

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

## **Tampere University Regulations on Degrees**

These regulations on degrees will enter into force on 1 January 2019.

Approved by the Academic Board of Tampere University on 23 October 2018 under sections 26 and 28 of the Universities Act (558/2009).

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## **CHAPTER 1: GENERAL REGULATIONS**

### **Section 1 Scope of application**

These regulations apply to degrees taken at the Tampere University Foundation operating as Tampere University (hereinafter referred to as “Tampere University” or “the University”) and the study units and modules belonging to those degrees and, where applicable, to the Specialisation in Medicine, Specialisation in Dentistry and Specific Training in General Medical Practice, as well as education arranged as non-degree studies, Open University studies, specialist education and continuing education, and commissioned education.

These regulations on degrees, together with the Regulations of Tampere University and other rules of the University Foundation regarding Tampere University, define the principles for the management of teaching, studies and education.

The provisions of these regulations on degrees that apply to the faculties also apply, as appropriate, to other units providing instruction.

### **Section 2 Applicable rules and regulations**

As regards degrees and studies completed at Tampere University, the provisions of and pursuant to the Universities Act (558/2009 + amendments), Act on the Amendment of the Universities Act (940/2017), Decree of the Ministry of Social Affairs and Health (56/2015), and the following decrees and acts, including any subsequent amendments, apply.

- Administrative Procedure Act (434/2003)
- Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003)
- Act on Student Admission Register, National Higher Education Achievement Register and Matriculation Examination Register (1058/1998)
- Act on the Legal Protection Board for Students (956/2011)
- Decree on Higher Education Degree Structure (464/1998)
- Ministry of Education and Culture Decree on the Specification of Educational Responsibilities (1451/2014)
- Ministry of Education and Culture Decree on the Calculation Criteria for the Basic Funding of Universities (331/2016)
- Government Decree on Universities (770/2009)
- Government Decree on University Degrees and Specialist Education (794/2004)
- Government Decree on Fees Collected for Universities Services (1082/2009)

The education provided by Tampere University and the related support operations are managed in accordance with the Strategy of the Tampere University Foundation.

The Academic Board decides on the specifying regulations regarding instruction and research, in addition to which the rector or the party designated by him/her can issue guidelines related to instruction and research.

## **CHAPTER 2: QUALITY MANAGEMENT**

### **Section 3 Development of education and quality management**

Universities must evaluate their education, research and artistic activities as well as the effectiveness thereof. Universities must also regularly participate in external evaluations of their activities and quality assurance systems. Universities must publish the results of the evaluations they have organised. (558/2009, Section 87)

A university shall have the duty constantly to evaluate and develop degrees, degree studies and teaching. Attention shall be especially paid to the quality of degrees, instruction, guidance counselling and studies, to educational needs in society, to the national and international comparability of degrees and studies, and to the effectiveness of education. (794/2004, Section 28)

Faculties are responsible for the effectiveness and efficacy of their degree programmes, and they must assess and develop the quality of instruction, academic counselling and studies, and the management thereof.

A degree programme may apply for international accreditation or another label of quality.

The feedback processes and systems of education promote an open, active and reciprocal feedback culture, education-related quality management and the management of education. Feedback on education is collected from students, teachers and interest groups, such as employers and alumni.

Giving feedback is a part of completing one's studies. The feedback provided by students is processed and corresponding feedback is issued.

### **Section 4 Responsible academic and scientific practice**

Responsible research and study practices are observed in studies and teaching, in addition to the instructions issued by the Finnish Advisory Board on Research Integrity and other guidelines on the responsibilities related to university studies and research ethics.

## **CHAPTER 3: EDUCATION**

### **Section 5 Education and degree programmes**

Provisions on the educational responsibility of universities are laid down in the annex to the Government Decree on University Degrees and Specialist Education (794/2004) and specified in the Ministry of Education and Culture's Decree on the Specification of Educational Responsibilities (1451/2014). The distribution of educational responsibility at Tampere University (fields of education and training (ISCED), fields of study, degree programmes and degrees) are described in Annex 1.

