

# Degree regulations of the University of Vaasa

NB! This is a translation from Finnish. In case of controversial interpretations, the original Finnish document "VAASAN YLIOPISTON TUTKINTOSÄÄNTÖ" rules.

The University's Board approved these regulations on 15 December 2017 on the basis of Section 14 Item 2, Point 8 and Section 28 of the Finnish Universities Act (Yliopistolaki, 558/2009).

## 1 § Scope of application

These degree regulations are applied to degrees taken at the University of Vaasa and to studies, instruction and studying included in those degrees and, as applicable, to separate education and education provided as Open University instruction and continuing education or specialisation studies.

The provisions of the Universities Act (558/2009) and the Government Decree on University Degrees (794/2004), as amended, and regulations based on this legislation as well as the stipulations of the rules of procedure of the University of Vaasa are applied to the degrees and studying.

## 2 § Management of education

The education management system is based on the responsibilities defined in the Universities Act, the rules of procedure of the University of Vaasa and these degree regulations.

### *Rector*

The Rector decides on education as defined in the Universities Act, the rules of procedure and these degree regulations.

### *Education Council and Research Council*

The Education Council implements the university's strategy in the development of education and is responsible for the quality and development of education as stipulated in the rules of procedure of the University of Vaasa and these degree regulations. The Research Council is responsible for developing and monitoring the University's research and its quality as stipulated in the rules of procedure of the University of Vaasa. The Research Council develops the Graduate School and postgraduate degree programmes and gives statements on them to the Education Council.

### *Schools and Deans and the Director of the Language Centre*

The Deans of the Schools are responsible for the operation of the Schools, the implementation of education, and the development and quality control of education in their own School. The Dean is responsible for the development and evaluation of the content of degree programmes, teaching and student admissions under the responsibility of the School. The Director of the Language Centre is responsible for the operation of the Language Centre, the implementation of education, and the development and quality control of education in the unit.

### *Graduate School*

The duty of the Education Council is to be responsible for developing and coordinating the University's education. The duty of the Research Council is to be responsible for developing the University's research and giving statements on the development of the Graduate School and postgraduate degree programmes to the Education Council. The Graduate School of the University of Vaasa develops and coordinates doctoral education and its processes in accordance with the policies of the Education Council and the Research Council.

### *Management of degree programmes*

The Dean appoints the persons responsible for undergraduate degree programmes under the responsibility of the School. They manage tasks related to the planning, evaluation, quality and development of their programme. The undergraduate degree programme has a steering group appointed by the Dean, whose task is to support the responsible person in the management of the programme and in the strategic and qualitative development of the programme. The degree

programmes cooperate regularly with representatives of the work sector. The degree programmes are evaluated regularly.

The Vice-Dean appoints the person responsible for the doctoral programme, who is in charge of tasks related to the planning, evaluation, quality and development of his or her programme. The doctoral programme has a steering group appointed by the Vice-Rector.

The disciplines or Schools can have development groups, where quality issues related to education and teaching and student feedback are addressed.

### 3 § Education leading to a degree

The educational responsibility of the university is decreed in the Government Decree on University Degrees (794/2004). It is further detailed in the Ministry of Education and Culture Decree on the Specification of Educational Responsibilities (1451/2014). The university Board makes a proposal to the Ministry of Education and Culture to change the educational responsibility of the university.

The Rector decides on establishing or discontinuing a programme leading to a bachelor's or master's degree or doctoral degree, a major or an equivalent entity, after hearing the Education Council.

The Rector defines the Schools responsible for the undergraduate and postgraduate degree programmes and subjects. If a degree programme is run by several Schools jointly and no School has been designated as responsible for the programme, the Vice-Rector will decide upon matters referred to in these degree regulations instead of the Dean of the School. The Deans are responsible for preparing these matters for the Vice-Rector to decide.

The university awards Bachelor's, Master's and scientific postgraduate degrees.

In the discipline of Business Studies, Bachelor, Master, Licentiate and Doctor of Science (Economics and Business Administration) degrees may be completed as well as a Doctor of Philosophy degree. In the discipline of Technology Studies, Bachelor, Master, Licentiate and Doctor of Science (Technology) degrees may be completed as well as a Doctor of Philosophy degree. In the discipline of Social Studies, Bachelor, Master, Licentiate and Doctor of Administration degrees may be completed as well as a Doctor of Philosophy degree. In the discipline of Humanities, a Bachelor of Humanities as well as Master, Licentiate and Doctor of Philosophy degrees may be completed.

