The following principles are followed in the recognition of prior learning;

1. Studies in Finnish scientific communication (900102Y) are not required of those who have completed at least the basic studies in Finnish.
2. Compulsory studies in written and oral skills in the mother tongue, the second domestic language and a foreign language, completed for a degree in another Finnish university or university of applied sciences, are accepted as if they had been completed in the Faculty of Education. If the studies taken elsewhere have a narrower scope than those in the Faculty of Education, the Faculty may require supplementation of the studies.
3. The mastery of a foreign language can be demonstrated, except for oral skills, by the grades *laudatur* or *eximia cum laude approbatur* in the advanced foreign language test of that language in the matriculation examination.
4. Skills in a foreign language can be proved with the IB, EB or Reifeprüfung diploma.
5. The mastery of a foreign language can be demonstrated by an *approbatur* grade, or with a study module of at least 25 credits, of that language taken in a university.

6. The basic studies in Nordic Philology/Finnish substitute the oral and written skills in Swedish/Finnish as regards studies in the second domestic language. The studies in question are considered to signify "satisfactory" skills. For demonstration of good skills, completion of both basic and intermediate studies in Nordic Philology/Finnish is required. Recognition is not granted if the studies have not been finished, in which case the student can demonstrate the language skills required for the degree in a test organised by the Language and Communication Education unit or by passing a language course required for the degree. (Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service (481/2003), sections 16 (3, 4) and 17 (2, 3).
7. Good oral and written skills in the second domestic language can also be demonstrated by a pass in the Finnish or Swedish as a mother tongue test in the matriculation examination, or by the grades *laudatur*, *eximia cum laude approbatur* or *magna cum laude approbatur* in the Finnish or Swedish as a second language tests. (Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service (481/2003), section 16 (1).
8. A government administration language examination measuring oral and written skills in Finnish or Swedish, passed in front of an assistant member of the appropriate language examination board, or a recipient of examinations appointed by the National Agency for Education, that has been passed at least with the grade satisfactory (Decree 442/1987, section 3 (2) and 481/2003, section 1) is sufficient to demonstrate the language proficiency required for the degree.
9. The education dean of the Faculty of Education shall decide on the language proficiency required of persons who have received their basic education in a language other than Finnish or Swedish or abroad (University of Oulu Regulations on Education, section 19 and Government Decree on University Degrees 19.8.2004/794, section 6). A student can apply for exemption from the requirements in the second domestic language. Having been granted the exemption, the student shall complete a corresponding set of other language and communication studies. Before applying for exemption, the student shall discuss the effects of such an exemption on his or her eligibility to function in teaching duties in Finland with the education designer of his or her own programme or with the Faculty's lead specialist in academic affairs.

The Faculty shall be responsible for recognising language and communication studies. The process of recognition starts with a discussion with the tutor teacher or study advisor of your own degree programme. For more information and regulations on recognition of previous learning, see <https://www oulu fi/forstudents/rpl>.

## 4.5 Practice periods

All the degree programmes include practical training or teaching practice. The scope and content of practice varies depending on the programme. The practice periods are subject to principles and regulations that you agree to follow when you register for a practice period. The degree programmes may also involve requirements concerning prior knowledge for participation in a practice period. For information on the practicalities related to practice in your own degree programme, consult the staff member in charge of the practice period, take part in the practice information sessions, and see <https://www oulu fi/ktk/harjoittelu>.

## 4.6 Minor subjects

Depending on the degree programme, there is variation in the number of minor subjects in degrees taken in the Faculty of Education. The Faculty is offering two types of minor subjects: the so-called free minor subjects, and minor subjects applied for through an application process. The application procedure for and admission to minor subjects aimed particularly for the students in the Faculty of Education is organised in the spring term. After admission to a minor subject, you shall accept the place in a minor subject by registering for it on Weboodi. The application and admission criteria for the minor subjects are published before the application process is started. The students in the Faculty of Education can also register for minor subjects in other faculties of the University of Oulu and in Open University teaching offered by the university. For minor subjects in other faculties, see the faculties' web pages and study guides. For more on the minor subjects offered by the Open University, see the Open University web pages.