Tampere University's faculties may provide education leading to bachelor's and master's degrees, as well as to scientific or artistic postgraduate degrees in the fields of study within their educational purview. Degree education is arranged in the form of degree programmes.

Tampere University's degree programmes that lead to bachelor's and master's degrees are the types of degree programmes referred to in the Government Decree on University Degrees (794/2004). Studies leading to a bachelor's degree are arranged as bachelor's programmes, while studies leading to a master's degree are organised as master's programmes. and the Licentiate degree in Medicine.. Degree programmes can be compiled to form entities that include a bachelor's degree programme as well as one or more master's degree programme. Degree programmes leading to a scientific or artistic postgraduate degree are organised as doctoral programmes. The professional postgraduate education of medical doctors and dentists is organised as programmes specific to each field of specialty.

The Academic Board decides on the establishment of degree programmes based on proposals by the faculty councils. The faculty responsible for the education in question is determined in conjunction with the establishment of the degree programme.

The Academic Board decides on the discontinuation of degree programmes based on proposals by the faculty councils. When a degree programme is discontinued or its curriculum is substantially changed, the University must provide students who have already begun their studies the opportunity to complete their studies within a reasonable transition period. The faculty council decides on the arrangements of the transition period, unless otherwise stipulated. The right to study in a discontinued degree programme expires after the end of the transition period.

When a degree programme offered by the University is discontinued, the University may agree with another university that the affected students can transfer to complete their degrees at this other university. However, students are entitled to remain at the university in which the degree programme is being discontinued for a period of three years to complete their degrees, with due consideration to the duration of the right to study as specified in Section 41(1–4) of the Universities Act. The transfer of the right to study is governed by Section 41(5) of the Universities Act (940/2017, Section 7b).

Decisions on degree programme specialisations, possible fields of doctoral programmes and the establishment or discontinuation of non-degree study modules are made by the faculty council of the faculty in question.

Separate agreements are made on degree programmes arranged in cooperation with other Finnish or foreign higher education institutions. A joint planning group is established for degree programmes implemented together with other institutions.

## **Section 6 Continuing learning**

The University organises Open University education, specialist education and continuing education; it also produces education and development services.

Faculties and other units providing education may admit students to specialist education, continuing education, separate studies and Open University education.

Those who have completed a master's degree at Tampere University (or its predecessors) can be granted the separate right to study reserved for alumni.

As regards fees for Open University education and non-degree studies, the University adheres to the provisions of the Government Decree on Fees Collected for University Services (1082/2009)

and its amendments. Alumni studies will remain free of charge until the end of the academic year following graduation. After this, the studies will be subject to a charge.

## **Section 7 Curriculum design**

The Academic Board decides on the shared principles of curriculum design at Tampere University.

For the purposes of curriculum design, a working group is appointed for each degree programme, including teachers, students, representatives of education support services and, where necessary, other experts. Curriculum design is conducted in cooperation with other degree programmes and faculties.

The faculties must arrange instruction and the assessment of learning so as to enable full-time students to complete their degrees within the normative time prescribed in the Universities Act (558/2009, Section 40). The scope of studies intended to be completed within a single academic year is approximately 60 credits. The curriculum must enable year-round studies.

## **Section 8 Curriculum and available courses and modules**

The curriculum is a competence-based tool for teaching, study planning and guidance. The guidelines regarding the shared principles and objectives of curriculum design provide the framework for curriculum design at Tampere University.

The information necessary for teaching, academic counselling, study planning, the smooth progression of studies, competence assessment and the registration of completed study units is incorporated into the curriculum. The curriculum describes the learning outcomes by the student and the structure of the degree or non-degree study module.

The faculty council approves the curricula for each faculty for a period of three academic years. Curricula that will enter into force for the following academic year are to be approved by the end of February.

The University can arrange instruction in cooperation with another higher education institution or purchase teaching services from another institution. The stipulations of the Act on the Amendment of the Universities Act (940/2017) is to be observed with regard to educational collaboration.

