



Education Regulations of the University of Oulu

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These University of Oulu Education Regulations, together with legislation, University of Oulu Regulations and other internal regulations and guidelines applicable to the University of Oulu, govern education and the principles of educational management at the University of Oulu.

The aim of these Education Regulations is to ensure the provision of legal protection in education and promote the quality of education.

These regulations refer to the university degree regulations laid down in the Universities Act (558/2009).

CHAPTER 1: General provisions

Section 1. Scope

These Education Regulations apply to degrees completed at the University of Oulu and related studies and teaching as well as, where applicable, further vocational education and training, including specialist training in medicine and dentistry, specific training in general medical practice, separate studies and open university studies, specialisation studies and continuing education. The Education Regulations apply to education exports and studies offered as commissioned education, where applicable.

Legislation takes precedence over the University of Oulu Regulations. The University of Oulu Regulations take precedence over other internal decisions, stipulations and guidelines issued by the University.

The Rectors may issue stipulations supplementing these Education Regulations.

Section 2. Definitions

The aim of **specialist training in medicine and dentistry** is to familiarize the doctor or dentist with the scientific knowledge and information retrieval methods of their specialty, and to provide them with the skills required for the duties of a specialist, for maintaining professional competence, for developing their specialty, and for working as a specialist within the social and health care service system. The university oversees the implementation and quality of specialist training in hospitals, health centres, and other units within its area of responsibility.

Specialisation studies offered by universities are studies intended to be completed after a higher education degree and aimed at those already in working life in order to promote their professional development and specialisation. The aim of these studies is to generate competence in areas of expertise with no market-based provision of education.

Separate studies refer to all studies that are completed without the right to study leading to a degree. These include the right to study for the following studies: Open university, specialist training in medicine and dentistry, separate teacher training studies, other separate studies, qualification training, cross-institutional studies, supplementary degree studies, continuing education and student exchanges.

A personal study plan (PSP) is a plan drawn up by the student for the scheduling, contents, scope, completion and duration of their studies.

Postgraduate students are degree students who have been granted the right to complete a postgraduate degree.

Double and joint degrees are degrees completed at one or more foreign higher education institutions for which a joint certificate is issued or, in the case of a double degree, two separate certificates. Double and joint degrees are offered in an agreement between the universities participating in their implementation. Double and joint degrees shall comply with the same stipulations as for other degree programmes at the University of Oulu. Students studying for double and joint degrees are degree students.

Education refers to organised activities aimed at producing competence based on research and teaching. Education can be degree education or non-degree education. Degree education consists of degree programmes and may lead to a Bachelor's degree, a Bachelor's and Master's degree, a Master's degree or a postgraduate degree. The structure of non-degree education consists of study modules and courses, and involves, for example, open university studies, continuing education or specialisation studies.

Feedback of education refers to university-level feedback, such as course feedback, the Finnish Bachelor's Graduate Survey, Master's and Doctoral degree career monitoring, and the International Student Barometer Survey for international exchange and degree students.

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

Teaching is a planned, curriculum-based activity, whose purpose is to support students in their studies and learning as well as the achievement of set learning outcomes. Teaching is based on research.

The curriculum (OPS) refers to a module that includes the structure and scope of studies, learning outcomes, contents, forms of teaching and performance as well as methods of assessing

competence. The curriculum may refer to a degree programme, study module or course level plan. The curriculum (OPS) is the education provider's plan and commitment on how teaching will be organized. The curriculum defines the structure and scope of the degree, i.e., the components that make up the degree; the learning outcomes of the degree program, which all students graduating from the program must achieve; and the recommended timing of the courses. In addition, the curriculum includes detailed descriptions of study modules or courses, such as learning objectives, content, methods of delivery and assessment, as well as evaluation criteria and grading scale. Education leading to a lower and higher university degree is designed to progress at 30 credits per semester.

A **thesis** refers to a Bachelor's thesis, Master's thesis, diploma thesis, medicine and dentistry theses, licentiate thesis or doctoral thesis.

A **course** refers to a study unit or degree thesis that can be completed separately on a certain subject, content or field of study.

The **person responsible for a course** refers to a person appointed for each course by the Degree Programme Director or the service unit providing teaching.

Course feedback refers to student feedback gathered for all courses.

A **study module** refers to a module consisting of two or more courses.

A **study attainment** refers to oral, written or other attainments that are specified in greater detail in the curricula. A study attainment also refers to a Master's and Bachelor's thesis, diploma theses, medicine and dentistry theses, doctoral thesis, licentiate research, credit transfers and other demonstrations of proficiency required by the curriculum.

A **student** refers to a person who has been granted the right to study at the University.

