

# DEGREE REGULATIONS OF TURKU UNIVERSITY OF APPLIED SCIENCES

These Degree Regulations enter into force as from the decision and replace the Degree Regulations, which were confirmed earlier on 16 December 2022 (Rector and President, Section 44).

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# 1. ORGANIZING STUDIES AT TURKU UNIVERSITY OF APPLIED SCIENCES

## Section 1 Studies leading to a degree

The general aim of the studies leading to a Bachelor's degree at Turku University of Applied Sciences is to provide the students with extensive practical knowledge and skills and the theoretical foundation for working in expert positions in their field (decree 1129/2014, section 2).

The curriculum is modular and adheres to the European Qualifications Framework and the National Qualifications Framework. A module refers to a thematic entity which consists of courses.

The degree programmes are composed of core competence and complementary competence, both of which may include basic and professional studies and elective studies. The competence yielded by the degree is built on the core competence. The complementary competence provides the student the chance to build an individual degree.

The structure and contents of the curricula can be more specifically defined by a decision by the Vice Rector. The curricula are approved by the Dean on the basis of the proposal by the Heads of Education and Research. The curricula contain the course descriptions and they are published electronically.

In education leading to a Bachelor's degree at Turku University of Applied Sciences, the studies in the degree programmes are planned in such a manner that a student is able to carry out studies worth at least 60 ECTS each academic year. Study guidance, advice and tutoring is provided for the student to support the planning, implementation and completion of studies. Flexible curricula structures and alternative ways of completing the studies enable linking entrepreneurship, service activities, internationality and research and development work with multidisciplinary teaching, according to the principles of innovation pedagogy.

The curricula are modular, and they can include compulsory, elective or optional modules. The extent of the modules is divisible by five and is mainly 15 ECTS credits. As a rule, the minimum extent of a course is 5 ECTS. Students in a day-time programme can select courses from a blended degree programme and vice versa.

The curriculum is drafted in such a manner that the student has as flexible opportunities as possible to develop their own competence by selecting studies across faculty boundaries and cross-institutionally from the course selection of other higher education institutions. Studies are organized year round. In addition, students complete practical training, theses and project studies as summer studies. In relation to summer studies, students will also be provided with opportunities to take exams, do demonstrations and find alternative ways of completing their studies.

Studies leading to a Bachelor's degree comprise elective studies (decree 1129/2014, section 2). These can be included in the core competences and the complementary competences of the curriculum. By increasing optionality, Turku University of Applied Sciences aims to promote the range of studies and student mobility and enhance completion. A Bachelor's degree shall include at least 30 ECTS' worth of

elective studies, but for justified reasons, the number of elective studies can be at least 15 ECTS. The student may choose elective studies from the courses offered in the common course selection of Turku UAS and from courses offered by other higher education institutions. Elective studies enable the creation of the student's individual study plan, thus it takes into account the needs of working life and the economic structure of the region.

Studies leading to a Master's degree at Turku University of Applied Sciences comprise core competence studies and complementary studies. The length of the Master's degree programmes is defined in section 10.

## Section 2 Cross-institutional studies

Cross-institutional studies refer to the opportunity offered to a higher education student to complete studies at another higher education institution (target institution) i.e. domestic student mobility. The student's right to study at their home institution shall be valid and they shall be enrolled as present at the home institution. The student is granted a right to study at another higher education institution, which enters the student in their study records. The right to study is restricted in terms of time and content.

The student may select studies from the course supply of the target institution in the manner agreed on in the cooperation network of higher education institutions. The target institution assesses the completed courses and enters them in their own study records (cooperation credits). The completed course is taken in the study records of the home institution as a course completed elsewhere.

## Section 3 Open Studies

Studies included in a Bachelor's or Master's degree i.e. parts of degrees can be completed as Open Studies at Turku University of Applied Sciences. For completing these studies, the student receives an Open Studies study right that is limited in terms of time and content. A degree cannot be completed through Open Studies. Degree students at Turku University of Applied Sciences are not granted an Open Studies right to study.

Open Studies can be completed in different ways: as path studies, by taking separate courses, as a special path, through a Diploma of Higher Education or as expert training. Individual courses can be completed either in quotas reserved in the groups taking part in degree studies or through the Open Studies' implementations.