Students from other faculties of the University of Oulu who have enrolled for attendance have in principle the right to pursue studies for basic and intermediate studies in the subjects offered by the Faculty of Education. Due to the limited teaching and staff resources, an application to pursue such studies shall be submitted to the Faculty's education dean. When students are admitted, priority is given to students of the Faculties of Humanities and Science

whose degree programme or specialisation best matches that particular minor subject in terms of its goals. The application period expires on August 15 and December 1 every year.

Students from other faculties of the University of Oulu who have enrolled for attendance have a free right to pursue studies in the minor subjects of sociology and gender studies.

For more on minor subject studies, see <https://www oulu.fi/forstudents/minor-studies>.

## 4.7 Elective studies

The programmes include variable quantities of elective studies. The university's For Students web page (<https://www oulu.fi/forstudents/node/59292>) has a list of courses that you can study on an elective basis. You may also pursue studies in elective courses offered by other faculties and universities.

## 4.8 Exams and registering for exams

- At the introduction to each course, details are given on the course literature to be read for the exam and the methods of evaluation.
- Details on the exam/s related to a course are given in the course of the course at the latest.
- For a lecture series related to a course, a first exam and two resits are organised. You must make sure you take part in one of them.
- You shall take care of resits, raising your grade and compensation for missed exercises by the end of the term following the course at the latest. Otherwise, you will have to take the course again. For particularly compelling reasons, an extension may be granted to complete a course. You shall personally take care of documenting the partial credits and/or times of attendance for an unfinished course.
- Courses to be completed through familiarisation with literature, as well as the maturity test, can be taken in the electronic Exam system.

You can find the regulations on repeating courses in the university's regulations on education.

General examination days in 2019–2020:

- October 30, 2019
- December 11, 2019
- February 26, 2020
- April 1, 2020
- May 6, 2020

If you cannot come to an examination, cancel your registration at least two days in advance of the exam by sending an e-mail message to [study.education@oulu.fi](mailto:study.education@oulu.fi).

## 4.9 Publication of study attainments

The results of exams are published no later than three weeks after the teacher received the exam papers for assessment. If the results of an exam cannot be published by this deadline, the students shall be notified of the delay and the date of publication before the expiry of the time limit.

## 4.10 Ethical instructions of the Faculty of Education

In issues related to ethics and equality, the Faculty of Education follows the instructions issued by the Equality and Diversity Committee and the Ethics Working Group of the University of Oulu.

## Ethics of studying

When we have started our academic studies as students, we have also become members of the scientific community. A sound and functional scientific community requires commitment to adherence to joint ethical principles from all of its members. For us, as students, this means that

- we do our best to learn and to help others learn,
- in our studies, we promote a critical mind, veracity, collaboration and impartiality in our scientific community,
- we respect the work done by others and the scientific community, and we do not appropriate others' work contribution or text for ourselves,
- we act with honesty in exams and teaching situations,
- we respect the work done by teachers by participating actively in teaching, by following the given instructions, and by giving appropriate feedback on teaching,
- we take care of ourselves, encourage our mates, and promote a team spirit.

## Ethics of teaching

We, members of the teaching and research staff, promote the learning of our students in an encouraging atmosphere. Therefore,

- we develop ourselves as researchers and teachers,
- we treat the students equally and equitably and evaluate their learning appropriately and justly,
- we recognise students who work to promote their own and others' learning,
- we direct a student to change his or her working method if it disturbs the others' learning,
- we are committed to the principles of good scientific practice in our teaching, and we promote learning them among the students,
- we take proper steps to intervene in cases of cheating,
- we respect the views of the students and appropriate feedback given by them,
- we do not try take undeserved credit for the work of the students,
- we take care of our own capacity for work and promote the welfare and team spirit of our scientific community.

Useful links:

University of Oulu instructions for dealing with cases of plagiarism: [www.oulu.fi/urkund/](http://www.oulu.fi/urkund/)

Finnish National Board on Research Integrity: [www.tenk.fi](http://www.tenk.fi)

Federation of Finnish Learned Societies: [www.tsv.fi](http://www.tsv.fi)

Office of the Data Protection Ombudsman: [www.tietosuoja.fi](http://www.tietosuoja.fi)

Ethical instructions for professors: [www.professoriliitto.fi](http://www.professoriliitto.fi)

Teachers' professional ethics: [www.oaj.fi](http://www.oaj.fi)

## 4.11 Accreditation of studies and recognition of prior learning

Having been granted the right to pursue studies for a degree, those who have completed a bachelor's degree in the same programme in a Finnish university can continue with the master's studies in the Faculty of Education at the University of Oulu without doing any supplementary studies. However, there may be a need in the teacher education programmes to supplement the previous degree so far as the pedagogical studies for teachers are concerned.