Room for elective studies is reserved in the curricula of degree studies and, correspondingly, elective studies are organised for students of other degree programmes and faculties.

The academic year begins on 1 August and ends on 31 July. Study units included in the curriculum may also be held during the summer months. However, participation in classes held in the summer cannot be a prerequisite for the completion of a degree. The available courses and modules for the next academic year are decided by the faculty council by the end of March based on the proposal of the various degree programmes.

Students must enrol on courses in accordance with the University's instructions. If the number of students enrolled on a course exceeds its capacity, consistent criteria will be applied in the admission process. Priority will be given to students for whom the course is compulsory based on the right to study and the relevant curriculum. Faculties and independent institutes providing instruction may

issue more specific regulations on the principles for course admission. Students must be informed of the order of priority beforehand.

## **Section 9 Language of instruction and degree completion**

The University's language of instruction and degree completion is Finnish (558/2009, Section 11). Languages other than Finnish are used for instruction as specified in the curriculum.

Otherwise, the decisions on a student's right to use a language other than Finnish to complete a study unit are made by the person responsible for the study unit in question.

## **CHAPTER 4: RIGHT TO STUDY**

### **Section 10 Student admission**

New degree students are granted the right to study towards both a bachelor's and master's degree, a bachelor's degree only, a master's degree only, or a scientific or artistic postgraduate degree. Students are admitted to degree programmes that lead to a degree.

The faculty council decides on the grounds upon which students who hold a bachelor's degree and the right to study towards that degree only can be granted the right to continue their studies and to pursue a master's degree.

Students admitted to a doctoral programme are granted the right to study towards a doctoral degree or, for specific reasons, a licentiate degree only. The right to study towards a doctoral degree includes the right to study towards a licentiate degree.

Those admitted to professional postgraduate studies for medical doctors and dentists are granted the right to study specialised training in general medical practice, medical specialist education or dental specialist education.

### **Section 11 Limitations regarding study rights**

At any one time, a student may hold only one right to study towards a specific bachelor's or master's degree, or towards a specific scientific, artistic or professional postgraduate degree at Tampere University.

A student may not be granted a new right to study towards an equivalent degree that he/she has already earned unless otherwise stipulated by the admission criteria of the faculty in question.

Students admitted through the non-standard admission process or as transfer students from other higher education institutions may accept only one study place in a programme starting in any one semester.

### **Section 12 Revocation of the right to study**

A faculty council may revoke the right to study if it is discovered that an applicant has submitted false or insufficient information that may have affected the admission decision.

## **Section 13 Duration of the right to study**

Sections 40–43 of the Universities Act define the normative duration of bachelor's and master's degree programmes and lay down rules for restrictions on the duration of the right to study.

Students are deemed to have begun the completion of their degree when they accept the place to study for the degree in question at Tampere University.

Non-attendance due to military service in accordance with the Conscription Act, Non-Military Service Act and Act on Women's Voluntary Military Service, or due to maternity, paternity or parental leave are not counted towards the time allotted for degree completion. As regards those students who accepted their study place before 1 August 2015, absences no longer than four semesters, for which the student in question has provided notification of absence, will also not be counted towards the degree completion time. For those who accepted their study place after 1 August 2015, any absences up to two semesters for the duration of which the students enrol as absent will not be counted towards the duration of completing the degree.

Students who fail to complete their degrees within the time specified in Section 41 of the Universities Act will have to apply for a time extension for their studies. The dean of the faculty may grant an extension for the purpose of completing one's studies.

Students who do not complete their studies within the prescribed time limit specified in the Act or the granted extension and students who are not granted an extension to complete their studies forfeit their right to study. Should such students later wish to start or resume their studies, they must submit an application to regain their right to study. (558/2009, Section 43)

The duration of the right to study is ten years for specialised medical training and six years for specialised dental training (excl. the degree programme in oral and maxillofacial surgery, for which the right to study covers ten years).

The indicative completion time of a postgraduate degree for full-time students is four years. For part-time postgraduate students, the completion time may be longer.