The study right of the Open Studies is limited to the courses that the student has enrolled for.

The concept of a path student refers to students who are granted an Open Studies study right for a single academic year and who aim at becoming second-year degree students by applying for a study place through the Open Studies path in the separate application system. Path studies consist of the first-year degree studies.

A special path refers to a model of education in which the students are first selected to complete a

separately defined study module at Open Studies. Based on the completed module, the student can apply for the final stage studies of a degree programme in separate application.

The diploma of higher education refers to a study module which consists of studies in the degree programmes' curricula. Typically the extent of higher education diplomas is 60 ECTS. The typical extent of expert training is 30 ECTS. Having completed their studies, the student is provided with a diploma.

The evaluation criteria in the Open Studies are the same as in the degree programmes. In principle, there are no background education requirements for Open Studies. Participating in Master's degree studies requires a previous higher education degree. There may be a requirement regarding the background education in the diploma of higher education studies and special paths.

## Section 4 Cooperation studies with other educational institutions than Finnish higher education institutions

Cooperation studies and study rights aimed at students in vocational or upper secondary education or folk high schools are based on an agreement between Turku University of Applied Sciences and the cooperation institution. The studies are free of charge for the student. The name of the right to study is study cooperation with another educational institution than a higher education institution.

## Section 5 Separate right to study

Individuals or restricted groups can be granted a separate right to study to complete studies included in a Bachelor's or Master's degree. The separate right to study is limited in terms of time and content and does not lead to a degree. Granting the separate right to study is always at the UAS' discretion and requires the degree programme's ability to accept a student. Degree students at Turku University of Applied Sciences are not granted an overlapping separate right to study.

## Section 6 Specialization education

Specialization education refers to a competence entity intended for those in working life and those who have already completed a higher education degree. The right to study in a specialization education applies a specific educational entity and is valid for duration of the implementation period of the education. The targeted completion time of the studies is 15 cr/semester.

A student accepted in specialization education who has notified that they will accept the study place, is enrolled as present for the entire duration of the studies. The notification of acceptance of a study place is binding. A student in specialization education does not have the right to be absent. The students shall pay the study fees in their entirety according to the schedule notified by Turku University of Applied Sciences or in a manner agreed on separately to get a certificate for the education. Turku University of Applied Sciences may grant a discretionary extension to a student who has expended their time of right to study, if the education can be implemented. Discretionary extension time is granted until the end of the following semester. If the student drops out of the specialization education, the opportunity to complete the education is not guaranteed.

## 2. STUDENT SELECTION AND ADMISSION

### Section 7 Admission of an applicant as a student and enrolment

Applying for degree education at Turku University of Applied Sciences takes place either through joint application, a separate application or a transfer application. The application process complies with the selection criteria confirmed by the Rector. Turku University of Applied Sciences makes the admission decisions within joint application, separate application and transfer application by utilizing the Studyinfo system. The right to study enters into force when admitted applicants accept their invitation to study in the Studyinfo.fi service and enrol as present or absent.

A student can enrol as absent for the first year of studies only if they are completing service according to the Conscription Act, the Non-Military Service Act or the Act on Voluntary Military Service for Women, are on parental leave due to the birth or adoption of their child or are unable to begin their studies because of an illness or injury.

The absence shall be proved with official documents during the enrolment period. If the documents are insufficient or they are not submitted at all during the enrolment period, the student is registered as present. In terms of those who start their studies in the autumn semester, the rule of absence concerning the first year of studies is applied also for the spring semester. In terms of those who start their studies in the spring semester, the rule of absence concerning the first year of studies is applied only for the spring semester.

If the statutory reason for absence in the first academic year falls on one semester only, the student can enrol as absent for the entire academic year. A student can change the enrolment as present for the spring term to enrolment as absent during the enrolment period for the spring term. In education beginning in the spring term, the student enrolls only for the spring term when accepting the study place.