The education leading to degrees is arranged as degree programmes. The undergraduate degree programmes are bachelor's and master's programmes. The undergraduate degree programmes may be divided into educational orientations. The scientific postgraduate degree programmes are doctoral programmes.

If a degree programme, a major or an equivalent entity is discontinued, the university shall offer the students of that entity the possibility to complete their studies within a reasonable period, taking into account the duration of the right to study. The Education Council decides on the organisation of the education, unless otherwise provided or prescribed.

The education can be organised as domestic or international joint degrees planned and organised by several universities, as provided in the Government Decree 1039/2013. A joint degree refers to both joint and double degrees. Degrees from two or more universities are awarded for double degrees. Joint degrees from two or more universities are awarded for joint degrees.

The university may arrange degree education geared to a group of students (made-to-order education) in accordance with Section 9 of the Universities Act. The education is ordered and financed by the Finnish State, another state, an international organisation, a Finnish or foreign public body, a foundation or a private entity. Made-to-order education must relate to undergraduate or postgraduate education in which the university has the right to award degrees. Providing made-to-order education may not undermine the undergraduate or postgraduate education provided by the university.

#### 4 §

### Open University education, separate studies, continuing education and specialisation education

The university may also arrange specialisation education, education which is included in a degree as Open University education or as separate studies, and continuing education.

The Levón Institute is in charge of planning and organising continuing education, MBA programmes and Open University education in cooperation with the Schools and the Language Centre. The Dean approves the Open University curriculum based on the curriculum of the School, and the Director of the Language Centre approves the Open University curriculum based on the curriculum of the Language Centre. The Levón Institute plans the Open University's curriculum for the academic year. The curriculum also includes Open University education provided in collaboration with external partners. The collaboration agreements define the duties of the university and the partner institution, the studies in the curriculum, and fees. The students are registered as Open University students.

The organisational responsibility for specialisation studies and the preparation of contractual cooperation lie with the Levón Institute. Planning and arranging specialisation studies is based on cooperation between the Levón Institute and the Schools. The Rector defines the School responsible for specialisation education.

The Schools and the Language Centre can enrol students to complete separate studies. The Dean or the Director of the Language Centre grants the right to study for separate studies.

The right to study provided by the Open University or other separate right to study is always limited in time and content.

#### 5 §

### Eligibility for studies leading to a degree and specialisation studies

The eligibility for studies leading to a university degree and specialisation studies is defined in the Universities Act (558/2009). Also, a person can be admitted to studies leading to a degree and specialisation studies, if the university considers that the person otherwise has the skills and knowledge for the studies.

A degree programme may require a master's degree student to complete supplementary studies of no more than one year in order to acquire the knowledge and skills needed for the studies as specified by the curriculum.

A doctoral programme may require a postgraduate student to complete necessary supplementary studies in order to acquire the knowledge and skills needed for the studies.

#### 6 §

### Student admission

The Education Council decides on the criteria for the selection of students and makes a proposal on the number of students to be admitted to the university and on the distribution of students between the Schools. The university Board determines, on the proposal of the Education Council, the number of students to be admitted to the university. The Rector confirms the distribution of the number of students between the Schools. The School's management group considers and, at its discretion, comments on the criteria for the admission of students for the degree programmes and subjects under the responsibility of the School, and the number of students enrolled in the School. The Dean approves new students for the degree programmes and subjects under the responsibility of the School. The student admission consideration and decision-making apply to the admission of undergraduate and postgraduate students.

The university may agree to carry out student admission in cooperation with one or more universities.

Student admission is arranged using the joint university application system and the university's separate selection as defined by Section 36 a of the Universities Act.

When postgraduate students are selected, the applicant's study and research plan and the unit's resources for organising the teaching and instruction for the studies are taken into account, in addition to the eligibility defined by Section 37 of the Universities Act.

The Levón Institute admits the students for the continuing education and Open University instruction it provides.

## 7 §

### Appealing against the student admission result

The applicant who is dissatisfied with the admission decision may appeal in writing to the Dean against the decision within 14 days of the date when the admission decisions are released. The Dean who made the admission decision makes the decisions concerning requests for rectification of the student selection.