The right to study is granted for a limited time and for specific study units in the case of Open University studies, individual non-degree studies, and degree programmes that are organised once only or exist for a limited time.

## **Section 14 Enrolment for the academic year**

In order to retain their right to study, students must enrol as present or absent for each academic year in the manner specified by the University.

Students who neglect this enrolment for each academic year forfeit their right to study (558/2009, sections 39 and 43).

Should such students wish to resume their studies later, they must submit an application to regain their right to study in accordance with the University's instructions.

Enrolment for the academic year does not apply to students who participate in non-degree studies.



## **Section 15 Changes to the right to study**

Those studying for a bachelor's or master's degree may apply to change their degree programme or specialisation. When applying to change, students must present a personal study plan that is in line with the new degree programme or specialisation. When students change to another degree programme or specialisation, their right to study is also changed to match the new degree programme. Decisions on changes are made on equal grounds by the dean of the faculty responsible for the receiving degree programme.

Postgraduate students may apply to change their doctoral programme or their field of research within the doctoral programme. The research plan is first assessed, after which the decision of whether or not to accept the change is made by the dean of the faculty responsible for the doctoral programme.

## **Section 16 Conclusion and deactivation of the right to study**

For undergraduate students who accepted their study place before 1 August 2015, the right to study may be deactivated if they have accumulated no study attainments during the past three academic years from the time of review. These students shall retain their right to study, which can be reactivated by the decision of the faculty dean for completing the degree. Enrolments for the academic year or study attainments cannot be registered for students whose right to study has been deactivated.

For degree students, the right to study concludes when they have completed the degree on which the right to study is based or when the time granted for the studies expires. Degree students may relinquish their right to study by submitting a written notification.

# **CHAPTER 5: STUDENT ADMISSION**

## **Section 17 Student admission**

On the basis of the faculty councils' proposals, the President decides each year on the number of new students to be admitted to study towards a bachelor's and master's degree or towards either of these degrees, as well as on the number of students admitted to study in the pedagogical study module of subject teacher training.

The faculty council annually processes the target numbers for new students admitted to complete a scientific or artistic postgraduate degree.

The Academic Board monitors the achievement of the objectives set for student admissions and, if necessary, provides general guidelines for the faculties on the development of the admission process.

A faculty or representatives of a field of study may enter into an agreement with one or more university to organise the admission process collaboratively.

Faculties are responsible for the implementation of student admissions in conjunction with the Admissions Office.

## **Section 18 Admission for studies leading to a bachelor's degree, a bachelor's and master's degree or a master's degree only**

Approved by the Academic Board on 23 October 2018 and 26 March 2019

Those meeting the eligibility criteria laid down in Section 37 of the Universities Act may be admitted to studies leading to a bachelor's degree only, both a bachelor's and master's degree, or a master's degree only. Individuals whom the University deems to possess sufficient knowledge or abilities to study may also be eligible for studies.

Through the student admission process, a student gains the right to study for a bachelor's degree, both a bachelor's and master's degree, or a master's degree only.

The faculty may require individuals admitted to studies leading to a university degree to complete the necessary number of supplementary studies in order to acquire the capabilities necessary for the studies.

Decisions concerning student admission are made by the dean of the faculty.

#### Section 19 Admission to specialist education

Individuals who have completed an applicable degree at a university or university of applied sciences are eligible for specialist education.

The dean approves students to be admitted to the faculty.

#### Section 20 Admission to a postgraduate degree programme or professional postgraduate studies

Individuals who meet the eligibility criteria laid down in Section 37 of the Universities Act may be admitted to studies leading to a postgraduate degree in the arts or sciences.

The University may require that a student admitted to study for an academic or artistic postgraduate degree complete the necessary amount of supplementary study units.

In addition to an applicant's general eligibility for postgraduate studies, the selection of postgraduate students also takes into consideration the applicant's study plan and research plan, as well as the resources available in the faculty to organise courses and supervision for postgraduate education.

Unless otherwise stipulated, each faculty council decides in greater detail on the prerequisites and selection criteria for admission to scientific and artistic postgraduate degree programmes and to professional postgraduate studies, as specified in Decree of the Ministry of Social Affairs and Health 56/2015.