The admitted applicant shall submit copies of the school certificates and employers' letters of reference that they referred to in the application process in accordance with the instructions provided by Turku University of Applied Sciences. The admission is conditional until the university of applied sciences has checked the school certificates and former employers' letters of reference of the successful applicant and, where needed, the statements of a health care professional. The university of applied sciences may withdraw the admission if the applicant has given false information, if the applicant fails to submit the necessary certificates within the time limit or if the verified scores do not suffice for the admission.

A double degree student is instructed to apply for the right to study for a degree at Turku University of Applied Sciences in separate application at the end of the exchange period. The separate application is restricted to degree students who are completing studies within the double degree agreements between Turku University of Applied Sciences and its partner institutions.

Applicants who have applied for degree studies may request for rectification of a decision on student admission in writing from the Board of Student Affairs at Turku University of Applied Sciences within 14 days of the publication of the selection results.

## Section 8 Obstacles to being admitted as a student based on unsuitability to study in the field and security (applies to Bachelor's and Master's degrees in the field of social and health care)

As a rule, the medical condition of an applicant cannot be an obstacle to being admitted as a student. However, due to security requirements and if the obstacle cannot be removed with reasonable actions, an applicant cannot be admitted to study in the field of social and health care if they are unable to perform practical tasks or practical training related to the studies due to a medical condition or ability to function.

Prior withdrawal of the right to study with the justifications referred to in Section 33 in the Act on Universities of Applied Sciences can prevent admission as a student. The right to study can be withdrawn later, if the student has during the application process concealed such information on a decision on withdrawing the right to study that could have prevented their admission as a student. Decisions on withdrawing and restoring the right to study are made by the Board of Turku UAS for reasons mentioned in Section 33 in the Act on Universities of Applied Sciences. During the application phase, the applicant is informed of the possible obstacles to student admission.

## Section 9 Transfer application

Turku University of Applied Sciences can admit a transfer student who has a right to study at another Finnish higher education institution. In addition, those students at Turku University of Applied Sciences apply in the transfer application process who wish for transfer to another degree programme so that their targeted degree or the degree title will change.

Transfer applications are submitted in the Studyinfo service according to the application schedule of the higher education institutions. Quotas for transfer students accepted each year are defined for the study options. The selection criteria for transfers are defined in the decision on the selection criteria. The transfer may only take place between semesters and no earlier than after two attendance periods. The right to study of an applicant who has been accepted as a student in the transfer application is transferred to Turku University of Applied Sciences. The right to complete a degree is defined by the degree programme to which the right to study has been received in the transfer. The periods of attendance and absence the student has used for studies on which the transfer is based are also calculated in the time of completing the degree.

Rectification of the decision on admission as a transfer student can be requested in writing from the Board of Student Affairs of Turku University of Applied Sciences within 14 days of receiving notification of the decision.

## Section 10 Internal transfer within Turku University of Applied Sciences without changing the degree or degree title

A degree student at Turku University of Applied Sciences can apply for a change to another campus

provided that the degree title of the targeted degree does not change. The change may take place during the validity of the right to study only between semesters and no earlier than at the beginning of the second semester of studies. The prerequisite for the change is that the student has completed at least 100 ECTS of studies. In addition, the change may be accepted based on a reason related to the situation in life. Reasons related to the situation in life may be illness or disability of the student or their next of kin, or family-related reasons.

A degree student at Turku University of Applied Sciences can apply for a change to another degree programme within the field of education provided that the degree title of the targeted degree does not change. The change may take place during the validity of the right to study only between semesters and no earlier than at the beginning of the second semester of studies. The change may be accepted, if the student has completed at least 30 ECTS of studies included in the core competences in the curriculum of the current degree programme or the degree programme being applied to.

A degree student at Turku University of Applied Sciences can apply for a change to another degree programme within the field of education provided that the degree title of the targeted degree does not change. The change may take place during the validity of the right to study only between semesters and no earlier than at the beginning of the second semester of studies. The change may be accepted, if the student has completed at least 20 ECTS of studies included in the core competences in the curriculum of the current degree programme or the degree programme being applied to.

If the student wants to change to another specialization or competence track within a degree programme, the change takes place as a change in the individual study plan (ISP).