The **right to study** refers to the right afforded under the Universities Act to complete studies in accordance with the given right to study as defined in the University's degree regulations and curriculum or to another right to study at the University.

A **major subject** is a subject for which a student has the right to complete a degree.

The **principal supervisor** refers to a person appointed by the Graduate School who is responsible for the entirety of a doctoral researcher's doctoral degree and providing guidance. A principal supervisor is also responsible for overseeing the Master's thesis, diploma thesis and medicine and dentistry theses.

An **orientation option** refers to the degree programme study path in which students can apply during their studies.

Commissioned education refers to studies referred to in section 9 of the Universities Act.

A **doctoral programme** refers to a goal-oriented study module, in which the candidate is awarded a doctoral degree.

Degree studies refer to studies leading to a degree.

A **degree student** refers to a student who has been granted the right to study for a Bachelor's or Master's degree. A target degree for the given right to study is specified for all degree students.

A **degree programme** refers to a goal-oriented study module, in which a student is awarded a Bachelor's or Master's degree or a Licentiate degree as a scientific postgraduate degree. A degree programme consists of study modules and courses.

A **complementary study right** refers to a fixed term right to study for which a person who has completed a higher education degree at the University of Oulu may apply. A complementary study right does not include the right to complete a degree.

Continuous learning refers to education containing parts of degrees that is provided as open university teaching or otherwise as separate studies. Among others, business-based continuous learning is another form offered.

Upon receiving **permission to defend the doctoral thesis**, the doctoral researcher may publish their thesis and defend it at a public doctoral thesis defence.

An **opponent** refers to an expert appointed by the Graduate School with sufficient scientific competence in the field represented in the thesis. Opponents must be docent-level or professors.

A **doctoral thesis** is completed in a research field confirmed for the doctoral researcher. The forms and requirements of the thesis shall be decided separately.

A **pre-examiner of a thesis** refers to an expert appointed by the Graduate School who has sufficient scientific competence in the field represented in the thesis.

A **doctoral researcher** refers to a person who has the right to study for a doctoral degree in a doctoral programme at the University of Oulu.

CHAPTER 2: Educational management and the responsibilities of education management

Section 3 Educational management

The **University Board of Directors** decides on the establishment of undergraduate and doctoral programmes as well as the study options and majors included in them. The University Board of Directors also decides on the discontinuation of undergraduate or doctoral programmes. The University Board of Directors decides on the fundamentals of the tuition fee system for foreign-language degree programmes, the grant system and specialisation studies.

The Education Council supports the Rectors in promoting education, submits motions related to education policy and the development of education, and assesses the quality of education. With regard to doctoral education, the Rectors are also supported by the Research Council and the Research Management Group.

The Rector appoints the required number of members to the Education Council. The Council members shall represent expertise in their fields and, as diversely as possible, the fields of science and education at the University. At the proposal of the Student Union, the Rector shall appoint at least two student members, who serve a term of two calendar years at a time. The chairperson of the Education Council is the Vice Rector for Education.

The Vice Rector for Education is responsible for the university's education, its performance and quality management as well as other duties outlined in the Education Regulations of the University of Oulu. The Vice Rectors of the University of Oulu share responsibility for doctoral education. The Rector shall make a decision on the division of responsibilities between the Vice Rectors in doctoral education after consulting with them. The term **Vice Rector** is used in this document regarding the responsibilities for doctoral education.

The task of the **Education Management Group** is to support the Vice Rector for Education and the Education Deans in the management and development of education and the implementation of the University's education strategy. The Vice Rector for Education appoints the Education Management Group, which consists of the faculty Education Deans and other members appointed by the Vice Rector for Education. The Vice Rector for Education appoints at least one student member, who serves a term of two calendar years at a time.

The **Education Dean** is responsible for basic studies, continuing education, specialisation studies and further vocational education and training, including specialist training in medicine and dentistry in the Faculty of Medicine. The Education Dean is responsible for the strategic development, performance and quality management of education provided by the faculty as well

as for other duties defined by the University. The Education Dean grants the right to study for a Bachelor's and Master's degree as well as continuing education, specialisation studies, specialist training in medicine and dentistry and a licentiate degree completed in further education.

The Education Dean grants the right to study for completing a lower and higher university degree, as well as for continuing education, specialization training, professional postgraduate education including specialist training in medicine and dentistry, special training in general medicine, additional training programs for specialists, and the licentiate degree completed as postgraduate education.

The Education Dean decides on granting and ending the right to study. The director of the service unit providing education decides on granting and ending the right to study for continuing education offered by the unit.

The faculty Dean acts as deputy for the Education Dean. The Education Dean acts as deputy for the Degree Programme Director.