The admission decision may not be changed to the disadvantage of any other admitted person as a result of the appeal.

An appeal against a decision given in the appeal procedure may be submitted to the Administrative Court, as decreed in the Administrative Judicial Procedure Act (586/1996).

## 8 §

### Right to study

Accepting a study place and enrolling as a student is decreed in the Universities Act, Sections 38 and 39.

When selecting new students for undergraduate degree studies, the right to study is admitted to both bachelor's and master's degrees, only to a bachelor's degree, or only to a master's degree. The duration of the right to study to an undergraduate degree is limited as decreed by the Universities Act, Section 41. The student admitted to postgraduate studies is granted the right to study to a doctor's degree. The postgraduate student may choose to graduate as Licentiate before the doctor's degree.

The Dean may revoke the right to study if it becomes apparent that incorrect or incomplete information has been provided in the course of applying for the right to study, which may have affected the outcome of the selection.

The student who is admitted by the university and who has announced that he or she will accept the study place shall enrol to the university as defined by the university. The degree student shall enrol every year as present or absent. The student has the right to study only if he or she has enrolled as present in the university.

The student who has not enrolled in the manner instructed by the university or who has not graduated within the time decreed by the Universities Act, Section 41, or within the extension decreed by Section 42, or who has not been granted extension, loses his or her right to study.

If such a person wishes to start or resume his or her studies at a later point, he or she shall reapply in writing to the university for admission. The application can be made without participation in the joint university application referred to in Section 36 of the Universities Act. A set fee is charged for re-enrolment. The Dean makes the decision on a student's right to be readmitted as student for the degree programmes and subjects under the School's responsibility. If an extension is not granted, the student may appeal in writing to the Dean within 14 days from the date on which the student first was informed of the decision.

The University of Vaasa charges fees for foreign language education leading to a degree as provided for in Section 10 of the Universities Act. The university has a grant scheme to support students participating in paid degree education.

The student may only hold one student place (right to study) for studies leading to the same bachelor's or master's degree or scientific postgraduate degree at the University of Vaasa.

The transfer of postgraduate students' right to study to the passive register is decreed in section 9.

The student may also renounce the right to study by a written notification to the university. In this case the studies will be registered as expired on the notification date, and the right to study cannot be reclaimed.

#### 9 §

##### Transfer of postgraduate student's right to study to the passive register

A postgraduate student's right to study may be transferred to the passive register if the student does not pursue studies actively. The student is enrolled neither present nor absent and does not show in the statistics.

A postgraduate student's right to study is declared passive if the student has no study attainments during the past two consecutive academic years, if the student has not participated in supervision according to what has been planned, or made progress in his or her doctoral research.

The right to study is declared passive also if the student has neglected to enrol to the university for the past two consecutive academic years, or enrolled as absent for the past two consecutive academic years.

The right to study is transferred to the passive register at the beginning of an academic year. Students in question are notified of this at the end of the previous autumn semester. In order to apply for the re-activation of the right to study, the student shall present a feasible research plan and a personal study plan on continuing the studies. On the proposal of the supervisor, the Dean decides on the restoration of the right of postgraduate studies in the subjects under the responsibility of the School.

#### 10 §

##### Extension of right to study

The university may grant extension to the duration of studies to a student who has not graduated within the time decreed in the Universities Act. The requirements for an extension are defined in the Universities Act, Section 42.

The Dean makes the decision on granting extensions to students for the degree programmes and subjects under the School's responsibility.

If an extension is not granted, the student may appeal in writing to the Dean within 14 days from the date on which the student first was informed of the decision.

#### 11 §

##### Revocation of right to study

The revocation of the right to study is decreed in Section 43 of the Universities Act and the access of information relating to it in Section 43 b as well as the return of the right to study in Section 43 c. The Government Decree on Universities (770/2009, Section 2) defines the degrees to which the revocation of the right to study may be applied.

An appeal against the decision on the revocation of the right to study in Section 43 a of the Universities Act shall be submitted to the Students' Legal Protection Committee within 14 days from the date on which the student first was informed of the decision.

#### 12 §

##### Academic year

The academic year begins on 1 August and ends on 31 July.