When a student who is not a citizen of an EU/EEA country is applying for transfer from a Finnish-language degree programme to an English-language degree programme, the Study Guidance Counsellor preparing the decision investigates the student's obligation to pay the tuition fee with the study administration.

The student can also apply for changing the type of education (daytime programme, blended degree programme, online implementation). In addition, the change may be accepted based on a reason related to the situation in life. Reasons related to the situation in life may be illness or disability of the student or their next of kin, or family-related reasons, reasons related to the place of residence or workplace, or an exceptionally difficult set of personal circumstances. Justifications related to the progress in studies are not included in the consideration.

The transfer application is submitted to an electronic service and addressed to the Study Counsellor of the receiving degree programme. The decision is made by the Head of Education and Research after hearing the Study Counsellor of the receiving degree programme. The right to study is considered to enter into force on the date when the student has first accepted the study place.

Rectification of the decision can be requested in writing from the Board of Student Affairs of Turku University of Applied Sciences within 14 days of receiving notification of the decision.

## Section 11 Students of international mobility

Exchange students are mainly admitted as students from the foreign higher education institutions with which Turku University of Applied Sciences has a valid student exchange agreement. Students in double degree programmes or students in exchange programmes of short duration (less than 3 months) are also considered exchange students. The student is accepted as an exchange student by the Head of Education

and Research or a person authorized by them. Students in double degree programmes may apply for a right to study for a degree at Turku University of Applied Sciences through separate application.

Exchange students must comply with the rules and regulations of the exchange programmes of Turku University of Applied Sciences and the own higher education institution. Turku University of Applied Sciences may start canceling the right to study with the home institution, if the student breaches the abovementioned rules or regulations. The Head of Education and Research or a person authorized by them decides on the cancellation of the exchange student's right to study.

### 3. ENROLMENT AND RIGHT TO STUDY

#### Section 12 Registration for the academic year

Those who have been admitted as students enrol as present or absent for the first time in the Studyinfo.fi service. Subsequently, students enrol as present or absent for each semester in accordance with the instructions by Turku University of Applied Sciences.

The obligation to enrol applies to all students in education leading to a degree. Also those degree students who are leaving for student exchange or are currently in student exchange must enrol as present or absent. A student who neglects their enrolment as present or absent will forfeit their right to study.

A student who continues their studies enrolls as present or absent 1 April – 10 August for the following academic year. The enrolment information for the spring semester can be submitted or edited between 1 December and 10 January.

A student who continues their studies enrolls as present or absent 1 April – 10 August for the following academic year. The enrolment information for the spring semester can be submitted or edited between 1 December and 10 January.

For justified reasons, a student can change their enrolment as present or absent during the academic year. However, the enrolment information cannot be changed from present to absent mid-term, if the student has completed studies during the semester. The enrolment information can be changed mid-term only once. Retrospective changes cannot be made to the enrolment information.

A student registered as absent has no right to carry out studies at the university of applied sciences. A student registered as absent has no right to student financial aid, meal subsidy, travel discounts or benefits that are contingent upon membership of the student union. A degree student obligated to pay the tuition fee, who has been granted the right to study, cannot complete studies with the Open Studies right to study if they have enrolled as absent.

#### Section 13 Duration of the right to study and targeted completion time

A full-time student has the right to complete their studies in a period of time that is one year longer than the targeted completion time of the studies. The period of the right to study officially begins when the



student has accepted the study place and has enrolled as present for the first time.

The targeted completion time of education leading to a UAS degree and the period of the right to study are defined according to the extent (ECTS credits) of the degree programme as follows:

Extent of degree programme	Targeted completion time	Period of right to study
210 cr	3.5 years	4.5 years
240 cr	4.0 years	5 years
270 cr	4.5 years	5.5 years

The targeted completion time of education leading to a Master's degree and the periods of right to study:

Extent of degree programme	Targeted completion time	Period of right to study
60 cr	1.5 years	2.5 years
90 cr	2 years	3 years

The completion time of studies of students in conversion programmes and students admitted through separate application is defined according to the extent of the studies to be completed thus that 30 ECTS credits correspond a 6 months' time of right to study. The time of right to study is always granted in full semesters.