The **Faculty Education Committee** supervises and assesses the operation and cooperation of the degree programmes. The Faculty Education Committee is responsible for gathering and processing student feedback in the faculty.

The Faculty Education Committee is chaired by the Education Dean. The other members are appointed by the Dean. At the proposal of the Student Union, the Dean appoints at least two student members, who serve a term of two calendar years at a time.

Appointed by the Education Dean, the **Degree Programme Director** is responsible for the planning, implementation and quality management of the degree programme. The Degree Programme Director serves as the chairperson of the Degree Programme Committee. The Education Dean appoints the Degree Programme Director, whose duties are outlined in a separate University of Oulu instruction. The Degree Programme Director serves a term of four years. If necessary, the Education Dean may appoint a deputy for the Degree Programme Director.

The Degree Programme Director or Education Dean shall appoint the principal supervisor and other supervisors for the Bachelor's thesis, Master's thesis, diploma thesis, and medicine and dentistry thesis.

The director of the service unit providing teaching is responsible for the planning, implementation and quality management of the education provided by the unit.

The Degree Programme Committee supports the work of the Degree Programme Director. The Degree Programme Committee is responsible for gathering and processing student feedback on

the degree programme. The Education Dean may appoint a Degree Programme Committee to serve multiple degree programmes.

If a Degree Programme Committee is not appointed separately, the Faculty Education Committee shall carry out its duties.

The Education Dean appoints the members of the Degree Programme Committee. If the Degree Programme Committee serves multiple degree programmes, the Education Dean shall appoint a chairperson. The Education Dean appoints at least one student member after consulting with the students of the faculty. The selection is made in cooperation with student organisations in the degree programme.

The **person responsible for the course** is responsible for the planning, implementation, development and quality control of their courses.

The **persons carrying out teaching duties** select the content and teaching and assessment methods to be used in instruction in cooperation with the person responsible for the course or the Degree Programme Director.

The **University of Oulu Graduate School** is responsible for promoting and providing doctoral studies leading to a doctoral degree. It consists of Doctoral Programme Committees, which guide, develop and assess the activities and cooperation of doctoral programmes within their purview. The Graduate School grants the right to study and confers doctoral degrees.

The **Graduate School Director** is responsible for overseeing the management and development of Graduate School activities and reports to the Vice Rector for Education.

The Graduate School Management Group is responsible for the management and development of doctoral education and the implementation of the University strategy. The Rector appoints the Management Group, which consists of a Vice Rector(s), the chairpersons of each Doctoral Programme Committee, representatives of doctoral programmes, representatives of centres for multidisciplinary research and other experts deemed necessary. At the Student Union's proposal, the Vice Rector for Education appoints two doctoral researchers.

A **doctoral programme** is a goal-oriented module that provides scientific further education leading to a doctoral degree. A doctoral programme may consist of one or more major subjects in doctoral education, and it offers a degree programme based on doctoral research, related studies and academic guidance. A doctoral programme creates a structure and a support network for researcher training and promotes multidisciplinary cooperation. Doctoral education is planned so that it is possible to complete a doctoral degree in full-time studies within the target time.

Appointed by the Vice Rector, the **Doctoral Programme Director** is responsible for the planning, implementation, organisation and quality management of a doctoral programme. The Director

regularly consults with faculty representatives in order to develop the programme. The duties of the Doctoral Programme Director are specified in more detail in a separate instruction.

The **Doctoral Education Committee** oversees, develops and assesses the activities and cooperation of the doctoral programmes within its purview. The Doctoral Education Committee supports doctoral programmes in cooperation with centres for multidisciplinary research. The Vice Rector appoints the chairperson and other members of the Graduate School Doctoral Education Committee and, at the proposal of the Student Union, two doctoral researchers. All members other than doctoral researchers shall be at least docent level University staff members.

The chairperson of the Doctoral Education Committee approves new doctoral researchers to complete their doctoral degree, appoints the supervisors, confirms the field-specific curriculum, approves the doctoral programme plans, appoints monitoring groups, pre-examiners, opponents and custos, and confers doctoral degree certificates.

Section 4 Board of Examiners

The Rector shall appoint the Board of Examiners to process requests for rectification concerning student admissions, study attainments, tuition fees and recognition of learning. The chairperson and the vice chairperson of the Board of Examiners shall be a professor. At least one half of the Board shall consist of teachers at the University and at least one of the members shall be a student

CHAPTER 3: Quality management of education

Section 5 Development and quality management of education

The faculties are responsible for the performance, effectiveness and quality management of their degree programmes. Faculties assess and develop teaching, study guidance and the study experience. In addition, other units providing teaching develop and assess the teaching they offer and are responsible for the effectiveness and quality management of their teaching. The faculty or degree programme may apply for international accreditation or other quality labels.

