

NB: This is an unofficial translation. In the event of any discrepancies between the Finnish and English versions, the original Finnish version shall prevail

DEGREE REGULATIONS OF THE UNIVERSITY OF JYVÄSKYLÄ

Valid from 1 August 2015. Regulations for curricula (Section 31) are valid for the curricula of the academic year 2017–2018 and thereafter. Regulations for the appeal procedure (Chapter 10) become valid on 1 January 2016.



Approved at the University Board meeting of 16 March 2015, with amendments on 14 June 2016.

Contents

DEGREE REGULATIONS OF THE UNIVERSITY OF JYVÄSKYLÄ.....	1
Section 1: Scope of application	5
Section 2: Education management	5
CHAPTER 1: EDUCATIONAL RESPONSIBILITY AND DEGREE EDUCATION	5
Section 3: Educational responsibilities of the University.....	5
Section 4: Organising degree education.....	5
Section 5: Establishment and discontinuation of degree programmes	6
Section 6: Joint degree programmes	6
Section 7: Number of students to be admitted to the University	6
CHAPTER 2: BACHELOR'S AND MASTER'S DEGREE EDUCATION.....	6
Section 8: Admission criteria for bachelor's and master's degree education	6
Section 9: Granting of study rights	6
Section 10: Transferring from one degree programme to another at the same level	7
Section 11: Teachers' pedagogical studies	7
Section 12: Minor subject study rights	7
Section 13: Expiration of the right to pursue a degree	7
Section 14: Losing the right to study	8
Section 15: Revocation of the right to study and request for the extract of criminal records.....	8
Section 16: Voluntary renouncement of the right to study	8
CHAPTER 3: POSTGRADUATE EDUCATION.....	9
Section 17: Admission criteria for studies leading to a doctorate or other postgraduate degree and the granting of study rights	9

Section 18: Supervision of postgraduate studies	9
Section 19: Deactivation of postgraduate students' study rights	9
Section 20: Examination and grading of licentiate theses.....	10
Section 21: Cancellation of a licentiate thesis examination.....	10
Section 22: Preliminary examination of doctoral dissertations.....	10
Section 23: Public examination of doctoral dissertations.....	11
Section 24: Language used in the public examination of doctoral dissertations.....	11
Section 25: Assessment and grading of doctoral dissertations	12
CHAPTER 4: OTHER EDUCATION AT THE UNIVERSITY.....	12
Section 26: Open university education.....	12
Section 27: Separate studies	12
Section 28: Continuing education	13
CHAPTER 5: STUDYING	13
Section 29: Student registration.....	13
Section 30: Scheduling of teaching periods	13
Section 31: Curricula	13
Section 32: Arranging teaching.....	14
Section 33: Internship as part of studies.....	14
Section 34: Study guidance of bachelor's and master's degree students	14
Section 35: Personal study plan (HOPS) counselling	14
Section 36: Monitoring of study progress	15
Section 37: Completed study units	15
Section 38: Opportunities to complete study units.....	15
Section 39: General examinations.....	15

Section 40: eExams	16
Section 41: Expiry of studies	16
Section 42: Language of instruction, examination and study units	16
Section 43: Maturity essays	17
Section 44: Assessment and grading of maturity essays	17
Section 45: Accessibility	17
CHAPTER 6: ASSESSMENT AND GRADING OF STUDIES, GRADING SCALES.....	18
Section 46: Scales and grades used in the assessment of studies.....	18
Section 47: Evaluation of study modules	18
Section 48: Announcement of the results and registration of completed study units.	18
Section 49: Feedback on completed study units	19
Section 50: Examination and assessment of master's theses and interruption of the examination process.....	19
Section 51: Recognition of prior learning and competence acquired otherwise	20
CHAPTER 7: QUALITY AND QUALITY MANAGEMENT.....	20
Section 52: Quality management responsibilities in education	20
Section 53: Feedback on teaching, education and learning.....	21
CHAPTER 8: ACADEMIC FRAUD.....	21
Section 54: Dealing with plagiarism and academic fraud	21
CHAPTER 9: CERTIFICATES	22
Section 55: Degree certificates.....	22
CHAPTER 10: APPEAL PROCEDURES.....	22
Section 56: Requests for rectification addressed to the University	22
Section 57: The Appeal Committee of the University	22

Degree Regulations of the University of Jyväskylä
Approved at the University Board meeting of 16 March 2015.