## Section 14 Right to be absent

**A student who has accepted an invitation to study in a degree programme that has started before 1 August 2015** can enrol as absent for a maximum of four semesters without expending their term of right to study. In this case, the absence time is not calculated in the completion time of the student's studies.

**A student who has accepted an invitation to study in a degree programme that started after 1 August 2015** can enrol as absent if they are completing service according to the Conscription Act, the Non-Military Service Act or the Act on Voluntary Military Service for Women, or is on parental leave due to the birth or adoption of their child. Absence for the abovementioned reasons is not calculated as being part of the completion time of the studies. In addition, the student can enroll as absent for other reasons for a maximum of two semesters without expending their period of right to study. In this case, the absence time is not calculated in the completion time of the student's studies.

## Section 15 Discretionary extension time

If a student is unable to complete the degree within the term of right to study, they can apply to prolong the right to study with an extension to complete the studies. The Study Guidance Counsellor makes the decision on the extension. The student shall apply for the extension when the term of the right to study is still ongoing. The extension is not granted if the student has already completed the study attainments required by the degree. The extension is granted in full semesters. The student cannot enrol as absent during the discretionary extension time.

The extension is granted twice at maximum for completing a Bachelor's or Master's degree. For the first

time, the extension is mainly granted for two semesters at maximum. Granting the extension requires that the student has presented a goal-oriented and feasible plan to complete their studies and has discussed the plan with the Study Guidance Counsellor, Degree Programme Leader or a teacher appointed by the Degree Programme Leader. If the student has mainly completed the studies included in the degree, except for the thesis, the student shall include the outline of the thesis in the plan.

For reasons related to the student's situation in life, the extension can be granted for a longer period of time than two semesters. In this case, the considered reasons include illness or disability of the student or their next of kin, an exceptionally difficult set of personal circumstances, positions of trust and other social participation during the studies as well as world-class sports. In all cases mentioned above, the student shall submit a clarification of their own and prove it with a trustworthy document.

If the student does not complete the degree during the first extension, they can be granted a second extension for a maximum of two semesters upon their application without justifications related to the situation in life, if the student has completed studies during the first extension. If there is no proof of studies, acceptable reasons can be related to the student's situation in life, such as illness or disability of the student or their next of kin, an exceptionally difficult set of personal circumstances, positions of trust and other social participation during the studies as well as world-class sports. Based on reasons related to the student's situation in life, the second extension can be a maximum of four semesters in length. In all cases mentioned above, the student shall submit a clarification of their own and prove it with a trustworthy document.

The student shall submit the application for the extension time through an electronic service. The student shall attach to the application a goal-oriented and feasible plan created together with the Study Guidance Counsellor or other supervising teacher on the studies to be completed and the schedule for completing the studies. A fee of EUR 50 is charged for processing the application (decree 1440/2014).

If the Study Guidance Counsellor does not grant the extension, the student will forfeit their right to study. The student has the right to request rectification of the decision of the Study Guidance Counsellor from the Board of Student Affairs within 14 days of receiving notification of the decision.

## Section 16 Right to study granted anew after neglect of enrolment

A degree student at Turku University of Applied Sciences who has neglected their obligation to enrol as present or absent during the term of their right to study shall forfeit their right to study. A student whose term of right to study is still ongoing and who has forfeited their right to study due to negligence at the end of the previous semester may apply for the right to be readmitted as a student without having to participate in admissions (Act 325/2015, Section 32). The Study Adviser makes the decision on granting the right to study anew. The right to study can be immediately granted again to the same or equivalent degree programme to which the right to study has previously applied.

Respectively, a student at Turku University of Applied Sciences whose legitimate term of right to study is still ongoing and who has forfeited their right to study due to negligence already prior to the previous

semester, may apply for the right to be readmitted as a student without having to participate in the admission. The right to study is granted anew by a decision of the Study Adviser in all cases when the term of right to study is still ongoing. The new term of right to study is defined according to the unused term of right to study. The unused periods of absence will remain in the right to study granted anew. The right to study can be granted to start immediately or from the beginning of the following semester, according to the student's wish.

When the applicant for the right to study to be granted anew is not a citizen of an EU/EEA country, the study administration investigates the student's obligation to pay the tuition fee prior to the decision-making.