The University of Oulu gathers feedback on education from students, teachers and stakeholders. The feedback gathered on education shall be utilised in its development and quality assurance. The education feedback processes promote an open, active and reciprocal feedback culture and the quality management of education as well as provide information to support educational

management. At the University of Oulu, decisions on the education feedback processes are made by the Vice Rector for Education. Some of the feedback gathered on education is specified by the Ministry of Education and Culture.

The education feedback gathered can be processed by the person responsible for a course along with its other teachers. The education feedback gathered may also be processed by the Degree Programme Director, Education Dean, Dean, the supervisor of the course teacher, and the members of the Education Committee and the Degree Programme Committee.

Section 6 Education reports

The University of Oulu produces a variety of reports on the education it provides. The Vice Rector for Education is responsible for reports related to education.

The University prepares numerical reports on the provision of education, such as in accordance with the requirements of the Ministry of Education and Culture. In addition, reports are produced for the University's internal use to support the administration of education and, for example, the monitoring of study progress and student guidance.

Access rights to reports are specified separately for staff and student members of committees. When determining access rights, current data protection regulations are taken into account.

CHAPTER 4: Being admitted as a student

Section 7 Student admissions

The University Board of Directors shall decide on the number of students to be admitted to the University for each field of education.

The University Board of Directors decides on the undergraduate and postgraduate programmes as well as the study options included in them, the fundamentals of the tuition fee system for foreign-language degree programmes and the grant system.

The University Board of Directors decides on specialisation studies.

The Vice Rector for Education decides on the distribution of student places within different study options, the tuition fee categories for degrees and the use of the scholarship system by study

option based on faculty proposals. The Vice Rector for Education decides on the admission criteria for studies leading to a degree based on a faculty proposal.

The Education Dean prepares proposals on the number of new students admitted for bachelor's and master's degrees and the admission criteria.

The Education Dean approves new students admitted to Bachelor's, Master's and Licentiate degree programmes. The Education Dean accepts students to complete supplementary or separate studies.

Decisions on the admission criteria for doctoral studies are made by the Vice Rector responsible for doctoral education. The Graduate School Management Group prepares a proposal on general admission criteria. The Doctoral Education Committee shall prepare a proposal for the field-specific admission criteria.

The Doctoral Education Committee chairperson shall accept new doctoral researchers to be admitted for a scientific doctoral degree and appoints the principal supervisor and other co-supervisors for the studies and thesis of a doctoral researcher.

The Education Dean decides on the admission criteria for studies not leading to a degree and admits students to study.

The Vice Rector for Education confirms the admission criteria and number of application places for specialist training in medicine and dentistry.

The Education Dean at the Faculty of Medicine accepts students for specialist training in medicine and dentistry, specialisation studies in general medicine and accepts physicians for Continuing education for medical specialists.

The specialisation fields of specialist training in medicine and dentistry are defined in Decree 55/2020 of the Ministry of Social Affairs and Health. The University of Oulu Committee for postgraduate professional training processes the application for the establishment of a further education programme for physicians. The Education Dean at the Faculty of Medicine decides on the establishment of a further education programme for physicians after consulting with the University of Oulu Committee for Continuing Vocational Education and Training.

Section 8 Accepting a student place

Provisions on accepting a student place are laid down in the Universities Act (558/2009, section 38).

Students who have been granted a student place must notify the university within the time indicated in the offer of admission whether they accept the offered place. If the student fails to notify the University by the given deadline, they will lose their student place. The University must, without delay, enter information on the acceptance of a student place in the higher education applicant register referred to in the Act on the student admissions register, the national data warehouse for higher education and the matriculation examination register.

Section 9 Rectification of student admissions

A person who has applied for entry to a university may lodge a rectification request with an administrative body designated by the University to seek redress for a decision on admission within 14 days from the publication of the admissions results, as laid down in the Administrative Procedure Act. When the student admission results are published, it shall be stated how the applicant can obtain information on application of the admission criteria in their case. The admission results may not be changed to the detriment of any other admitted person as a result of the rectification request.

Section 10 Student enrolment

The Vice Rector for Education determines annually the enrolment period for students and provides the instructions for registering as present or absent. Any student who has not enrolled in accordance with the instructions given by the Vice Rector for Education shall lose their right to study. If a student wishes to continue their studies at a later date, the student shall be required to reapply to the University for the right to study. The application may be submitted without participation in student admissions, taking into account the application processing fee.

Section 11 Passive register

The right to study of a degree student and postgraduate student shall be made passive if the student is not studying actively. In this case, when a student is not registered as present or absent, they may not be a member of the Student Union or be included in statistics as a student.