Section 58: Appeal procedure against an admission decision	22
Section 59: Appeal procedure against losing the right to study	23
Section 60: Grade appeal procedure for bachelor's theses, licentiate theses and doctoral dissertations	23
Section 61: Grade appeal procedure for other studies	23
Section 62: Appeal procedure against admission to a major subject or line of study .	23
Section 63: Appeal on a decision	23
CHAPTER 11: ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS	24

DEGREE REGULATIONS OF THE UNIVERSITY OF JYVÄSKYLÄ

In compliance with Section 14 of the Universities Act (558/2009), the University Board has approved the following degree regulations on 16 March 2015. The degree regulations shall be applied to the operations of the University of Jyväskylä, in addition to what has been stipulated by provisions in acts, decrees and the University of Jyväskylä Regulations.

Section 1: Scope of application

The degree regulations apply to degrees completed at the University of Jyväskylä, to degree studies and, when applicable, to separate studies as well as studies arranged as open university education, continuing education, commissioned education and professional specialisation studies.

The Rector, faculties and independent institutes may, in matters within their jurisdiction, issue stipulations that further specify these degree regulations.

Section 2: Education management

The education management system is built on responsibilities defined in the University of Jyväskylä Regulations and in these degree regulations.

Educational activities are managed at the University level as well as in faculties, departments and other teaching units. The Rector decides on educational policies at the University level. The Education Council of the University supports the Rector and monitors and supervises the implementation of the University's strategy.

CHAPTER 1: EDUCATIONAL RESPONSIBILITY AND DEGREE EDUCATION

Section 3: Educational responsibilities of the University

According to Section 7 of the Universities Act, educational responsibilities are enacted by the decrees of the Government and the Ministry of Education and Culture. The Ministry of Education and Culture Decree is prepared in cooperation with universities. The University Board submits proposals to the Ministry of Education and Culture for changing the University's educational responsibilities and comments on motions to change the responsibilities.

Section 4: Organising degree education

Degree education at the University of Jyväskylä is organised as degree programmes leading to bachelor's, master's and doctoral degrees.

A licentiate degree may be completed as part of a degree programme leading to a doctoral degree or, in a special case, as a separate programme.

Section 5: Establishment and discontinuation of degree programmes

The Rector, after hearing the faculty in question, decides on the establishment and discontinuation of a degree programme when the establishment and discontinuation do not change the educational responsibilities of the University.

If a degree programme is discontinued, the University shall offer the students of that programme the possibility to complete their unfinished studies within a reasonable period. The duration and organisational measures of the transition period are decided by the Rector.

Section 6: Joint degree programmes

The Rector decides on the establishment, discontinuation and general regulations of joint degree programmes organised with domestic and international universities. Joint degree programmes are agreed on in separate agreements between universities.

Section 7: Number of students to be admitted to the University

The University Board decides on the number of students to be admitted to each faculty and field of higher education institution steering. The Rector, upon the proposal of the Faculty Council, decides on the distribution of study places between study options.

CHAPTER 2: BACHELOR'S AND MASTER'S DEGREE EDUCATION

Section 8: Admission criteria for bachelor's and master's degree education

Student admission is stipulated in Sections 36 and 38 of the Universities Act.

The Rector, upon the proposal of the Education Council, decides on the general admission criteria of students.

Faculty Councils decide on the detailed admission criteria for their students.

The dean admits the students to the faculty.

Section 9: Granting of study rights

When selecting new students for studies leading to a bachelor's or master's degree, the right to study is granted to both of the degrees, or, alternatively, only to the bachelor's or

the master's degree. Students are admitted to programmes leading to the bachelor's and/or master's degree.

Section 10: Transferring from one degree programme to another at the same level

The Rector decides on the general policies of the University.

The Faculty Council decides on the principles for allowing students to change programmes within a faculty. The Faculty Council also decides on principles for allowing students from another faculty or another Finnish university to transfer to the faculty to complete a degree of the same level.

The dean grants students the right to move between programmes at the same level in accordance with the principles decided by the Faculty Council.

Section 11: Teachers' pedagogical studies

The Faculty of Education is responsible for the content of pedagogical studies required for teacher qualification.

The Rector decides how the rights to complete the pedagogical studies are distributed between faculties and programmes.

Section 12: Minor subject study rights

The right to study minor subjects is unrestricted at the University, excluding minor subjects with an entrance examination, an aptitude test or other justified reason to limit the number of students in the minor subject.

If the number of study rights in a minor subject is limited, the Faculty Council decides on the application procedure and criteria for awarding the study right.

Degree programmes may also cooperate to offer minor subject education, and it is possible to create separate minor subject modules that are suitable for certain degree programmes.