The dean approves the postgraduate students to be admitted to the faculty.

## CHAPTER 6: STUDYING

### Section 21 Completion and validity of studies

Students must work independently and participate in studies to become experts in their field. Students structure their expertise and competence according to the learning objectives of the study units and study modules within their degree.

The study right granted for a degree entails the right to complete the studies included in the degree as listed in the curriculum. Elective studies from other faculties and higher education institutions may be included in the degree.

In principle, study modules, study units, theses, maturity tests, language proficiency attainments and postgraduate study attainments completed during studies do not expire and are counted towards the degree in their original scope.

The grounds for the validity and expiry of completed study attainments are decided by the faculty council of the relevant faculty.

## **Section 22 Academic counselling and personal study plan**

In accordance with Section 40 of the Universities Act, the University will organise academic guidance in a manner that enables full-time students to complete their degrees within the prescribed time limit specified in the Act.

The aim of academic counselling is to support students with regard to learning processes, study-related choices, the smooth and timely progression of studies and research, development in academic expertise, and establishment as part of the University and student community.

As part of academic counselling, students completing a bachelor's and/or master's degree prepare a personal study plan (PSP) for each degree and update it accordingly. Postgraduate students prepare research and study plans and update them accordingly. In the study plan, students present the study modules and study units encompassed by their degree and the times of their completion, including the completion of a possible internationalisation module.

Students who wish to deviate from the study plan approved for a degree programme must gain separate approval for their study plan. All students receive support for the preparation and updating of their study and research plans.

The faculties provide more specific instructions on the preparation and approval of personal study plans, as well as guidance for the PSP, within the degree programmes.

## **Section 23 Credit transfer and recognition of prior learning**

Recognition of prior learning and credit transfer can be done at any time during studies for students registered as present at Tampere University.

The recognition of prior learning and credit transfer is possible for formal studies completed at Finnish and foreign higher education institutions and competences acquired through non-formal and informal means if they correspond to the learning outcomes of the degree or part thereof. The competences must always be verified and assessed.

Credit transfer is not possible from degrees used as grounds for student admission. Credit for studies included in a prior degree can only be transferred towards mandatory studies specified by the curriculum of the degree to be completed at Tampere University. Bachelor's or master's theses and related maturity tests or doctoral dissertations are not eligible for credit transfer.

The Academic Board issues the shared policies for credit transfer and the accreditation and recognition of prior learning. Furthermore, faculty councils may lay down more detailed provisions specific to their respective faculties or degree programmes.

#### **Section 24 Anticipatory acceptance and cross-institutional studies with universities of applied sciences**

Degree students enrolled as present may complete studies suitable for their degrees at Tampere University's partnering universities of applied sciences. A separate agreement between the institutions is to be prepared on any such collaboration.

A separate study right is automatically granted to students aiming to complete these studies. If the studies to be completed at a collaborating university of applied sciences have been agreed to be eligible for credit transfer towards a degree, the student in question does not need to apply for a credit transfer separately. These studies are described in the curriculum or list of available course and study modules of Tampere University degree programmes. For degree students enrolled as present at Tampere University, the separate right to study at the collaborating university of applied sciences is registered directly based on the right to study at Tampere University before the beginning of the studies.

#### **Section 25 Monitoring of the progress of studies**

The progress of degree students is monitored at various phases during their studies. The information gained is utilised in the academic counselling provided to students and the development of education.

#### **Section 26 Studying and supervision of postgraduate students**

A responsible supervisor and at least one other supervisor, as well as a possible follow-up group, is appointed for each postgraduate student. The responsible supervisor answers for the postgraduate student's degree studies and the supervisory arrangements. The distribution of work between the responsible supervisor, supervisors and the follow-up group is agreed upon separately. Separate regulations are provided on the principles of postgraduate supervision.

The responsible supervisor must be a professor, tenure-track employee or docent who represents the field of the doctoral research and works for Tampere University. For special reasons, a person who is not employed by Tampere University but who conducts research within the Tampere University research community can also be appointed as the responsible supervisor. The supervisors must have completed a doctoral degree.