The right to study of a degree student is made passive if: their right to study entered into force before 1 August 2005; they have not completed any study attainments in the last two academic years; and they do not have an up-to-date study plan that has been approved in the last academic year.

The right to study a postgraduate student can be made passive if they have made no progress in their doctoral research and studies. Additional information on this can be obtained from the Graduate School.

The right to study is also made passive in cases where a student has registered as absent for the last two academic years.

The right to study is made passive at the beginning of an academic year and the students affected shall be notified of this at the end of the preceding autumn term. Reinstating the right to study of a degree student and postgraduate student require an approved personal study plan and, in the case of a doctoral researcher, a research plan and its approval in accordance with these Regulations. The Graduate School provides more detailed instructions on reinstating the right to study as a doctoral researcher.

The Vice Rector for Education provides instructions on the passive register and procedures for reinstating the right to study.

CHAPTER 5: Teaching

Section 12 Freedom and publicity of teaching

The University offers freedom of teaching and research.

Teaching at the University is public. For justified reasons, public access to teaching may be restricted.

The teaching must comply with the valid curriculum and other University of Oulu stipulations and instructions concerning teaching.

Section 13 Drawing up a curriculum

The curriculum describes the learning outcomes and structure of a given degree. It also describes the learning outcomes for each study module and course as well as their contents and assessment methods and specifies the language(s) of instruction of the degree programme and

courses. Studies leading to a bachelor's and master's degree shall be planned to progress by 30 ECTS credits each term.

In cooperation with the staff, the Degree Programme Director is responsible for preparing the degree programme curriculum for studies and other education leading to a degree provided at the University in accordance with the University's principles and guidelines. The teacher and the student shall follow the curriculum. As a rule, no changes are made to the current curriculum. If there is a justified reason for changes, a valid curriculum may be changed by a separate decision of the Education Dean. Students must be informed of the changes well in advance of the beginning of the course.

The director of the service unit providing teaching is responsible for drawing up the curriculum for the unit's teaching offering in cooperation with teaching staff and Degree Programme Directors.

Section 14 Approval of the curriculum

The Vice Rector for Education approves the principles concerning the development and general timetable of planning curricula in the University after consulting with the Education Management Group.

The Education Dean approves the structures and general composition of curricula for studies leading to a Bachelor's, Master's and Licentiate degree and other education provided by the University, including course names, learning outcomes, course-specific matters and scope. This also applies to studies implemented as teaching cooperation (cross-institutional study), which have been agreed upon in a separate teaching cooperation agreement before the teaching is implemented.

The curriculum and financial impact of general parts of doctoral studies are approved by the Vice Rector responsible for doctoral education.

The Graduate School Doctoral Education Committee chairperson approves the curriculum for the field-specific parts of doctoral studies.

The Dean of the faculty approves the financial impacts of the curriculum for their own unit.

The director of the service unit providing teaching approves the curriculum for the unit's teaching offering and its financial impacts for their unit.

Section 15 Assessment of study attainments

The purpose of assessing study attainments is to gather information on the student's learning process and learning outcomes for both the student and teacher. The assessment of study attainments is based on the learning outcomes and assessment criteria defined in the curricula. The numerical or verbal assessment of study attainments is made on the basis of assessment criteria. The task of the teacher conducting the assessment is to provide the student information in advance on the learning outcomes, assessment criteria and how credits are awarded for a study attainment. The study attainment is assessed by the person responsible for a given course or another course teacher, who also decides on the grade for the study attainment. A University of Oulu study attainment may only be assessed by a teacher who has an employment relationship with the University of Oulu.

The assessment information is only published in the University's study information system so that each student can see the assessment of their own attainment.

The bachelor's thesis is assessed by the thesis supervisor. In addition, the bachelor's thesis may also have other examiners. Master's theses, diploma theses and specialist training in medicine and dentistry as well as licentiate theses in other fields are assessed by the Degree Programme Director or the Education Dean based on the examiners' statement. If necessary, the Education Dean may decide that the aforementioned theses will be assessed by the Degree Programme Committee or another party/person(s). The supervisors of master's theses, diploma theses and specialist training in medicine and dentistry as well as licentiate theses in other fields may not serve as examiners. The Education Dean makes decisions concerning the assessment of maturity tests.

The Doctoral Education Committee makes proposals for the assessment criteria in their academic field to be applied in the examination and assessment of doctoral thesis. The Vice Rector shall approve the criteria to be applied in the examination and assessment of doctoral thesis.