If you change your major subject after the bachelor's degree, you may as a rule continue with advanced studies in the new major after intermediate studies as a minor. You may be required to supplement the studies in the prior minor, if the nature of the intermediate studies in the major and minor for the bachelor's degree differed remarkably from one another. In this case, it may be required that the intermediate studies in the minor subject are supplemented with studies of at most 10 credits. The supplementary studies can be included in your master's degree.

You can be credited for studies completed in other Finnish and foreign universities and other educational institutions, and you may get recognition for courses forming part of the degree programme based on courses that are not part of the programme, if the goals set for the degree are achieved.

The basic approach in the recognition of prior learning is that studies completed in other Finnish and foreign university-level institutions are accepted whenever applicable to their full amount as studies contributing to the degree.

It is a good idea to ensure the recognition of studies taken abroad in advance by drawing up a study plan in collaboration between the sending and receiving degree programmes. In this way, studying abroad does not prolong the duration of your studies. An advance plan often cannot be made fully binding. Changes to the study plan shall not, however, form an obstacle to the recognition of studies taken abroad.

## Recognition of prior learning (RPL)

The Faculty of Education follows the university's approaches to RPL. For practice periods as studies providing a qualification, only certain courses can be recognised via non-formal demonstrations through the RPL process. The competence must be verified through a demonstration, such as reporting, a portfolio, an interview or a seminar presentation.

As for practice periods, the following course can be recognised through the RPL process

- 413019S Working life studies (share of the practice: 8 credits)

According to the Faculty guidelines, you can get credits towards a degree based on learning shown by means other than university studies, such as working experience. The competence to be credited that has been acquired in some other way shall be connected with the study modules or to the learning goals of the courses described in the curriculum of the degree programme. There shall be a certificate describing the competence and/or it shall be verified otherwise with a demonstration. For more information about the RPL process, see the university's student pages <https://www oulu.fi/forstudents/rpl>.

Before submitting an RPL application, you shall always discuss the possibility for recognition with the person in charge of the course/practice period.

## 4.12 Expiry of studies

The Faculty of Education adheres to the RPL instructions of the University of Oulu, according to which a university degree shall not include courses that are older than 10 years or have not been finished.

At the discretion of the staff member responsible for the subject, it may be required that courses older than five years in an unfinished study module shall be updated. Courses older than five years that are not accepted as part of a study module are accepted towards the degree in the category of "other studies". An unfinished course shall be finished during the term following the course.

## 4.13 Certificates

The University of Oulu is using an electronic degree certificate application form that can be filled in at [https://osat oulu.fi/index.php?lang=en\\_US](https://osat oulu.fi/index.php?lang=en_US) **after the studies have been verified** The application shall be submitted one week in advance of the day on which degrees are awarded. The degree certificate application shall include all the studies to be included in the degree. A student applying for a degree shall have registered for attendance at the university.

The degree certificate can be collected two weeks after the date of the degree at the latest. The certificate can also be sent by mail. For a special reason, the degree certificate can also be turned over to an agent authorised by the graduate in question. A separate certificate will be issued after the degree has been completed on study modules that were not included in the degree.

A public conferment ceremony is organised in December and in the summer to distribute the degree certificates to the new graduates. For more information about graduation and application for a degree, see <https://www oulu.fi/edu/graduation>.

## 4.14 Student associations in the Faculty of Education

The student associations

- see to and supervise the interests of their members in academic, social, cultural and professional issues;
- organise leisure activities;
- maintain contacts with various parties within and outside the faculty and university;
- support studying through a variety of subsidies and scholarships; and
- pursue non-profit publishing and information activities.

