

University of Oulu Education Regulations

Under section 14 of the Universities Act (558/2009) and section 2 of the regulations of the University of Oulu, the University of Oulu Board of Directors has approved the education regulations of the University of Oulu on the 15th of June, 2011.

The education regulations will replace the teaching regulations approved by the Board of Directors on the 15th of December, 2009.

General

1 §

These regulations apply to both degree and non-degree education. When education leading to specialisation programmes is concerned, decisions on exceptions to these regulations shall be made by the Education Dean.

Degree programmes and major subjects

2 §

The University Board of Directors shall decide on the education programmes, Master's programmes (as defined in section 2 of the Ministry of Education Decree regarding University Master's programmes), post-graduate degrees, and major subjects that lead to a lower and higher university degree, or a higher university degree only, unless there are existing decree level stipulations or decisions of the Ministry of Culture and Education concerning them. The University Board of Directors decides on proposals to the Ministry of Culture and Education for changes regarding educational responsibilities, degree programmes and major subjects or specialisation programmes.

Education planning and implementation responsibilities

3 §

An appointee, to be named by the Education Dean, shall be responsible for the planning and implementation of a study subject or an education programme that leads to a degree is the responsibility of. The Education Dean may appoint a study subject or a degree programme committee, which shall be chaired by the head of the study subject or education programme. A study subject or education programme committee must include at least one student member. The operation of and cooperation between study subjects or education programmes that lead to a degree is supervised and assessed by an education committee appointed by the Dean of the corresponding faculty and chaired by the Education Dean.

An education committee shall consist of a chairperson and other members. At least one half of the other members must be instructors at the University and at least one member must be a student. The operation of an education committee shall be supervised and assessed by the education council chaired by the Vice Rector - Education.

The members of doctoral training committees shall be appointed by the Dean of the Graduate School. Each Doctoral Training Committee shall supervise and assess the progress of the doctoral training in its academic field. A Doctoral Training Committee shall consist of a chairperson and other members. Other committee members must be teachers at the University or other experts in the field with a doctorate. In addition, at least two members must be doctoral students.

The planning and implementation of doctoral studies of a post-graduate student is the responsibility of a main supervisor and other supervisors appointed by the chairperson of the Doctoral Training Committee. The chairperson of the Doctoral Training Committee may also appoint a follow-up group to monitor the academic progress of a doctoral student. The Vice Rector - Research appoints the members of the Graduate School Management Group, which shall supervise and assess the operation of the Doctoral Training Committee and define practices to be adhered to in doctoral training.

Board of examiners

4 §

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

Student admission

5 §

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

The education council shall decide on student admission criteria for students to be admitted to study for a lower and higher university degree, a higher university degree only, or a Master's programme as defined in section 2 of the Ministry of Education Decree regarding University Master's programmes.

The education committee prepares proposals for the admission criteria and number of students to be admitted annually to study for a lower and higher university degree, or Master's programme as defined in section 2 of the Ministry of Education Decree regarding University Master's programmes.

The Education Dean shall accept new students to be admitted for a lower and higher university degree or Master's programme as defined in section 2 of the Ministry of Education Decree regarding University Master's programmes.

The Education Dean shall accept students pursuing supplementary and separate studies. The Education Dean may appoint committees to prepare admission criteria and practical admission arrangements. Committees preparing admission criteria must also include student members.

The University of Oulu Graduate School Management Group shall prepare a common proposal for all subjects regarding the admission criteria for post-graduate students.

The Dean of the Graduate School shall define on the admission criteria for post-graduate students.

The Dean of the Graduate School shall accept new post-graduate students.

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

Rectification of student admission

6 §

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

When the results are published, notice shall be made regarding how the applicant can obtain information on the application of admission criteria in his or her particular case and instructions for filing an appeal. An admission decision cannot be altered to the detriment of a person who has already been admitted.
Appeals against rectification decisions shall be addressed to the Oulu Administrative Court.

Academic year

7 §

The academic year starts on the 1st of August and ends on the 31st of July. Teaching is given during the periods determined in the curricula.