Section 13: Expiration of the right to pursue a degree

The right to pursue a degree expires when the degree is completed.

Students who have completed a degree to which their study rights have entitled them may conduct studies until the end of the following academic year in accordance with the rights they had while completing their degree.

Section 14: Losing the right to study

In accordance with Section 43 of the Universities Act, a student who, after accepting the study place, has failed to enrol to the University or register for attendance or non-attendance, as well as a student who has not completed his/her degree in the time stipulated in the Universities Act or in a granted extended time, or who has not been granted an extension to the duration of studies, loses his/her right to study.

If a student who has not completed his/her degree in the time stipulated in the Universities Act, or in an extension granted to that time, wishes to start or resume his/her studies at a later point, he/she must reapply for the study right from the faculty. The application can be submitted without participating in a student selection process.

The dean decides on the restoration of the study right.

A student not registered for attendance or non-attendance each academic year in the way determined by the Rector will lose his/her right to study. If a student wishes to continue his/her studies later on, he/she has to submit an application to University Services for a new study right and pay the re-entry fee.

If the student has not registered in two years or more, University Services consults with the faculty before making the decision.

Section 15: Revocation of the right to study and request for the extract of criminal records

The revocation of the right to study is stipulated in Section 43a of the Universities Act, access to information relating to the revocation of the right to study in Section 43b and restoration of the right to study in Section 43c. The stipulations for cancelling the right to study apply to degrees defined in Section 2a of the Government Decree on Universities (770/2009).

Section 16: Voluntary renouncement of the right to study

A student may permanently renounce the granted right to study by notifying the University in writing. The notification is delivered from the Registry Office to University Services. The right to study is marked as expired at the earliest on the date the notification was received. After this, the right cannot be returned.

CHAPTER 3: POSTGRADUATE EDUCATION

Section 17: Admission criteria for studies leading to a doctorate or other postgraduate degree and the granting of study rights

The selection of postgraduate students complies with detailed admission criteria prepared by faculties. The criteria are based on the general admission criteria of postgraduate education, decided by the Rector upon a proposal from the Education Council.

The Education Council hears the Graduate School Steering Board before making the proposal.

A precondition for granting postgraduate study rights is that the dissertation for the postgraduate degree will be supervised at the University of Jyväskylä.

Students admitted to scientific postgraduate degree studies are granted the right to complete a doctoral degree, or, for specific reasons, only the licentiate degree. The licentiate degree may include professional specialisation studies

Section 18: Supervision of postgraduate studies

Each postgraduate student shall have a personal supervisor-in-charge, nominated by the faculty or the department. The supervisor-in-charge must have an employment relationship with the University of Jyväskylä, a doctoral degree and sufficient academic merits. In order to ensure continuity of supervision and guidance, a new supervisor-in-charge shall be nominated for the postgraduate student if the first supervisor discontinues the task. In addition, each student pursuing a doctoral degree shall have a follow-up group nominated by the faculty.

Each postgraduate student registered for attendance is entitled to an adequate amount of supervision and guidance. The postgraduate student, however, bears the responsibility for the completion and quality of the dissertation.

Section 19: Deactivation of postgraduate students' study rights

A postgraduate student shall register for attendance or non-attendance every academic year in the manner decreed by the University in order to retain the study right. The dean may, upon the proposal of the supervisor, decide on the deactivation of the study right. In such a case, the student has no possibility to register for attendance. Before taking a decision, the dean must hear the follow-up group and the student.

If a postgraduate student whose study right has been deactivated wants to continue his/her studies later, the student must provide his/her supervisor with a legitimate and

scheduled study plan for the continuation of postgraduate studies and fill in or update the supervision document. After the supervisor has approved the supervision document, the dean decides on the student's right to register for attendance and continue the studies.

Section 20: Examination and grading of licentiate theses

At least two examiners are nominated for a licentiate thesis. The examiners must have completed a doctoral degree. The supervisor of the licentiate thesis may not act as the examiner of the thesis.

Within two months of the date on which they received the assignment, licentiate thesis examiners shall, either jointly or separately, give a written and substantiated statement of evaluation, including a proposal for a grade. If they disagree on the grade, each examiner shall prepare a separate statement.

The author of the thesis shall have an opportunity to respond to the examiners' statements of evaluation before the final grade is given.

Section 21: Cancellation of a licentiate thesis examination

As long as the examination of a licentiate thesis is incomplete, the student may request in writing for the interruption of the examination process. In such a case, the examination procedure is cancelled.