### Student associations in the Faculty

Lastarit

Student association for the early childhood education students, [lastarity.wordpress.com](http://lastarity.wordpress.com)

Motiva

Student association for the education students, [motiva.wordpress.com](http://motiva.wordpress.com)

Mukava

Student association for the music education students, [www.mukava.org](http://www.mukava.org)

Olo

Student association for the primary teacher education students, [www.olory.net](http://www.olory.net)

Spessu

Student association for the special education students, [spessury.wordpress.com](http://spessury.wordpress.com)

The cooperating partners include the subject departments and student associations in other Finnish universities, the Student Union of the University of Oulu (OYY), other student societies in the University of Oulu, the Teacher Student Union of Finland (SOOL), the Union of Kindergarten Teacher Students of Finland (SLOL), the Trade Union of Education in Finland (OAJ), Specia, and other societies and companies.

## 4.15 Teachers' qualification requirements

Teaching Qualifications Decree (986/1998)



The decree that was enforced at the beginning of 1999 provides a summary of the qualification requirements of the head teachers and teachers referred to in the Basic Education Act, General Upper Secondary Schools Act, Vocational Education and Training Act, Liberal Adult Education Act, and the Act on Basic Education in the Arts. The decree can be found at [www.finlex.fi](http://www.finlex.fi).

The qualification requirements of early childhood educators are provided in the Early Childhood Education Act (540/2018).

## 4.16 University of Oulu Education Regulations

The University of Oulu Education Regulations apply to education leading to degrees and to other education. Much of what is described in this study guide, for instance, is based on the education regulations.

For the current education regulations, see [https://www.oulu.fi/external/education\\_regulations.pdf](https://www.oulu.fi/external/education_regulations.pdf).

# 5 Assessment of studies

## 5.1 Bachelor's and master's theses

To complete the bachelor's degree, the student shall compose a bachelor's degree in the field of his or her major subject. For the master's degree, a master's thesis shall be composed.

The bachelor's thesis may be written either individually or in pairs. The master's thesis can be written by an individual student or jointly by more than one student. In a pair or group work, it must be possible to identify and assess each student's individual contribution in the thesis.

A maturity test is written in connection with the bachelor's and master's thesis.

## 5.2 Uploading a bachelor's and master's thesis into the Laturi system

After discussion in an evaluation seminar, a bachelor's and master's thesis is submitted to the supervisor for a preliminary examination. When the preliminary examination and any corrections possibly brought up in this examination have been made, the supervisor will issue a written permission to upload the thesis to the Laturi system. Having acquired this permission, the student uploads the thesis into the system. After this, the thesis is transferred from the system for an assessment.

## 5.3 Abstract of a bachelor's and master's thesis

The student shall compose an abstract for the bachelor's thesis before submitting it for examination. The abstract is appended to the thesis after the cover page.

The student shall compose an abstract for the master's thesis before submitting it for examination. The abstract is appended to the thesis after the cover page.

The abstract shall be written in popular style and good language. It shall present the background of the study, research problems, the methods of research used, main results of the research and the conclusions with evaluations of reliability and generalisability. The research shall also be described with keywords.

For more detailed instructions, see the Faculty website <https://www oulu.fi/edu/theses>.

## 5.4 Maturity test and its assessment

The student shall write a maturity test for the degrees of Bachelor and Master of Arts in Education, demonstrating familiarity with the field of the thesis and proficiency in Finnish or Swedish. A student need not demonstrate skills in Finnish or Swedish in a maturity test for a master's degree in the same language, when he or she has shown the language skills in a maturity test for the bachelor's degree. The maturity test for the master's degree is substituted by the abstract of the master's thesis, if the student passed the maturity test in the bachelor's degree.

The maturity test is taken in the electronic Exam system. For the maturity test, the supervisor of the thesis gives the student 2–3 topics related to the thesis. One of the topics is based on literature agreed on with the supervisor related to the subject area of the thesis, while the other two are related more generally to the range of topics covered by the thesis. The student shall choose one of the topics. The maturity test is a scientifically oriented essay of about four pages on the chosen topic. The maturity test shall evidence good mastery of the mother tongue and familiarity with the range of topics covered by the thesis.

The maturity test is written in the language in which the author received his or her school education (Finnish /Swedish). If the thesis was written in a language other than Finnish or Swedish, and the author's school language was other than Finnish or Swedish, the maturity test is written in the same language in which the thesis was written.