Studies completed as a part of a licentiate degree completed at an earlier time can be accredited as part of the doctoral degree if they correspond to the learning outcomes of the degree or part thereof.

Postgraduate students who fail to further their dissertation and other studies may be transferred from a faculty's doctoral programme to a general doctoral programme.

## **CHAPTER 7: ASSESSMENT, THESES AND DEGREE CERTIFICATE**

### **Section 27 Assessment of study attainments**

The purpose of assessing study attainments is to collect information on the achievement of the learning outcomes. Where possible, learning must also be assessed in class and during the completion of coursework, etc. In such cases, the assessment may focus on learning processes in addition to the achievement of the set learning outcomes.

The assessment criteria for study attainments are public.

Credits may be awarded to students who have enrolled as present and have the appropriate right to study. Students may only complete studies that correspond to their right to study.

In the event that participation in certain studies requires defined previous competences, the student's level of competence is to be evaluated by reliable means.

The teacher responsible for the study unit in question is in charge of assessing the completion of each unit. The completion of a study unit may consist of one or more partial completions. In case the teacher is temporarily incapacitated or disqualified, the dean or director must appoint another person to conduct the assessment. Study attainments must be assessed and the results recorded within 21 days of their submission or the final date by which they should have been submitted. In special circumstances, the dean of the faculty or director of the unit in question may grant an exception to the time limit. Students must be provided with advance notification of this exception.

The results of assessments held between 1 and 31 August can be published over the course of a longer period than that specified in Section 5.

A student's study attainment is failed if he/she is found guilty of fraud or some other act of academic misconduct. Separate instructions are provided for handling cases in which academic fraud is suspected. In the event of rejection due to academic fraud, the affected student may request a rectification as specified in Section 31 of these regulations.

Before the assessment of coursework, a web-based tool for assessing the originality of texts can be used in accordance with the University's instructions to determine the originality of the text.

Separate instructions are provided on the assessment of studies.

### **Section 28 Thesis included in a bachelor's or master's degree**

Faculty councils decide on the assessment criteria of theses.

Theses included in bachelor's degrees are reviewed and approved by a person employed by the University who must have completed at least a master's degree.

Theses included in master's degrees are approved by the dean based on the joint statement and grade proposal of two examiners. At least one of the examiners must be employed by Tampere University. Both examiners must have completed at least a master's-level degree. For special reasons, the dean can appoint a person from outside the University as the second examiner.

Theses for advanced studies completed as elective studies are approved by the dean based on the statement of at least one examiner.

Before the thesis assessment process, the manuscript must go through an originality check. Separate instructions are provided on thesis practices and approval processes, the checking of the originality of the manuscript, and practices related to maturity tests.

### **Section 29 Licentiate thesis**

Licentiate theses are approved by the faculty council based on the statements of two examiners. The examiners must have completed a doctoral degree.

### **Section 30 Doctoral dissertation**

A doctoral dissertation is a consistent presentation that is based on independent research and contains new scientific information. It can be either a single work written by the doctoral student or a collection of pieces, including a summary, pertaining to the same theme that is deemed sufficient by the faculty council. The publications may also include joint publications if the portion prepared independently by the author can be demonstrated.

An artistic dissertation consists of an artistic or practical part and reflective portion. The artistic or practical part may be either an independent artistic work or a series of works. Moreover, it may consist of tests and explorations of the artistic methods and concepts arising from one's own work in some other manner. The artistic or practical work and related reflective part must together form a whole that illustrates, supports and promotes the artist's development.

A dissertation manuscript must go through an originality check before it can be submitted for pre-examination.

The faculty council or a dean or vice-dean designated by the council appoints the pre-examiners and opponent for the dissertation.

The pre-examiners and opponent must be experienced and unbiased experts not employed by the University who have completed a doctoral degree. In the field of theatre arts, at least one of the pre-examiners and the opponent must have a doctoral degree and the other pre-examiner can be appointed based on artistic merits. The experts may not have published joint works with the doctoral candidate within the past three years. Provisions on the disqualification of experts are laid down in the Administrative Procedure Act (434/2003, sections 27–29).