The chairperson of the Graduate School Doctoral Education Committee shall appoint the pre-examiners, opponents for a thesis in their respective academic field on the basis of proposals made by thesis supervisors as well as a custos for the public doctoral thesis defence. The Doctoral Education Committee shall give permission to defend the thesis and assess the thesis on the basis of statements issued.

The Doctoral Education Committee can also use written statements submitted by persons who commented on the public defence as well as any other expert statements requested to serve as a basis for their assessment.

There are usually three thesis experts, two pre-examiners and one opponent. The pre-examiner may be appointed as the only opponent with the exceptional permission of the Chair of the Doctoral Training Committee on the proposal of the principal supervisor.

In international double and joint degrees, the assigned tasks for examiners and opponents may also deviate from this procedure as stated in the thesis agreement. Both the pre-examiners and the opponent shall hold a doctoral degree or be professors. Both the pre-examiners and the opponent shall be from outside the University of Oulu. A person who has co-authored any of the publications contributing to the doctoral thesis or supervised the thesis work may not be appointed a pre-examiner or an opponent. The chairperson of a Graduate School Doctoral Education Committee shall assess and decide on any conflicts of interest with the above-mentioned persons. Within a stipulated time, the pre-examiners shall submit, either jointly or separately, a substantiated written statement recommending to approve or reject the doctoral thesis for a public defence.

The Graduate School shall provide more detailed instructions for a public defence.

The provisions laid down in section 28 of the Administrative Procedure Act (434/2003) shall apply with regard to the disqualification of examiners and opponents of doctoral thesis, licentiate theses and corresponding study attainments due to likelihood of a conflict of interests.

A numerical scale from 0 to 5 (in integers), or a verbal assessment pass or fail is used in the assessment of study attainments. The numerical scale grades are indicated as follows: 5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = poor and 0 = failed. In the assessment of doctoral and licentiate theses, a verbal scale pass with distinction, pass or fail can be used. The Graduate School provides more detailed instructions regarding the grading of theses. The principles according to which partial attainments are combined into an overall grade are defined in curricula or other stipulations.

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

The grades for master's theses and diploma theses as well as medicine and dentistry thesis are not taken into account when calculating the average grade for advanced studies.

The assessment of required language proficiency in Finnish and in Swedish, as specified in section 6 of the Decree on University Degrees (794/2004), is separately provided in University of Oulu language policies.

Section 16 Attendance at courses

The student may be required to be present during a course. The curriculum determines how much compulsory attendance is required and whether there are alternative ways of attending a course. As part of the curriculum work, the teacher responsible for the course specifies in the course description which parts of it require compulsory attendance.

CHAPTER 6: Study

Section 17 Right to study

A student who has registered as present at the University of Oulu and has the right to study required for a study attainment shall be entitled to complete their studies.

Students who have the right to study at the University of Oulu for studies subject to the recognition of learning and who have registered as present may apply for recognition of learning.

Section 18 End of the right to study

The normative duration of the right to study is defined in the Universities Act.

Students who have not completed a degree within the period laid down in the Universities Act or within a granted extension shall lose their right to study. The right to study for a degree student ends when they have completed the degree on which the right to study is based and received a degree certificate. Upon completing the degree, the student may apply for a right to study that supplements the degree.

If a student subject to tuition fees fails to pay the tuition fee in the manner and by the deadline specified by the university, they will lose their right to study. If a student wishes to start or continue their studies at a later date, they shall apply in writing for the right to re-enrol after paying the tuition fee and the re-enrolment fee.

Section 19 Renouncement of the right to study

The student may renounce their right to study by notifying the university in writing. The right to study will be marked as ended from the date the notification is received. The notification to renounce the right to study is binding. After the renouncement of the right to study, the student may only regain their right to study through the normal student admission process.

Section 20 Personal study plan and student counselling

Students have the right to student counselling in all stages of their studies, and each student is appointed a tutor teacher at the beginning of their studies. Student counselling applies to both planning and completing studies. The faculty or other unit providing education must ensure sufficient counselling resources and their inclusion in the work plan.

Students shall advance their studies in accordance with their personal study plan. As a rule, the personal study plan is based on the student's curriculum for the year in which they began their studies. A personal study plan is a plan drawn up by the student on the content, scope and duration of studies leading to a degree. The student shall draw up a personal study plan for studies leading to a Bachelor's and Master's degree separately. If the student does not graduate within the normative duration set for the degree, their personal study plan will be examined in accordance with the valid curriculum.

The tutor teacher or other appointed person supports the student in drawing up and updating their personal study plan. A personal study plan is also drawn up for studies leading to a postgraduate degree. Units are responsible for ensuring that the student is supported in the drawing up and updating of the personal study plan (including study plans for student exchange periods).