The Rector decides on the general starting and ending dates of instruction, the division of the academic year, and any exemptions from regular instruction schedules concerning the entire university. More specific instruction times are decided by the Deans.

### 13 §

#### Language of instruction and examination

The language of instruction and examination at the University is Finnish. Another language may be used in instruction or examinations as defined in the curricula. The curricula may also decide on using a foreign language as the language of a degree. The Education Council and the Deans shall ensure that there are sufficient possibilities of completing a higher university degree in Finnish.

### 14 §

#### Curricula

The Education Council decides on the degree requirements for undergraduate and postgraduate degree programmes and approves the structures of the degree programmes. The Vice-Rector approves the teaching curricula under the responsibility of the Language Centre and the Graduate School and the subjects and scope of the courses of the joint study modules of the joint degree programmes of several Schools by the end of March. The Dean approves the curricula for undergraduate and postgraduate degree programmes, subjects and other teaching under the responsibility of the School by the end of March.

Prior to decision-making, the School's management group considers and, at its discretion, comments on the structures and curricula of the degree programmes, subjects and other teaching under the responsibility of the School, the communication, language and methodology studies included in degree programmes, as well as the curricula of the Open University and MBA programmes.

As a rule, the curricula are confirmed for a minimum of two academic years.

The degree requirements include the scientific and professional learning outcomes of the degree programme. The degree structure includes all the modules included in the degree or degree programme and their scope.

The curriculum shall contain the information necessary for the implementation of teaching, the planning of studies, the smooth progress of studies and the assessment of study attainments. The curriculum shall include at least

- The scientific and professional learning outcomes of the degree programme
- The study modules of the degree programme and the names and scope of the courses
- Other study modules, their learning outcomes and the names and scope of the courses included in them
- Course names, scopes in study credits, learning outcomes, essential contents, responsible unit and teacher, teaching methods, language of instruction, learning assessment methods, and an implementation plan for the teaching schedule

The curriculum shall specify the department and person responsible for each degree programme, study module and individual course. The persons responsible for the assessment of study attainments shall be employed by the university, with the exception of educational collaboration organised in cooperation with another university.

The university may arrange teaching in collaboration with another university or obtain it from another university as provided for in Section 7a of the Universities Act.

The curricula of studies leading to a degree and organised by two or more universities take effect after the universities responsible for the instruction have approved the curricula. The structure of curricula for joint education and the scope of study modules may differ from the basic structure. The Education Council decides on exceptions.

#### *Course offering*

The Dean confirms the annual course offering for the degree programmes and other teaching under the responsibility of the School by the end of April. Course offering refers to the courses offered during the next academic year. As a rule, annual teaching schedules are drawn up by the end of June. The annual curricula are designed so that students can pursue minor studies in another School's modules at least at a basic studies level.

The education and study guidance shall be planned and organised so that students can proceed in their studies in a practical order and graduate within the decreed target time. Teaching is organised according to approved curricula.

The course programme for the Open University is planned jointly by the units, those responsible for degree programmes, and the Levón Institute. The Dean approves the study modules and courses implemented as Open University studies relating to the School, and the Director of the Language Centre those relating to the Language Centre. The Dean and the Director of the Language Centre confirm the teachers of the specific courses of the Open University and are responsible for the quality of teaching. The curriculum for MBA programmes is designed in collaboration between the Schools and the Levón Institute and is addressed and approved as a degree programme curriculum.

#### *Education feedback*

Feedback on degree programmes, teaching, guidance and degrees is collected from students and others. For each course, student feedback is collected according to the university's feedback practices. The feedback collected is used in the planning and development of teaching, guidance and education.

#### 15 §

#### Study guidance, personal study plan and the order of studies

Students have the right to receive guidance and counselling in the planning and execution of their studies.

The student prepares a personal study plan (PSP) for planning and completing the studies.

In accordance with the two-cycle degree structure, the student first completes a bachelor's degree based on upper secondary education, and after that a master's degree based on the bachelor's degree.

The curricula determine the general conditions for starting master level studies before completing the bachelor's degree.

Each postgraduate student has a personal responsible supervisor appointed by the School. Each postgraduate student who has enrolled as present is entitled to receive the necessary amount of expert guidance.