Section 22: Preliminary examination of doctoral dissertations

When the student, after hearing the supervisor, decides to submit the dissertation manuscript for preliminary examination, the Faculty Council nominates at least two preliminary examiners with doctoral degrees and sufficient academic merits. The supervisor of the dissertation cannot act as preliminary examiner. At least one preliminary examiner shall be from outside of the University of Jyväskylä.

The doctoral candidate shall be given an opportunity to comment on the selection of the preliminary examiners.

The preliminary examiners shall, within three months of their nomination, either jointly or separately give a substantiated written statement on whether permission should be granted or rejected for the public examination of the dissertation. The preliminary examiner's proposal for permission cannot be conditional. The dean of the faculty may, for a justified reason, grant an extension to the time determined for the preliminary examination.

The doctoral candidate shall be provided with the opportunity to comment on the preliminary examiners' statements before a decision on the permission for the public examination of the dissertation is taken.

The doctoral candidate has the right to interrupt the preliminary examination process before the Faculty Council handles the permission for the public examination.

If the candidate is not granted the permission for a public examination of the dissertation, the preliminary examination procedure ends.

Having received permission for the public examination, the doctoral candidate must ensure that the dissertation will be publicly available in accordance with the detailed instructions of the faculty, either in printed or some other form, at least ten days before the public examination. The dean may, however, shorten the period to a minimum of five days on the basis of a written request presented in advance.

Section 23: Public examination of doctoral dissertations

The Faculty Council appoints one or more opponents for the public examination of the dissertation. Opponents must be professors or doctoral degree holders with sufficient academic merits. The main post of the opponents must be at a university other than the University of Jyväskylä. The supervisor of the dissertation cannot act as an opponent. The doctoral candidate shall be given an opportunity to comment on the selection of the opponents.

The Faculty Council nominates the custos (chair) of the public examination. The custos must have an employment relationship with the University of Jyväskylä. The custos introduces the faculty instructions of the public examination to the opponents and ensures that particularly international opponents become familiar with the dissertation practices of the University of Jyväskylä as well as the grading scales.

The Faculty Council may also appoint a special assessment board to make a proposal to the Faculty Council for the grade of the dissertation.

The public examination of the dissertation begins with the doctoral candidate's introductory lecture on the subject (*lectio praecursoria*, maximum 20 minutes). After this, the opponents present their comments on the dissertation. After the final statement of the opponents, others are given the opportunity to present their comments. The public examination may last four hours at the most.

More detailed information about the arrangements and formalities of the public examination is given in separate faculty instructions.

Section 24: Language used in the public examination of doctoral dissertations

The language used in the public examination of the doctoral dissertation is determined by the custos in advance, after having discussed the matter with both the doctoral candidate

and the opponent. It is possible to use several languages in the public examination if it has been agreed upon with the doctoral candidate and the opponents.

Section 25: Assessment and grading of doctoral dissertations

Within two weeks of the public examination, the opponents must give, either jointly or separately, a substantiated written statement of evaluation on the dissertation to the Faculty Council. The statement must include a proposal for the grade. The proposal must take into consideration the candidate's ability to defend the dissertation in the public examination. If the Faculty Council has appointed an assessment board, the board makes a proposal to the Faculty Council for the grade of the dissertation.

Before the final grade of the dissertation is awarded, the candidate shall be provided with the opportunity to respond to the opponents' statements of evaluation or to the proposed grade by a potential assessment board.

The supervisor of the dissertation cannot participate in the assessment and grading of the dissertation. Therefore, he/she cannot be appointed to the assessment board.

The Faculty Council grades the dissertation.

CHAPTER 4: OTHER EDUCATION AT THE UNIVERSITY

Section 26: Open university education

The University may offer open university education. The board of the Open University and the board of the Kokkola University Consortium Chydenius decide the admission criteria for open university education.

Section 27: Separate studies

Faculties and the University Language Centre may grant separate study rights only for such study entities that are not available as open university education at the University of Jyväskylä. This does not apply to separate study rights that are based on agreements between universities or exchange programmes. Students of other Finnish or international higher education institutions may pursue studies at the University in compliance with separate agreements between the institutions.

The Faculty Council decides on the application procedure and the criteria for granting separate study rights.

A dean or the director of the University Language Centre grants the study rights.

Section 28: Continuing education

The University may offer continuing education.

The board or faculty council of the unit that is responsible for continuing education decides on the possible selection criteria of students, unless otherwise stipulated or ordered. When using selection criteria, the head/director of the unit is responsible for student selection, unless otherwise stipulated or ordered. (University of Jyväskylä Regulations, Section 41)

CHAPTER 5: STUDYING

Section 29: Student registration

Each student pursuing a bachelor's or master's degree or a postgraduate (i.e. licentiate or doctoral) degree must formally register as attending or non-attending for each academic year.