The task of the pre-examiners is to issue a statement on whether or not the manuscript's scientific or artistic merits warrant the faculty council to permit the manuscript to be presented as a doctoral dissertation. The pre-examiners provide their statements by using the following list of options: The pre-examiner a) proposes the right to publish and publicly defend the manuscript, b) proposes the right to publish and publicly defend the manuscript after minor changes (in which case, the responsible supervisor must review the changes made), c) demands significant corrections and a new pre-examination or d) does not propose the right to publish and publicly defend the manuscript be granted.

Dissertations must be available for public viewing at least ten days before the public defence.

The faculty council may appoint an evaluation board for each dissertation process. The faculty council approves and evaluates the dissertation based on the written statements of the opponents, the proposed grade of the possible evaluation board, the pre-examination statements and other written comments. The author must be given the opportunity to issue a written response to the statements and comments within a reasonable time frame determined by the faculty. (558/2009, Section 44)

Professors and faculty council members with a doctoral degree (three of whom must be present at the relevant meeting) may take part in the assessment of a dissertation by the faculty council.

### **Section 31 Grades**

Completed study units included in a bachelor's or master's degree are assessed on a pass/fail basis. If the completion of a study unit is approved, a grade is provided unless there is specific reason not to do so. The grading scale features five tiers. The grades are 1 (=sufficient), 2 (=satisfactory), 3 (=good), 4 (=very good) and 5 (=excellent).

Proficiency in the second domestic language is graded on a scale of good proficiency, satisfactory proficiency, or fail.

In order to gain a passing grade (PASS or 1), students must demonstrate competence that enables the continuation of the studies in accordance with the curriculum. A requirement to attain a specific minimum grade for a requisite prior study unit to attend a course can only be included in the curriculum for a thoroughly justified reason.

The grade for a study module is the average of the study units included, weighted by the number of credits for each study unit. In accordance with sections 9 and 15 of the Government Decree on University Degrees, bachelor's and master's theses are considered as study attainments equivalent to other study units, and the grades granted are taken into account in the grading of the intermediate and advanced study modules in the same way as the grades for other study units.

Licentiate theses are graded as either approved or failed.

Doctoral dissertations are graded on a scale of approved with distinction, approved, or failed.

Provisions on the disqualification of examiners are laid down in the Administrative Procedure Act (434/2003, sections 27–28).

### **Section 32 Degree certificates**

By application, the University provides the student with a degree certificate once all studies required for the degree have been completed.

The degree certificate and its appendices indicate the degree title, field of study, degree programme, essential content of the degree, grades for the study modules, possible specialisation studies included in the degree and the language proficiency demonstrated by the student.

Degree certificates are granted by the dean.

Degree certificates are issued in Finnish and English. The Diploma Supplement appendix to the degree certificate, which is intended for international use, is provided only in English.

If needed, Tampere University can provide students with transcripts from the study register during studies.

### **Section 33 Graduation with distinction**

According to the faculty's decision, a graduate of its bachelor's or master's programmes may graduate with distinction if set criteria are met.

A student whose completed study attainments amount to an unrounded credit-weighted average of at least 4.00, who has received a minimum grade of 4 for his/her thesis and who has completed his/her degree within the set normative time is eligible for graduation with distinction. The absences listed in the Universities Act (558/2009) are not counted towards the degree completion time.

To be eligible for graduation with distinction, the student must have completed at least 40 credits-worth of bachelor's or master's degree study units graded on a scale of 1–5 at Tampere University.

## **CHAPTER 8: SAFE STUDY ENVIRONMENT**

### **Section 34 Right to a safe study environment**

Students and staff members are entitled to a safe, equal and fair study and work environment.