The personal study plan for studies leading to a Bachelor's or Master's degree is approved by the Degree Programme Director or a person appointed by them. Study plans which deviate from the curriculum on justified grounds are to be approved by the Education Dean.

A personal study plan for studies leading to a postgraduate degree and a research plan for a doctoral thesis shall be approved by the chairperson of the Graduate School Doctoral Education Committee or a person appointed by them. Plans for studies leading to a licentiate degree shall be approved by the Education Dean.

Section 21 Language of instruction and degrees

The University language of instruction and degrees is Finnish (Universities Act 558/2009, section 11). The University's degrees must be available for completion on the basis of the educational responsibility referred to in the Government Decree on University Degrees and the Decree of the Ministry of Education and Culture on Specifying Educational Responsibilities (1451/2014). If so desired, students shall be given the opportunity to complete studies that are part of the University's educational responsibility for both bachelor's and master's degrees so that a majority of the teaching is offered in Finnish.

Separate instructions are issued on matters related to language.

Section 22 Language proficiency required of students

All degree programmes require language proficiency in accordance with the language of instruction. The student admission criteria contain provisions on demonstrating language proficiency in either Finnish or English.

Section 23 Results of study attainments and feedback on study attainments for the student

The course assessment is saved in the study information system in the student's information. The date of completion or submission set for the last study attainment of a given course shall be entered as the completion date. The results shall be published within three weeks at the latest after the instructor has been given the study attainments for assessment. If any holidays fall within this three-week period, the number of these holidays shall be added to the assessment period. The Education Dean may grant an extension to the assessment time limit because of the study method or some other special reason. If a time extension is granted, the teacher shall inform the students about the decision. The teacher may assess the study attainments completed between 1 June and 31 July by no later than the end of August. The student and teacher shall agree separately on the time of submission date for a study attainment if it differs from the study attainment schedule specified by the teacher during the course.

The examiners of a Master's thesis, diploma thesis or other equivalent thesis shall issue their statements within one month of the student submitting their thesis in its final form.

When the examiner of a study attainment is disqualified or temporarily prevented from carrying out their duties, the Education Dean or Dean shall appoint another person to the position.

Upon request, the student shall be entitled to receive a report on the assessment of their study attainment and the general criteria used in assessment at either a feedback presentation or otherwise. Feedback can be presented either in a group or individually, taking into account the confidentiality provisions of the study attainment.

The student shall be given an opportunity to see the assessed written or otherwise recorded study attainment. They shall be entitled to receive a copy of their study attainment at their own expense. The student shall be entitled to receive qualitative feedback on their own learning and performance upon request.

Section 24 Retaking a study attainment

A student may retake a study attainment when they are registered as present and their right to study is valid. A student may not raise their grade or retake a study attainment if their right to study has ended. The possibility to retake a study attainment also means raising the grade for work other than theses. A graded and approved thesis cannot be retaken or improved.

Two chances for retaking study attainments related to teaching shall be reserved within a reasonable time, taking into account the flexible progress of the student's studies. If the student has retaken the study attainment and received different grades for the same study attainment, the one with the highest grade will be the final study attainment recorded.

Retaking a study attainment must be arranged within a reasonable time after giving a grade for the previous study attainment. The possibility to retake a study attainment also applies to raising a grade. When a study attainment can be used to replace a final examination, there is no need to make separate arrangements for retaking the attainment.

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

Section 25 Publicity and preservation of study attainments

Study attainments that are written or recorded by other means, and student admission test papers shall be preserved, as stipulated in the University's Records Management Plan.

With the exception of theses, licentiate theses and doctoral thesis, study attainments are not public. Student examination answers and test papers, including various assignments and proficiency tests, are confidential. Grading entries made for study attainments are also

confidential. However, the grades and scores for study attainments are public as laid down in the Act on the Openness of Government Activities.

Section 26 Rectification of study attainment assessment

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

A student dissatisfied with the assessment of their licentiate thesis or equivalent thesis or study attainment, or a research paper submitted as a part of advanced studies or equivalent study attainment may address a request to the Board of Examiners for rectification of the assessment within 14 days of having been informed of the decision.

A student who is dissatisfied with the assessment of their study attainment may submit a spoken or written request for rectification to the teacher who made the assessment. Rectification must be requested within 14 days of the student being informed of the results of the assessment and the application of assessment criteria in their specific case. A student who is dissatisfied with the teacher's decision may lodge an appeal with the Board of Examiners within 14 days of having been informed of the teacher's decision as provided in the Administrative Procedure Act.

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

A decision made by the Board of Examiners in the rectification procedure concerning the assessment of study attainments cannot be appealed.