The Rector decides on the registration period and procedure.

Section 30: Scheduling of teaching periods

The scheduling of teaching periods for the following academic year is confirmed by the Rector by the end of January each year.

Section 31: Curricula

According to the University of Jyväskylä Regulations, faculties and independent institutes providing instruction publish their curricula by the end of March and their teaching programmes for the academic year to follow by the end of May. A curriculum is valid for at least three years at a time, unless a shorter period of validity is necessary due to exceptional circumstances.

A curriculum is made for each degree programme and professional specialisation programme. The curricula are evaluated and developed regularly. A curriculum must specify the following:

- 1) The purpose of the education
- 2) The scientific outcomes and targeted transferable skills of the education
- 3) The languages of instruction for the programme (in case of several languages, the curriculum must define the primary language of instruction, which is also the language of examination in the programme)

- 4) The degree structure and the names and extents of included courses
- 5) The learning outcomes of courses, study modules and degrees
- 6) The course descriptions
- 7) A plan for the organisation of guidance for major and minor subject students and personal study plan (HOPS) counselling
- 8) Regulations for studies and degrees in the faculty
- 9) The completion modes and assessment criteria of courses as well as information on how much teaching the students are required to participate in

The Rector confirms the curricula for general education at the University and the organisers of teaching for the following academic year by the end of February.

The curricula of summer or winter school are confirmed before they start.

Section 32: Arranging teaching

Teaching units must arrange teaching and study guidance so as to enable full-time students to complete their degrees within the target time stipulated in the Universities Act, in an appropriate order and without interruptions. Teaching is arranged in accordance with approved curricula and teaching schedules.

Section 33: Internship as part of studies

The curricula of faculties shall be prepared so that bachelor's and master's studies include the possibility for a supervised internship as a compulsory or optional part of the studies. The internship may be completed either in Finland or abroad. The internship supervisor sees to it that an internship agreement is prepared and signed. The supervisor shall ensure the parties understand that the internship is an important part of studies.

Section 34: Study guidance of bachelor's and master's degree students

Teaching units are responsible for making student guidance and counselling available at all stages of study.

Section 35: Personal study plan (HOPS) counselling

Students who pursue studies towards a bachelor's and master's degree prepare a personal study plan in accordance with the degree structure. Teaching units must assign a sufficient number of personal study plan counsellors.

The units are responsible for assisting students in devising their personal study plans (including the exchange study plans of students leaving for exchange). The units are responsible for approving the study plans and for ensuring that students leaving for international exchange can get the studies they complete in the exchange destination in compliance with an approved study plan, fully recognised for the degree.

Students are entitled to personal study plan guidance at the beginning of studies and, at the least, once during the bachelor's studies, once during the master's studies and whenever an essential part of the study plan is revised.

Section 36: Monitoring of study progress

Teaching units shall ensure that the monitoring of study progress is systematic. Delays in reaching the target times defined in the Universities Act should be intervened with the means of guidance and counselling.

Section 37: Completed study units

The competence required in a curriculum is demonstrated with studies completed in the manner defined in the curriculum. The extent of each completed study unit is indicated in ECTS credits, excluding doctoral dissertations and licentiate theses. The Archive Formation Plan is followed in preserving data on completed study units.

Section 38: Opportunities to complete study units

Study units can be completed only by degree students who have registered for attendance and have the required study rights, as well as by students who pursue open university studies or separate studies and have valid rights for the studies. Students must be offered an opportunity to complete a study unit in writing, or using another completion mode, at least twice within a year from the end of course teaching. The opportunity must be arranged so that students have sufficient time to prepare for a resit examination.

A student has the right to try to improve the grade of a completed study unit within a year from the first examination he/she has participated in. The student is allowed two attempts, unless a higher grade is necessary for continuing the studies. It is not possible to rewrite a graded and approved thesis or dissertation.

An examinee must verify his/her identity when requested.

Section 39: General examinations

A teaching unit can arrange general examinations. The unit decides on the time of a general examination and the study units that can be completed in the examination.

The duration of a general examination is four hours.

Students must register for a general examination no later than one week before the examination, excluding Open University examinations, for which the registration deadline is ten days prior to the exam. An earlier registration may be required for general examinations held between 1 June and 31 August.

Students who need individual arrangements must request them when registering for the examination.

Departure from the examination room is allowed at the earliest 30 minutes from the start of the examination, after which no late students are taken in.