The University can approve codes of conduct or issue other relevant regulations to promote internal order, the unobstructed progress of studies and the safety and comfort of the university community. The codes of conduct or other regulations may include provisions on the practical arrangements and proper conduct necessary for university safety and amenability. Regulations may additionally be issued with regard to the handling of university property, and remaining on and moving about the facilities and grounds of the University. (558/2009, Section 41a)

### **Section 35 Rectification and appeal**

Students may request a rectification with regard to the assessment of study attainments or theses, recognition of prior learning, and decisions on time extensions for the completion of studies and the restoration of study rights.

Assessment and rectification procedures in the cases of a doctoral dissertation, licentiate thesis or an equivalent demonstration of knowledge and skills, as well as a master's thesis or an equivalent study attainment or project included in advanced studies, are governed by the provisions in sections 44, 82, 83 and 84 of the Universities Act (558/2009).

In accordance with Section 15 (8) of the Regulations of Tampere University, a student may appeal in writing to the faculty council against the grade received for a doctoral dissertation, licentiate thesis or equivalent demonstration of knowledge and skills, but must do so within 14 days of receiving the grade.

A student dissatisfied with the assessment of his/her master's thesis can submit a written appeal to the faculty council within 14 days after being informed of the decision.

A student dissatisfied with the grading of an assessed study attainment – other than those referred to in §35 (2) – the recognition of studies completed at another institution or prior learning demonstrated in other ways can request rectification orally or in writing from the teacher in charge of the assessment or the person who made the decision concerning the recognition of prior learning



demonstrated in some other manner. A student dissatisfied with the assessment of his/her bachelor's thesis can submit a written request for rectification to the faculty council.

Requests for rectification regarding the assessment of a study attainment must be submitted within 14 days of the date upon which the student had access to the assessment results and to information on the application of the assessment criteria to his/her work.

An appeal against recognition of prior learning or credit transfer decision must be lodged within 14 days of receiving notification of the decision.

If a student expresses dissatisfaction with the decision taken upon the request for rectification referred to in §35 (1) above, he/she must be provided with a written statement of the reasons for the decision or a dated copy of the assignment documents upon which the decision and the reasons for it are added.

A student dissatisfied with the decision taken on the request for rectification referred to in §35 (5) above may appeal to the Appeals Committee within 14 days of receipt of the decision, in accordance with Section 10 of the Regulations of Tampere University.

All matters concerning students are to be processed without undue delay, and the decisions are to be made within a reasonable time frame.

## CHAPTER 9: OTHER RULES

### Section 36 Titles

A person who has earned a higher university degree by the name of "*kandidaatti*" at one of the institutions preceding Tampere University is entitled to use the title of "Master". A person who has graduated as a Master of Science (Economics) is entitled to use title of "*ekonomi*" (Master of Economic Sciences). The Faculty of Medicine and Health Technology may award the title of Bachelor of Medicine (*lääketieteen kandidaatti*) in accordance with the requirements laid down in Section 32 of the Government Decree on University Degrees (794/2004).

## CHAPTER 10: ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS

### Section 37 Entry into force

These regulations on degrees will enter into force on 1 January 2019.

### Section 38 Transitional provisions

As of the 2021–22 academic year, the length of the curriculum period is three (3) years.

The procedure regarding the suspension of a student's right to study, as specified in Section 16, will enter into force on 1 January 2020 for those students to whom it did not previously apply.

Master's theses that have been submitted for examination before 1 January 2019 and for which a single examiner has been appointed will be approved by the dean based on the statement of the single examiner.

The originality check of bachelor's thesis manuscripts will be implemented no later than 1 August 2019, with regard to those degree programmes for which the procedure was not previously in use.

As of 1 August 2019, the grades awarded for a thesis included in a bachelor's or master's degree will be taken into account in the grading of intermediate and advanced studies in the same way as

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the grading of other study units with regard to those degree programmes to which this principle has not previously applied.

A degree certificate in English will be provided for all completed degrees once the new study data system has been implemented.

Two supervisors or a responsible supervisor and a follow-up group will be appointed for postgraduate students whose right to study begins on 1 August 2019 or thereafter.

Separate transition provisions will be issued on the approval and assessment of licentiate theses and dissertations.