You can register for the maturity test once the supervisor of your bachelor's thesis has given you permission to publish the thesis on Laturi. The maturity test of a master's thesis (i.e., the abstract) is submitted to the supervisor before you are given the Laturi permission. Having accepted the abstract, the supervisor delivers it and the Laturi permission to the study affairs secretaries in the Academic Affairs Service Team.

The maturity test helps to verify your mastery of the various parts of your thesis, and the test may thus have an impact on grading in some borderline cases. Therefore, the thesis can only be approved after the maturity test has been accepted.

The supervisor of the bachelor's/master's thesis will examine the maturity test for both language and content. If you fail the maturity test, the examiner will give you feedback on the essay before enrolment for a new test. Maturity tests written in Swedish are checked by the Language and Communication Services.

For the requirements of the maturity test in terms of language and form, see <https://www oulu.fi/edu/theses>.

## 5.5 Assessment of bachelor's theses

The thesis is written individually or in pairs, but when working on it, you should make varied use of collaborative methods and put emphasis on collaborative development of his/her scientific activity and thinking. The staff member in charge of a bachelor's thesis is a teacher representing your discipline of science, in collaboration with other members of the scientific community.

The assessment of a bachelor's thesis focuses on the author's ability to compose a scientific written report. The thesis shall demonstrate the researcher's ability to formulate a relevant research problem and elaborate an approach to the problem based on theoretical and methodological principles of scientific research, and ability to choose appropriate literature with regard to these. The response to the research problem can be based solely on literature on

the field of the topic, or it can be supplemented with small-scale empirical experiments. The assessment focuses on the general criteria for the assessment of theses, also taking into account the special characteristics of the discipline of science represented by the thesis.

The bachelor's thesis is approved by a senior assistant, postdoctoral researcher, lecturer or equivalent representing the discipline of the thesis. The thesis is graded on a scale from 0 to 5.

For the assessment criteria of bachelor's theses, see <https://www.oulu.fi/edu/theses>.

## 5.6 Examination of master's theses

The principal examiner is usually the leader of the thesis group or the thesis supervisor, who invites a second examiner for the thesis. If the thesis is about to get the lowest or highest grade, or if it is proposed that the thesis should not be approved, the principal examiner suggests the appointment of a third examiner. The proposal is made to the staff member in charge of the degree programme. The third examiner shall represent a different research group than the principal and second examiners.

The examiners shall give a written statement on the thesis within one month of being appointed, proposing that the thesis be approved and given a certain grade, or that it should be failed. The final decision on approval and grade, or rejection, is made by the education dean.

The thesis is graded on a scale from 0 to 5.

A thesis in a minor subject is graded by the professor of the major on a scale from 0 to 5.

## 5.7 Assessment criteria for master's theses

In the assessment of master's theses, the focus is on the general assessment criteria on the one hand, and on taking into account the special characteristics of different types of studies on the other. The general assessment criteria cover the following areas:

- theoretical background of the study and familiarisation with literature,
- research problem and how it was justified,
- choice and use of research methods,
- data collection and analysis,
- presentation and interpretation of results,
- assessment of the reliability of the study,
- conclusions,
- discussion and consideration of research ethics,
- use of language and sources

An approved thesis is graded on a scale from 0 to 5:

1 = sufficient

The theoretical background is quite limited, one-sided and unstructured. There are lots of issues, shortcomings and obvious errors in the thesis. The research results have been presented in a superficial, summary and listlike manner. The discussion does not reach the level of independent interpretation. The work as a whole is quite poor and unfinished.

2 = satisfactory

The theoretical background is loosely connected with the research problems, and the use of empiricism is mechanical and lacking. There is a lot of good in the thesis, but there are also obvious shortcomings. The use of research

methods is formalistic and unstructured. There are errors in the analysis, and also obvious shortcomings in the language and form of the thesis. Although the discussion is quite limited as a whole, it does include references to possible applications.

3 = good

The author has acquainted him/herself thoroughly with the theoretical background. S/he has processed the data well and almost faultlessly. There may be some minor fumbling in some important part of the thesis. The results clearly provide an answer to the goals set for the study. The language and form are good and consistent.

4 = very good

The author has acquainted him/herself well with the theoretical background and the use of literature is many-sided and critical. Methods have been used with great expertise. The results have been interpreted consistently and with a high standard. The thesis shows mastery of the scientific practices of reporting, layout, language and ethical discussion. The discussion is original, analytical and creative.