Examination organisers must ensure that each examination room has an adequate number of invigilators. The invigilators shall be informed of their responsibilities.

Section 40: eExams

Examinations held in the electronic eExam (eTentti) system are monitored using surveillance cameras that record video and sound.

A student participating in an electronic eExam is, upon request, obliged to prove his/her identity in the way instructed. If proof is not shown in this manner, the student's examination may be failed.

The Rector provides the guidelines for electronic examinations.

Section 41: Expiry of studies

The Faculty Council decides on the principles for the expiry of completed studies, excluding communication and language studies, which are decided on by the board of the University Language Centre.

Section 42: Language of instruction, examination and study units

The language of instruction and examination at the University of Jyväskylä is Finnish. Curricula determine the use of a language other than Finnish as the language of instruction and examination. Students have the right to use, both in writing and speech, the language determined for a study unit in the curriculum. The dean of the faculty or the director of the independent institute decides on the right to use other languages. The use of any language other than Finnish shall not supersede the position of Finnish as a language of instruction and examination.

If the curriculum defines English as the language of instruction and examination in a degree programme, the thesis included in the programme shall also be written in English.

Section 43: Maturity essays

Students write a maturity essay for both the bachelor's and the master's degree.

With the maturity essay, students demonstrate their in-depth familiarity with the topic of their thesis and their mastery of academic writing conventions. In addition, students whose school language has been Finnish or Swedish demonstrate in the maturity essay that their proficiency in either language is at the level of excellent.

A student does not need to demonstrate proficiency in Finnish or Swedish for the master's degree if he/she already has demonstrated his/her language skills in the maturity essay for the bachelor's degree.

As a rule, in English-medium degree programmes, the maturity essay is written in English. Exceptions to this rule are students whose school language has been Finnish or Swedish but who have not demonstrated their language proficiency in a maturity essay for the bachelor's degree. In this case, the maturity essay is written in the language of the student's school education. In case the school language has been a language other than Finnish or Swedish, the maturity essay can be written in Finnish or Swedish if the student's language proficiency is at a sufficient level, or in English.

Section 44: Assessment and grading of maturity essays

The content of the maturity essay is evaluated by a representative of the discipline in question and its language quality by a language specialist approved by the University Language Centre. If the student has demonstrated his/her proficiency in Finnish or Swedish with the maturity essay for the bachelor's degree, a representative of the discipline can evaluate both the content and the language of the maturity essay for the master's degree.

In cases where students write the maturity essay in a language other than their native language or school language, the familiarity with the thesis topic and the mastery of academic writing conventions are emphasised in the evaluation.

The maturity essay is graded on a two-level scale of pass/fail, and both the content and language quality must be at an acceptable level in order to receive the passing grade.

Section 45: Accessibility

University units promote accessible, barrier-free studies with their actions.

The Rector decides in more detail on the general guidelines for promoting accessibility. (<https://www.jyu.fi/hallinto/esteet/esteetonopiskelu>)

CHAPTER 6: ASSESSMENT AND GRADING OF STUDIES, GRADING SCALES

Section 46: Scales and grades used in the assessment of studies

The grading scale used in the assessment of studies is 0–5, in which the meaning of the grades is as follows: 5 = *excellent*, 4 = *very good*, 3 = *good*, 2 = *satisfactory*, 1 = *sufficient*, 0 = *fail*. Upon the decision of the Faculty Council or the board of the independent institute, it is possible to use the grades *pass – fail* when assessing practical training and practical courses as well as other similar courses.

The written and oral skills in the second national language are assessed with the grades *fail – satisfactory – good*.

In the assessment of licentiate theses and doctoral dissertations, it is possible to use the grades 0–5, their verbal equivalents or the scale *pass with distinction – pass – fail*. The Faculty Council decides on the grading scale used in the faculty.

Section 47: Evaluation of study modules

Study modules (basic studies, intermediate/subject studies and advanced studies) are assessed separately using grades on the numeric scale 0–5, or their verbal equivalents.

The overall grades for the study modules are given as grade point averages of numeric course grades, weighted by the number of credits, rounded to the closest integer, or, if the grade point average is exactly between two integers, to the higher integer.

Courses without numeric grades are not counted when calculating the grade of a study module.

The content or grade of a study module within a degree cannot be changed after the degree has been awarded.

The thesis included in advanced studies is not counted as part of the advanced-level study module when calculating the grade of the study module. Instead, the title, extent and grade of the master's thesis are detailed in the degree certificate.