The student shall submit the application through an electronic service. A fee of EUR 50 is charged for processing the application (decree 1440/2014). The student has the right to request rectification of the decision of the Study Guidance Counsellor from the Board of Student Affairs within 14 days of receiving notification of the decision.

## Section 17 Right to study granted anew after the end of the term of right to study or discretionary extension

### **A student, whose right to study has started after 1 August 2015**

A former student of Turku University of Applied Sciences, who has started their studies on 1 August 2015 or after and has not completed their degree during the term of right to study or the discretionary extension, can apply from the university of applied sciences the right to be readmitted as a student without having to participate in the admission (Act 325/2015, Section 32). In practice, this means granting an extension to the old right to study.

The right to study can be granted anew, if the amount of studies missing from the Bachelor's or Master's degree is a maximum of 35 ECTS credits. If the student has failed to complete the degree during the period of right to study granted anew and has completed no studies, the right to study can be granted anew for a second time after the expired right to study only for a cogent reason related to the situation in life. The Study Guidance Counsellor makes the decision on granting the right to study anew.

If the amount of missing studies exceeds the abovementioned 35 ECTS credits, the student can apply for a separate right to study and complete the missing studies until the abovementioned condition is fulfilled. Granting the separate right to study is always at the UAS' discretion and requires the degree programme's ability to accept a student.

The right to study can be granted anew only to the same or equivalent degree programme to which the right to study has previously applied and to a group with calculatory term of right to study left. A student can also apply for gaining the right to study anew in a case where the student has announced that they shall resign from the university of applied sciences. In terms of a positive decision, the student is notified of a total time within which the studies must be completed. During a right to study granted anew the student cannot enrol as absent.

When the applicant for the right to study to be granted anew is not a citizen of an EU/EEA country, the Study Guidance Counsellor preparing the decision investigates the student's obligation to pay the tuition fee with the study administration prior to the decision-making.

The student shall submit the application through an electronic service. A fee of EUR 50 is charged for processing the application (decree 1440/2014). The student has the right to request rectification of the decision from the Board of Student Affairs within 14 days of receiving notification of the decision.

**A former student of Turku University of Applied Sciences, whose right to study has started before 1 August 2015 or a student from another university of applied sciences**

A former student of Turku University of Applied Sciences whose right to study has started before 1 August 2015 and who has forfeited their right to study or resigned, or a former student of another university of applied sciences can apply for the right to study in the separate application "Application to complete the studies". During a right to study granted anew through the separate application the student cannot enrol as absent.

## Section 18 Students required to pay the tuition fee and right to study

The practices described in sections 13–17 relating to the duration of the right to study and the right to be absent apply to students required to pay tuition fee. Students can enrol as absent, if they so wish, in which case they are not obliged to pay the tuition fee. The rules applied to enrolling as absent during the first academic year are also applied to students who are required to pay the tuition fee. A student who is required to pay the tuition fee may apply for a discretionary extension, which is subject to a tuition fee.

An accepted applicant who is required to pay the tuition fee shall confirm the study place in Studyinfo.fi and is only able to enrol after making the payment for the tuition fee in full. The authenticity of the documents of the applicant (degree certificate, permit of residence and identity) are verified in the beginning of the applicant's studies.

If a student who has been admitted a study place and who is required to pay the tuition fee does not make the payment for the tuition fee for the academic year within the time limit announced by the university of applied sciences or enrol as absent, the student is considered to have neglected the enrolment obligation, in which case the student shall forfeit the right to study. The prerequisite for granting the right to study anew is paying the tuition fee.

The payment obligation applies to all terms during which the student is present. If a student does not make the payment for the tuition fee within the time limit announced by the university of applied sciences and does not enrol as absent, the student shall forfeit their right to study. The Finnish Immigration Service will receive notification of the forfeiture of the right to study through the VIRT A register.

If the student has paid the tuition fee but has been issued a negative decision on a residence permit, the paid tuition fee is reimbursed. If a first-year student has paid the tuition fee and enrolled as present, but starting the studies is not possible due to a delay in receiving the decision on a residence permit, the paid tuition fee is reimbursed in connection with the payment of the tuition fee of the second semester.