Section 27 Expiry of study attainments

Unless otherwise specified in the curriculum, study attainments expire ten years after the end of a given academic term. Completed study modules do not expire. The language and communication studies included in the higher education degree and Civil Service Language Proficiency Certificates (second national language) do not expire.

Unfinished study attainments shall expire in three years from the end of the study term, unless otherwise specified in the curriculum.

Section 28 Recognition of learning

The recognition of studies completed in another Finnish or foreign higher education institution is specified in the curriculum or other stipulations, unless separately provided for. With regard to studies leading to a Bachelor's, Master's or Licentiate degree, the decision is made by the Degree Programme Director and, in unclear cases, the Education Dean. The decision on the recognition of learning is made by Degree Programme Director responsible for the studies in question. The decision on the recognition of learning in language and communication studies is made by the Director of the Centre for Languages and Communication Lingua.

The Degree Programme Committee shall assess learning not acquired in a higher educational institution or other educational institution with a separately arranged demonstration, documentation or other study attainment. If the assessment criteria for other learning are not specifically stipulated in the curricula or other regulations, the assessment criteria shall be defined by the Education Committee.

The director of the Graduate School decides on the accreditation of the general and transferable skills studies and the director of each doctoral programme decides on the accreditation of field-specific studies.

A request for rectification concerning a decision on the recognition of learning shall be submitted to the deciding party within 14 days of the student having been notified of the decision. A decision related to a request for rectification may be appealed to the Board of Examiners within 14 days as provided in the Administrative Procedure Act.

A decision on the recognition of learning issued in the rectification procedure may not be appealed.

Section 29 Individual arrangements in studies

Students may be provided with individual arrangements for completing their studies, for example on the basis of health or disability. Completion methods that differ from the curriculum must also meet the learning outcomes set for the course.

Separate instructions are issued on matters related to individual study arrangements.

CHAPTER 7: Other provisions

Section 30 Certificates

The Education Dean grants certificates for the completion of degree programmes leading to bachelor's and master's degrees, Licentiate degrees and specialisation degrees, separate studies and specialist training in medicine and dentistry. If the Education Dean is prevented from carrying out their duties, the Vice Rector for Education shall sign the certificates.

The Doctoral Education Committee chairperson issues certificates of doctoral degrees.

The Vice Rector for Education confirms the formula for certificates, i.e. the appearance of University of Oulu certificates.

Section 31 Student misconduct and disciplinary action

Students shall comply with the stipulations and instructions issued by the University of Oulu on teaching and studying, the responsible conduct of research and the rules and regulations of the University. All members of the University of Oulu community shall abide by the ethical principles of the University of Oulu.

A study attainment may be rejected if the student is found guilty of cheating in their studies or research while completing the attainment. Separate instructions from the University of Oulu shall be observed in cases of cheating and plagiarism.

Provisions on student discipline are laid down in the Universities Act and the University of Oulu Regulations. Before deciding on a disciplinary matter, the student shall be provided with evidential information on their suspected offence and be given an opportunity to be heard on the matter. Separate instructions are issued on matters related to discipline.

Section 32 Confidentiality

In degree programmes, instructions and advice for students on confidential matters and confidentiality are included in the teaching. No separate non-disclosure agreements are required of students in connection with the teaching at the University of Oulu. The student's traineeship placement may separately require a non-disclosure agreement related to the placement, in which case the traineeship placement is responsible for concluding the agreement with the student.

Section 33 Degrees

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

The Education Dean of each faculty shall decide on conferring the title of Master to a person who has completed the higher education degree of *Candidate* according to former degree regulations. The title of '*Ekonomi*' for Master of Science in Economics and Business Administration is awarded by the Education Dean of the Oulu Business School.

Based on statements issued by faculties, the Faculty Council may confer the title of honorary doctor and any marks of rank related to the title to a person who is considered worthy of the recognition due to their academic or artistic activities or due to their merits in promoting science, arts or other cultural activities.

Section 34 Discontinuation of a degree programme

If a degree programme is discontinued, the faculty must provide students with the right to study with an opportunity to complete their studies, taking into account the target times for completing the degrees and the possibility to receive an extension for completing the degree.

If the teaching of a minor subject included in another degree programme curriculum is discontinued, the faculty must provide minor subject students who have started their studies with an opportunity to complete their studies within a reasonable timeframe. Starting studies means having completed at least one study unit. In both cases, the Faculty Education Committee decides on the transitional arrangements. The right to study linked to a discontinued degree programme ends after the end of the transition period.

Section 35 Free education

Compulsory instruction leading to a degree, regardless of its implementation, shall be free of charge for students.

Section 36 Entry into force and transitional provisions

These Regulations shall enter into force on 1 January 2026.