5 = excellent

The thesis has a very clear structure and indicates a very profound knowledge of the discipline of science. The theoretical background is distinguished and diverse and has a high quality. The connection with theory and empiricism is very strong. The methodological analyses with a high standard are original and well justified. The use of sources is selective, abundant and critical. The concepts have been defined well and they have been used properly and lucidly. The research data is suitable for the study. The data has been classified and analysed well, creatively and without errors. The main results have been put together exceptionally well, and they have been evaluated critically. The thesis shows an autonomous grasp and observes good scientific practice. The thesis presents a number of new observations. As a whole, the thesis is excellent and consistent in style.

## 5.8 Assessment of other study attainments

For evaluation of study attainments, a numerical scale from 0 to 5 (in integers) is used:

5 = excellent  
 4 = very good  
 3 = good  
 2 = satisfactory  
 1 = sufficient  
 0 = fail

It is also possible to use the scale pass/fail. An exception is formed by the courses in the second domestic language which are graded either satisfactory or good.

The grades for entire study modules are counted as weighted means based on the number of credits for each course. The bachelor's thesis, graded 0–5, is included in the mean, while the grade for the master's thesis is not.

When the means are calculated for the major subject of a bachelor's or master's degree, or for other study modules, courses graded pass/fail are ignored.

Means of study modules:

Scale of means	grade
4.50–5.00	excellent (5)
3.50–4.49	very good (4)
2.50–3.49	good (3)
1.50–2.49	satisfactory (2)
1.00–1.49	sufficient (1)

# 6 Student counselling

## 6.1 Counselling at the University of Oulu

General information on the studies for intended for all students is available in the following sources, among others:

- The faculties' study guides and web pages
- Yikkäri, the Oulu University student magazine
- Student Union calendar
- [oulu.fi/yliopisto](https://oulu.fi/yliopisto)

### The Student Union of the University of Oulu

The student union is an interest and service organisation for all students pursuing studies for their basic degrees. Through its activities both directly and by means of its subject and hobby organisations, it promotes the welfare of students and opportunities to pursue studies successfully. In issues related to the supervision of student interests, you can always get in touch with the student union at: [oyy@oyy.fi](mailto:oyy@oyy.fi).

### Services of the IT Administration for students

<https://www.oulu.fi/ict/students>

[neuvonta@oulu.fi](mailto:neuvonta@oulu.fi)

### Library services

The Oulu University Library is a scientific library open for all people. See <https://www.oulu.fi/library/>

### Finnish Student Health Service (YTHS)

Oulu Health Station  
Yliopistokatu 1 A, 90570 Oulu  
<https://www.yths.fi/en>

**Appointments and evaluation of need for treatment:** A public health nurse will evaluate the need for treatment, gives instructions and refers for further examinations as necessary, e.g. by booking an appointment with a general practitioner for emergency medicine. For instructions to get treatment, see the YTHS website.

## 6.2 Student counselling at the Faculty of Education

You will get information, coicounselling and guidance related to your studies from the lead specialist in academic affairs, study affairs secretaries, education designers and teachers of the various subjects, among others. Every newcomer to a programme is also appointed a small group supervisor and tutor teacher who help you at the start of your studies and all along your study path.

The staff in the Academic Affairs Services can be reached by e-mail at [study.education@oulu.fi](mailto:study.education@oulu.fi).

For contact information of the Faculty of Education staff, see <https://www.oulu.fi/ktk/node/45064>.

## 6.3 Small group supervision

The aim of small group supervision is to coach a new student to become an active member of the academic community. The supervisors are usually senior students who introduce the new students to the practices of their own field of study, Faculty and the entire university, but above all, with their fellow students and Oulu. Small group supervision is part of the course “Technology-enhanced learning and orientation to the studies”, and it has a timeslot of its own in the timetable. It is meant for all new students in the Faculty.

It is vital for the student to take part in the introductory information sessions. If, however, you are prevented from attending them, you can get the details about your particular small group and supervisor from your education designer.

[1] This document is a more or less direct translation of the general section of the Finnish study guide. Many of the online links in this document are the same as in the Finnish version, as many of the web pages do not have a corresponding page in English. When you open a page, you may search it for a possible link to an English page that may contain relevant data on the topic.

## Opintojaksojen kuvaukset