If the student has not received a decision on a residence permit in the first semester and for this reason renounces their right to study, the paid tuition fee is reimbursed, provided that the student has applied for

a residence permit within a month of having received notification of the admission results.

A student who is granted a right to study anew at the same university of applied sciences, at which they have studied without an obligation to pay the tuition fee, is not obligated to pay the tuition fee. A citizen of a country outside the EU/EEA area who is admitted as a degree student through the separate application to complete the studies is obligated to pay the tuition fee in the new right to study, if they are not entitled for an exemption from the obligation to pay the tuition fee.

A degree student obligated to pay the tuition fee, who has been granted the right to study, cannot complete studies with the Open Studies right to study if they have enrolled as absent.

**Transfer students' obligation to pay the tuition fee** If the original right to study, which the transfer has been based on, has not fallen under the obligation to pay the tuition fee, the student is not obligated to pay the tuition fee after the transfer.

## 4. COMPLETION OF STUDIES

### Section 19 Guidance and counselling of students

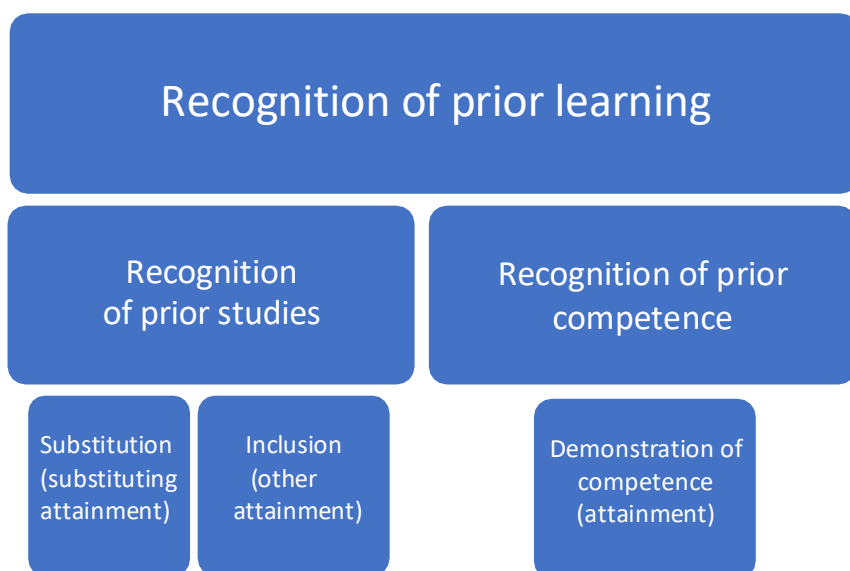
The aim of guidance and counselling is to support the comprehensive and professional growth of the student as well as to develop the student's responsibility in order to help them become independent and responsible professionals. The student can seek their way to information, guidance and counselling services, sports services and health care services that meet their needs. The student drafts an appropriate study plan, studies in a goal-oriented manner and completes the degree within the targeted time. The aim is that the student has access to professional networks and adequate working life skills. The student has both the right to personal study guidance throughout the duration of the studies and the duty to participate in the guidance and take responsibility for carrying out the studies.

The actors in the guidance and counselling system at Turku University of Applied Sciences include tutor teachers, peer tutors, VIP students, international tutors, Study Guidance Counsellors, Study Advisers, Degree Programme Leaders and Study Counselling Psychologists, who support students in the progress of studies and in questions related to well-being.

The individual study plan (ISP) is a tool for planning the studies, professional growth and counselling. The student drafts their study plan under guidance, updates their plan every academic year and gets approval for the plan from the tutor teacher or other teacher appointed by the Head of Education and Research.

### Section 20 Recognition of studies and competence

Students can apply for the recognition of studies completed elsewhere or of competence acquired otherwise at the beginning of their studies or at any point during their studies.