Section 48: Announcement of the results and registration of completed study units

The results of completed study units (excluding master's theses, licentiate theses and dissertations) shall be announced within two weeks of the examination date, or from the date by which an essay, lecture journal or equivalent written assignment was due to be submitted to the examiner for assessment. The time limit does not include periods during which, upon the decision by the Rector, teaching is not arranged. For a specific reason, the head of

department may grant an exception to the time limit so that study results are announced within a month of the examination date.

Completed study units must be registered within a week from the announcement of the results. The date of examination is marked as the completion date.

If a student has retaken a study unit and received different grades for it, the best grade is final.

Section 49: Feedback on completed study units

In addition to the actual results, students are entitled to get information on how the published assessment criteria were applied in the assessment of their work. They must also be provided access to the assessed study performance, available either in writing or in other recorded form. In addition, they have the right to receive a copy of the performance at their own expense.

The examiner shall ensure that all examinees completing the same study unit in the same exam event have the opportunity to receive information about the distribution of grades.

Section 50: Examination and assessment of master's theses and interruption of the examination process

A written master's thesis can have an individual author or two authors working as a pair, or it can be completed by participating in a larger research project. In a thesis of two students or in a research project, it must be possible to specify each student's share of work for assessment. Master's theses are public documents. Each master's thesis has a supervisor-in-charge who must have an employment relationship with the University of Jyväskylä. The supervisor must hold at least a doctoral degree.

For a master's thesis, the dean nominates two examiners, both of whom must have a doctoral degree. The second examiner may be the thesis supervisor.

The examiners shall be nominated as soon as possible after the student has submitted the final version of the master's thesis for examination in a way determined by the dean.

The thesis examiners may give a joint statement or separate statements of evaluation, including a proposal for the grade. If they disagree on the grade, each examiner shall prepare a separate statement. The statement of evaluation must be given within one month of the date on which the finalised thesis was submitted for assessment.

The author of the thesis shall have an opportunity to respond to the examiners' statements of evaluation before the final grade is given. The student is sent a written decision on the thesis assessment.

The thesis author has the right to interrupt the thesis assessment process before the decision on the final grade is taken. The student may interrupt the thesis assessment process once. After that the student may submit the thesis for re-examination, provided that the student has rewritten the thesis at least partly. This is evaluated by the thesis supervisor. If the thesis is not accepted for examination, a decision with the right to an appeal is given on this.

The student is responsible for the originality of the thesis.

The dean grades master's theses on the basis of the statements of the examiners.

Section 51: Recognition of prior learning and competence acquired otherwise

At the University of Jyväskylä, it is possible to recognise both prior studies and competence acquired otherwise. The recognition of studies and competence acquired otherwise must always be based on documented evidence.

No more than half of the extent of a master's or bachelor's degree awarded by the University of Jyväskylä may be compensated with previous studies in higher education institutions outside Finland or competence acquired otherwise. However, the proportion may be larger if the studies to be recognised have been completed at a Finnish higher education institution and if a major part of the studies may be included in the degree. The recognised studies may not include parts of degrees completed previously.

A master's thesis, a licentiate thesis or a doctoral dissertation cannot be compensated for by a previously approved thesis or dissertation.

The Rector provides more detailed guidelines for the recognition of prior learning. In addition to them, deans and directors of independent institutes may decide on more detailed practices and reasons for recognising prior studies.

A person nominated by the director of the University Language Centre decides on the recognition of communication and language studies.

CHAPTER 7: QUALITY AND QUALITY MANAGEMENT

Section 52: Quality management responsibilities in education

The University is responsible for the overall quality and resources of education and the quality of awarded degrees, as well as for achieving agreed results and appropriately allocating and prioritising the resources a faculty has received for education. Each independent institute that arranges teaching is responsible for the quality of its education.

Teaching units monitor the efficiency of teaching and develop the quality of teaching and studying. Furthermore, they promote quality management and are responsible for the continuous development of education in the unit. To support the development of teaching, a teaching development committee with student representation is assigned for each department, or for each faculty if not divided into departments, and for each independent institute arranging teaching.

The teacher is responsible for the quality of teaching and the assessment of learning.

The student is responsible for his/her studies and the progress of studies.

Section 53: Feedback on teaching, education and learning

Feedback on teaching, studies, study guidance and degrees is collected from students and other parties. The Rector provides instructions on the collection and processing of student feedback.

The feedback is to be utilised in the planning and development of teaching, study guidance and education.

CHAPTER 8: ACADEMIC FRAUD

Section 54: Dealing with plagiarism and academic fraud

The studies completed by a student can receive a failing grade if the student, during the studies, is found to be guilty of an offence against research or teaching activities.