Enrolment

8 §

Administrative Services determines the enrolment period for students and provides the instructions for enrolment and attendance or nonattendance. Any student who has not enrolled according to the stipulations of Administrative Services shall lose his or her right to study. If a student wishes to continue his or her studies at a later date, the student is required to reapply for the right to study. A student may suspend his or her studies for a fixed period by the decision of the Administrative Services.

Teaching

9 §

The University offers freedom of teaching and research. An instructor shall, however, adhere to the approved curricula and stipulations related to his or her tasks and teaching at the University. If the language of instruction of a course is other than Finnish, this shall be indicated in the curriculum.

The rights and duties of teaching staff

10 §

A person functioning as an instructor shall, in accordance with the instructions given for teaching and studying at the University of Oulu and to the best of his or her ability,

- 1) attend to the duties designated to him or her in the job description including study guidance
- 2) provide the plans and reports regarding his or her teaching, publications, and academic and artistic activities as required by the University.

In order to ensure success in teaching, a person functioning as an instructor is entitled to

- 1) participate in the planning of his or her teaching and
- 2) choose the contents and method of teaching in cooperation with the head of the study programme, study subject or module; and
- 3) time resources as stated in an accepted job description regarding teaching content and forms.

Curriculum

11 §

The curriculum describes the learning goals for the entire degree programme, study modules and courses.

Curricula shall be developed both for degree studies and other forms of education offered at the University.

Education leading to a lower or higher university degree shall be designed with a purported annual advancement of 60 study points.

Approval of the curriculum

12 §

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

The Dean of the Graduate School shall approve the general parts of the curriculum for post-graduate degree studies. Other parts of the curriculum for post-graduate degree studies shall be approved by the chairperson of the Doctoral Training Committee.

A Faculty Dean or the Dean of the Graduate School shall determine the preparation schedule for the curriculum and the Faculty Dean approves the financial consequences of the curriculum concerning his or her administrative unit.

Personal study plan and student counselling

13 §

Students are entitled to receive study counselling. Students shall advance their studies according to a personal study plan.

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

A personal study plan for lower or higher degree studies shall be approved by the head of the study programme or subject, or a person appointed by him or her.

Study plans which deviate from the curriculum on justified grounds as regards the compulsory studies are to be approved by the Education Dean. A personal study plan for post-graduate degree studies shall be approved by the Graduate School's Doctoral Training Committee.

Credits

14 §

In these regulations, credits refer to doctoral and Licentiate theses, Master's theses, Bachelor's theses and such spoken, written and other study attainments as are defined in greater detail in the curricula. Theses are presumed public, whereas the publicity of other study attainments shall be determined by law.

Evaluation of credits

15 §

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

Assessment of credits

16 §

Licentiate and Master's theses, diploma theses and other similar theses are assessed by degree programme committee or a study subject committee or, when no such body exists, by the education committee. The decisions concerning the assessment of maturity tests are to be made by the Education Dean. The education committee may delegate the assessment of theses to the Education Dean or the responsible person of the degree programme. Doctoral Training Committees make proposals for the assessment criteria to be applied in the examination of doctoral theses in their academic fields.

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

The chairperson of a Graduate School Doctoral Training Committee shall appoint the pre-examiners and opponents for a doctoral thesis in their respective academic field on the basis of proposals made by thesis supervisors or instructors. The Doctoral Training Committee shall assess doctorate theses on the basis of reports by the appointed persons. A doctoral thesis shall be appointed at least two pre-examiners and at least one opponent. Both opponent and pre-examiners must be from outside the University of Oulu and must be professors or hold a doctorate. A person who has co-authored any of the publications contributing to the doctoral thesis or supervised the thesis work cannot be appointed pre-examiner or opponent. Within a stipulated time (at most two months), the pre-examiners shall submit, either jointly or separately, a substantiated written statement recommending that the doctoral candidate be allowed or not allowed to submit his or her thesis for a public examination. The stipulations of section 28 of the Administrative Procedure Act (6th June, 2003/343) apply as to the legal incompetence due to likelihood of bias of examiners and opponents of doctoral theses, Licentiate theses and corresponding study attainments.