#### 16 §

#### Grading of study attainments

Assessment of study attainments is based on the learning outcomes and performance evaluation criteria defined in the curricula. At least part of the assessment shall be based on the student's individual assessment.

Study attainments are evaluated as passed or failed. The passed study attainment can also be marked according to a five-grade scale, where 5 = excellent, 4 = very good, 3 = good, 2 = satisfactory and 1 = sufficient. It is also possible to use some other evaluation scale for the evaluation of master's theses, as defined in the degree regulations. Dissertations are graded 'Pass with Distinction', 'Pass' or 'Fail'. Licentiate theses are evaluated as passed or failed. If the student is graded for the same course several times, the highest grade will remain in effect.

If the teacher is disqualified or temporarily unable to perform his or her duties, the Dean or the Director of the Language Centre shall designate another person with the required qualification for the task.

The evaluation criteria of study attainments are public. Students have the right to know how the evaluation criteria have been applied to their work, and they shall be given an opportunity to examine their evaluated work.

The results of the evaluation shall be made public and registered within 30 days of the performance or the deadline by which the performance has to be submitted to the reviewer. The results of the evaluation

in June-July shall be published and registered by the end of August at the latest. For a special reason, the Dean may grant additional time for the evaluation of study attainments. The students shall be informed without delay about the delay and the postponed date of release of the results.

The evaluators of master's theses shall also provide their statement on a thesis submitted for review within 30 days of the date when the thesis was submitted for review in its final form.

Before a bachelor's or master's thesis is assessed, the student may request in writing that the assessment procedure be interrupted. The student can interrupt the thesis assessment only once. The thesis can be reassessed when the student has made changes in it approved by the supervisor.

The School's management group assigns the examiners / preliminary examiners, opponent(s) and thesis supervisor in cases concerning the evaluation of licentiate theses and dissertations relating to the School's subjects, grants the examination permit, and confirms the grades of licentiate theses and dissertations relating to the School's subjects. The Dean confirms the grades of the theses included in the advanced studies of degree programmes and subjects for which the School is responsible.

The provisions of the Administrative Procedure Act (434/2003), Sections 27–30, define when a preliminary examiner, examiner or an opponent of a dissertation or licentiate thesis is disqualified. The disqualification principles specified in the Administrative Procedure Act are also applied to other study attainments.

In case the thesis will not be accepted for assessment, a decision eligible for appeal shall be given on it.

The study attainment can be left unassessed if the student has violated the ethical procedures of the university.

#### 17 § Credit transfer

When completing a degree or specialisation studies, the student may credit studies completed in a Finnish or foreign university or other educational institution, and compensate for degree or specialisation studies with other studies of the same level. As a rule, studies to be credited in a degree shall be no more than ten years old and shall be included in the minimum scope of the degree.

The student may credit and compensate studies required by the degree or specialisation studies also by demonstrating his or her knowledge in some other manner.

Of a bachelor's or master's degree awarded at the University of Vaasa, up to half of the degree scope may be credited by previous studies or knowledge obtained in some other manner. Theses may not be credited.

#### 18 § Provisional credit transfer

A degree student who is present may complete studies applicable to his or her degree at collaboration universities with which there is a separate inter-university agreement. In accordance with the collaboration agreement, a separate right to study is granted to the student to complete these studies. If the studies at the collaboration university have been agreed in advance to be credited to the student's degree, the student does not need to apply for the accreditation separately. These studies are described in the curriculum or course offering. A separate right to study at the collaboration university is registered for the present degree student.

#### 19 § Appealing against a grade

The university's Education Council acts as degree committee for appeals against the grade of a thesis included in advanced studies, a licentiate thesis or a dissertation, as well as for appeals against the decisions made on appeals against the grade of other assessed study attainments.

1. The student may appeal to the Education Council and in writing against the evaluation of a thesis described in subsection 1 within 14 days of the date on which the student first was informed of the decision.

The appeal against a grade of other study attainments may be submitted by the student orally or in writing to the teacher who evaluated the work, within 14 days of the date when the results and the evaluation criteria applied to the work first were accessible to the student.

The student may also file an appeal against a decision concerning the credit transfer of studies completed elsewhere or knowledge demonstrated in some other manner. The appeal shall be filed to the teacher or executive body that made the decision. The appeal against credit transfer shall be made within 14 days of the date on which the student first was informed of the decision.