A student found guilty of fraudulent practice during an examination may be immediately removed from the examination room by the invigilator, and the student's exam is failed. Likewise, the student will receive a failing grade if the fraudulent practice is discovered after the examination.

If a major inconvenience has been caused by the disturbance to other examinees, the duration of the examination shall be prolonged accordingly.

The Rector provides separate, more detailed instructions for preventing and dealing with academic fraud and plagiarism.

Upon the student's permission, the originality of a thesis or dissertation completed at the University of Jyväskylä is verified using an electronic plagiarism detection system selected by the University.

CHAPTER 9: CERTIFICATES

Section 55: Degree certificates

For a completed degree, the faculty issues a degree certificate with attachments. The Rector decides on the general guidelines for degree certificates.

Students who have completed their degrees in a language other than Finnish receive a Finnish degree certificate and an English certificate with the degree title in English.

CHAPTER 10: APPEAL PROCEDURES

Section 56: Requests for rectification addressed to the University

If not addressed directly to a teacher, any requests for rectification are submitted to the Registry Office of the University. A request for rectification must specify in detail the part of the decision and the grounds on which the request is based.

Section 57: The Appeal Committee of the University

The University has a centralised Appeal Committee which handles the requests for rectification. The Rector appoints the Appeal Committee for four years.

The Appeal Committee comprises the chair and eight members who each have a personal deputy. The chair and his/her deputy must be professors. At least half of the other members must be teachers at the University and at least one must be a student. All members, excluding the student members, must hold doctoral degrees.

Deans and directors of independent institutes nominate the persons in their units who prepare the unit's appeal issues for the decision of the Appeal Committee.

The Appeal Committee must give a reasoned decision in writing on handled issues.

Section 58: Appeal procedure against an admission decision

A party dissatisfied with student admission or the selection of students for participation in courses or other instruction may appeal by submitting a request for rectification to the Appeal Committee.

Rectification must be requested in writing within 14 days from publishing the selection results.

Section 59: Appeal procedure against losing the right to study

A student may, within 14 days from receiving information on the decision, appeal in writing to the Appeal Committee for a review of the decision on losing the right to study.

Section 60: Grade appeal procedure for bachelor's theses, licentiate theses and doctoral dissertations

A student dissatisfied with the evaluation of a dissertation, licentiate thesis or master's thesis may submit a rectification request to the Appeal Committee within 14 days from being informed of the decision.

Section 61: Grade appeal procedure for other studies

A student who is dissatisfied with the grading of a study unit other than the ones mentioned in the previous section, or with the recognition of studies completed elsewhere or competence demonstrated by other means may appeal orally or in writing to the teacher involved and make a request for re-assessment. The teacher's dated decision regarding the request for re-assessment is recorded in the examination papers, or a separate decision is taken. The request for the re-assessment of a study unit must be made within 14 days of the date on which the student first had access to the grading results and information on how the assessment criteria were applied in his/her case. The request for re-assessment of the recognition of prior learning must be made within 14 days from receiving information on the decision. A student who is dissatisfied with a decision on a re-assessment request referred to in this section may request rectification from the Appeal Committee within 14 days from the date he/she was informed of the decision.

Section 62: Appeal procedure against admission to a major subject or line of study

A student may, within 14 days from receiving information on the decision, appeal in writing to the Appeal Committee for a review of the decision on admission to a major subject or line of study.

Section 63: Appeal on a decision

In accordance with Section 84 of the Universities Act, it is possible to request re-assessment of a decision given in the appeal process of the University by appealing to an administrative court (*hallinto-oikeus*). However, it is not possible to appeal against a decision resulting from an appeal procedure concerning grades or the recognition of prior studies.

CHAPTER 11: ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS

These degree regulations shall enter into force on 1 August 2015 and supersede the previous degree regulations approved by the University Board on 11 March 2010.

The regulations for curricula (Section 31) are valid for the curricula of 2017–2018 and thereafter.

The regulations for the appeal procedure (Chapter 10) become valid on 1 January 2016.

The degree regulations supersede the regulation on the deactivation of bachelor's and master's degree students' study rights. If a student whose right to study has been deactivated on the basis of the previous regulation wants to activate these rights again, he/she must submit a personal study plan (HOPS) to be approved by the faculty.

The degree regulations supersede the previous regulation on the deactivation of postgraduate students' study rights. A postgraduate student whose study right has been deactivated must submit an acceptable plan for the progress of postgraduate studies to the supervisor. The student's study right will be re-activated after the supervisor has accepted the study plan.