Criteria for the assessment of credits

17 §

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

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

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

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

Using a language other than the language of instruction in study attainments

18 §

The Education Dean shall decide on a student's right to use a language other than the language of instruction in their study attainments.

Language skills required of students

19 §

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

Publication of credit results

20 §

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

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

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

Feedback on credits

21 §

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

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

Retaking a credit

22 §

A student is entitled to retake a credit.

Two opportunities are reserved for retaking examinations related to teaching within a reasonable period of time, taking into account the flexible progress of the student's studies. When a study attainment can replace a final examination, no separate opportunity to retake the attainment need be arranged.

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

Preservation of credits

23 §

Study attainments that are written or recorded by other means and student admission test papers shall be preserved as stipulated in the University's archives formation plan. Without written consent by the student in question, study attainments are not public with the exception of theses, Licentiate and doctoral theses.

Rectification of credits

24 §

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

A student dissatisfied with the assessment of his or her Licentiate thesis or an equivalent thesis or attainment or a research paper submitted as a part of advanced studies or an

equivalent study attainment may address a request to the Board of Examiners for rectification of the assessment within 14 days of having been informed of the decision. A student who is dissatisfied with the assessment of his or her study attainment may address a spoken or written request for rectification to the instructor who made the assessment. Rectification must be requested within 14 days of the student being in a position to be informed of the results of the assessment and the application of assessment criteria in his or her special case. A student who is dissatisfied with the decision on rectification may appeal to the Board of Examiners within 14 days of having been informed of the decision.

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

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

Student discipline and fraud

25 §

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

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

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

Expiry of credits

26 §

Regulations on the possibly expiry of credits are stated in curricula or other stipulations.

Accreditation of studies taken elsewhere and recognition of prior learning

27 §

The principles concerning accrediting studies taken in other Finnish and foreign universities and other educational institutions are stipulated in the curricula or other regulations, unless they have not been stipulated elsewhere. In the case of each individual student, the accreditation decision is made by the head of the degree programme or study subject appointed for the task, the Education Dean or the Dean of the Graduate School. General accreditation instructions shall be provided by the education council or the Graduate School.

The degree programme committee, or if no such body exists, the education committee shall assess learning not acquired in a university or other educational institution with a specifically arranged demonstration or other study attainment. The decision on the assessment criteria for other learning is made by the education committee, unless the criteria are specifically stipulated in curricula or other regulations. If the assessment criteria for other learning are not specifically stipulated in curricula or other regulations, the assessment criteria shall be defined by the education committee. A request for rectification of an accreditation decision can be made within 14 days of having been informed of the decision by the Board of Examiners. No appeals can be made against a decision made in the rectification procedure.

Certificates

28 §

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

The Dean of the Graduate School shall grant certificates for doctorates and separate studies that are part of academic post-graduate studies.

The Central University Administration shall confirm the formulae of certificates.

Degrees

29 §

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

The Education Dean of the Faculty concerned shall decide on conferring the title of Master to a person who has completed the higher education degree of 'Candidate' according to former degree regulations. The title of '*Ekonomi*' for Masters of Science in Economics and Business Administration is awarded by the Education Dean of the Faculty of Economics. Based on statements submitted by faculties, the research Council can confer the title of honorary doctor and any insignia related to the title to a person who is considered worthy of the recognition due to his or her academic or artistic activities or due to his or her merits in promoting science, arts or other cultural activities.

Power of decision in certain cases and delegation of the power of decision

30 §

The Board of Directors may delegate functions assigned to it in these regulations to the Education Council or the Research Council.

The delegation powers under the University of Oulu regulations shall otherwise apply in the delegation of decision-making powers referred to in these regulations.

Effective date and transitional provisions

31 §

These regulations shall come into force on the 1st of August, 2011. As regards to doctorates near completion, changes shall come into force on the 1st of January, 2012. Changes in curricula that result from the Education Regulations shall be implemented according to the renewal pace of the curricula.