The decision concerning a request for rectification shall be provided in writing.

The student who is dissatisfied with the decision made on an appeal against other study attainments, studies completed elsewhere or crediting knowledge demonstrated in some other manner may bring the matter to the Education Council within 14 days of the date on which the student was first informed of the decision.

An appeal cannot be made against a decision given in the appeal procedure concerning the evaluation of study attainments or credit transfer.

#### 20 §

#### Publicity of study attainments

All theses are completely public immediately after they have been approved.

Examination answers or corresponding study attainments shall not be disclosed or shown to anyone whose duties do not involve the processing of study attainments, or otherwise released without the student's permission.

Evaluated study attainments shall be retained six months after the results are released. Bachelor's and master's theses, licentiate theses and dissertations shall be retained permanently.

#### 21 §

#### Validity of study attainments

As a rule, up to ten-year-old study attainments may be included in degrees. The study modules, methodological and general studies, maturity essay and communication and language studies made during the completion of degrees do generally not expire and are counted with the original scope in the degrees. If the student has been granted an extension to complete the degree, the study attainments will not expire during this period.

#### 22 §

#### Language proficiency

With the studies included in bachelor's or master's degree, or in some other manner, the student shall demonstrate that they have attained the proficiency in Finnish and Swedish that is necessary in their own field and required in bilingual regions according to the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003, Section 6(1)) of civil servants in offices requiring a university degree.

Additionally, knowledge of at least one foreign language is required, so that the student can follow the development of his or her field and work in an international environment.

The language proficiency requirements under Subsection 1 do not apply to the student who has been educated in a language other than Finnish or Swedish or has been educated abroad. In such cases, the Dean shall determine the required language skills. At the University of Vaasa, exemption from the skills of the second native language can be granted on application if the student has inadequate basic skills, whereby the student does not have a grade in Swedish/Finnish in the final comprehensive school

diploma or the student is exempt from Swedish/Finnish studies at lower levels of education. Exemption from the skills of the second native language can also be granted if the student has a special reason which cannot be eliminated by pedagogical solutions, whereby the student has a functional constraint preventing the performance. In this case, the situation is examined in cooperation with the necessary experts approved by the university. The Dean decides on the approval of the exemption after consulting the Director of the Language Centre.

For a special reason, the Dean may exempt the student from the required language skills under Subsection 1 partly or completely. If the student is not required to possess the language skills referred to in Subsection 1, the Dean determines the language of the maturity essay separately.

### 23 § Degree certificates

The Dean of the School awards the student a degree certificate on the completed bachelor's and master's degree and postgraduate degree that complies with the Government Decree on University Degrees (794/2004). It shall specify at least:

- 1) the field of study and the title of the degree;
- 2) the degree programme and possible major or equivalent entity;
- 3) the possible specialisation studies encompassed by the degree;
- 4) the main content of the degree; and
- 5) the student's language proficiency, taking into account Section 19 of the Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service (481/2003).

Items 1-4 are applied to the postgraduate degree certificate.

If the education leading to one or several degrees has been jointly arranged with another Finnish or foreign university, the degree certificate shall include mention of the other degrees and degree certificates completed based on the same education as well as mention of the other universities granting the degree.

Students graduating from the University of Vaasa are always given a Finnish certificate. Students graduating from programmes taught in English are given an English degree certificate and title of the degree, as defined in the Government Decree on University Degrees (794/2004), in addition to the Finnish degree certificate and title of the degree.

A diploma supplement intended specifically for international use is provided as an appendix to all certificates. The supplement includes sufficient information about the university and the studies and study attainments recorded in the degree certificate and their level and status in the educational system.

The university awards the student a certificate of completed specialisation studies which states the name of the specialisation education, its scope and central content.

The student may get an official transcript of records as confirmation on completed studies also before the degree is completed.

### 24 § Academic titles

A person who has graduated as a Master of Science in Economics and Business Administration is entitled to use the title "ekonomi" (economist).

A person who has completed a bachelor's degree or the degree of "ekonomi" as a higher university degree under the regulations that were previously in effect at the university is entitled to use the title Master of Science.

The decision to award the title of Doctor Honoris Causa is made by the Rector, on proposal of the Dean of the School. The Dean consults the management group on the matter before making the proposal.

## 25 §

### Ethical regulations on teaching and studying

The ethical principles and good scientific practices shall be taken into consideration in all teaching and studying. The Rector gives instructions more specific than the university's ethical recommendations on the ethical practices concerning studying.

## 26 §

### Regulations on discipline

A study attainment may be failed if the student has, while attempting it, cheated in education or research activities.

If the supervisor of an exam suspects for justified reasons that a student has cheated at the exam, the student may be removed from the examination room immediately and his or her performance may be failed. A performance may also be failed if the cheating is detected after the exam.

Other course work or study attainment may also be failed if it is discovered afterwards that the student has cheated. The decision on failing a study attainment shall be made within six months of the completion of the study attainment.

A student who disrupts teaching, behaves violently or threateningly, or endangers the life or health of another person may be ordered to leave premises where teaching is given, or to leave a ceremony or other occasion organised by the university.

According to the Universities Act, Section 45, the student may be given a written warning if he or she:

- 1) disrupts teaching;
- 2) behaves violently or threateningly;
- 3) acts under false pretences or otherwise breaks order at the university;
- 4) refuses to present the drug test certificate referred to in Section 43 d of the Universities Act;
- 5) according to the account referred to in Section 43 d has used narcotics for purposes other than medical treatment in a way which undermines his or her functional capacity.

If the act or neglect is serious or if the student carries on the inappropriate behaviour after having received a written warning, he or she may be suspended from the university for a fixed period of no more than one year.

The Rector decides on warnings and the university Board decides on suspensions. Before the decision, the act or neglect that is the cause for disciplinary action shall be defined, a necessary account on the matter shall be obtained, and the student shall be given an opportunity to be heard.

## 27 §

### Study environment

The student has a right to a safe study environment. The Rector of the university provides more specific regulations that improve internal order, accessibility and unrestricted progress of studies, and the safety and comfort of the university community.

## 28 §

### Degree regulations and the rules of the Levón Institute

Degree statutes and other more specific university regulations on degrees, studies and teaching as well as on the Open University teaching are provided by the Rector or Vice-Rector on the proposal of the Education Council unless otherwise provided by law, decrees or other rules of procedure approved by the university. The Vice-Rector provides more specific regulations on paid continuing education.

## 29 §

### Transitional provisions and entry into force

These rules of procedure enter into force on 1 January 2018 and repeal the University of Vaasa degree regulations which came into force on 1 April 2015.

Before these degree regulations enter into force, measures required for their implementation may be taken. If a matter remains pending at the university when these degree regulations enter into force, further measures will become the responsibility of the administrative body with a remit over the matter in accordance with the University of Vaasa rules of procedure and these degree regulations.

Degree-level language education at the University of Vaasa was transferred to the University of Jyväskylä on 1 August 2017. Decision-making regarding the language degree programmes that remain ongoing during the transitional period at the University of Vaasa is arranged in accordance with the rules of procedure and these degree regulations. The responsibility for the degree programmes in languages lies with the Dean of the School of Marketing and Communications or a person appointed by him or her.

Section 3(6) on the division of degree programmes into education orientations will apply to all undergraduate degree programmes at latest from the 2019–2020 academic year curricula (except for degree programmes in humanities language studies). The stipulations of section 17(1) and section 20 on the validity of study attainments (the so-called expiration of study credits) apply to all degree programmes from 1 August 2018.

### 30 §

#### Amendments and their entry into force

Sections 2(2), (4), (6), (7) and (8), 3(1), (2), (3) and (7), 4(2) and (3), 6(1), (2), (3), (4) and (5), 8(2), (6), (7) and (8), 9(1) and (4), 10(2), 13(1), 14(1), (2), (3), (4), (6), (7), (9), (10), (11), (13), (14), 15(5), 16(5) and (8), 17(1) and (2), 20(2) and (3), 22(3) and (4), 23(1) and (3), 24(3), 28(1) and 29(3) and (4) have been amended and section 18 has been added to the rules of procedure at the Board meeting on 22 February 2019. The changes enter into force from 1 March 2019.

Sections 2 (3) and (5), 3 (2) and (7), 6 (1), 13 (1), 14 (1) and (8), 19 (1), (2) and (6) and 28 (1) have been amended at the Board meeting on 3 December 2020. The changes enter into force from 1 January 2020.