### Recognition of studies

According to a decision by Turku University of Applied Sciences, a student completing a degree or specialization education has the right to recognition of studies, including continuing education, completed at a Finnish or foreign higher education institution or in another institution. Studies to which recognition of prior learning can be applied can be completed both before the beginning of degree studies and during the degree studies. The Head of Education and Research or a person appointed by them makes the decision on the discretionary recognition of prior learning. The recognition of prior learning based on an agreement of the teaching cooperation network and the technical recognition of prior learning of the students admitted in separate application of the Open Studies are made by the Study Administration.

Recognition of prior learning takes place either by substituting studies included in the degree with studies completed elsewhere (substitution) or by including studies completed elsewhere in the degree (other attainment). In terms of higher education studies completed elsewhere, the preferred method of recognition of prior learning is inclusion, which is based on the competence objectives of the degree. A grade given elsewhere shall be without exceptions transferred in the student records, however, unclear cases caused by differences in grading scales are an exception. The studies to which recognition of prior learning applies are primarily registered on the level of courses.

Turku University of Applied Sciences has determined a maximum limit for studies that can be recognized on the basis of prior learning:

- A. If the degree resulting in the eligibility for applying for degree studies (e.g. the so-called vocational college diploma in engineering) has been included in the curriculum as a course, it may be recognized as a substituting attainment with the definition 'higher vocational diploma, engineering'.
- B. In terms of studies completed outside the higher education system (e.g. earlier vocational college studies or higher vocational diploma studies), the recognition of prior learning is processed and entered as entities (e.g. higher vocational diploma in engineering).
- C. The recognition of prior learning in terms of Finnish or European higher education degrees is processed and registered at course level. However, the study attainments of students completing a double degree

are entered as one entity.

D. In terms of recognition of a thesis either partially or entirely, the decision is made by the Head of Education and Research on a case-by-case basis following the application of the student. In degree education, recognition of learning can be applied to a thesis either entirely or partially if the substituting thesis is of at least a corresponding level (EQF 6/7), depending upon the extent to which it meets the competence requirements of the thesis as defined by the degree programme.

E. Recognition of prior learning is not made for Open Studies students, apart from studies which have been completed at another higher education institution within a study module jointly implemented by higher education institutions and studies completed by path students at another higher education institution within the CampusOnline network. When a path student is accepted as a degree student at Turku University of Applied Sciences, the studies completed with the right to study at Open Studies shall be registered as substituting attainments in the student records without the decision-making process on the recognition of prior learning. The original attainments remain with the role of the student at Open Studies.

F. In specialization education carried out in cooperation by higher education institutions and in the preparatory education for immigrants, studies completed at another university of applied sciences are registered as recognized by the study administration without any actions required from the student or the decision-making process on the recognition of prior learning.

### **Recognition of competence (demonstration of competence)**

A student who is completing a degree or specialization education, an Open Studies student and a student who has a separate right to study have the right to apply for the recognition of competence acquired in another manner than by studying with a demonstration of competence (alternative method of completing a course).

The competence to be recognized shall follow the competence objectives of the degree and of the studies included in the degree. The initiative for recognition of previously acquired competence comes from the student. The student can be assigned tasks related to the recognition process. Studies completed by means of a demonstration are assessed similarly to other study attainments. The assessment follows the assessment criteria and the assessment scale of the degree programme. The teacher stores the material affecting the assessment of the demonstration for one year after receiving the demonstration. Work experience in accordance with the competence objectives of the studies can be recognized as a practical training included in the degree or as other studies.

A student dissatisfied with the recognition of studies completed elsewhere can request rectification in writing or orally from the teacher who has performed the assessment or from the actor who has made the decision (UAS Act, Section 57). The request for rectification shall be made within 14 days from the time the student has had the opportunity to receive notification of the decision (UAS Act, Section 57). A student dissatisfied with the abovementioned decision can request rectification of the decision in writing from the Board of Examiners within 14 days of receiving notification of the decision. A request for a judicial review by way of appeal against the decision of the Board of Examiners may not be lodged with the Administrative Court (prohibition of appeal, UAS Act Section 60, sub-section 2).

## Section 21 Thesis and maturity test

Studies leading to a degree at a university of applied sciences include a thesis which is based on work and business life. It is possible to combine the thesis with practical training, a research and development project, internationalization, entrepreneurship or service activities. The extent and learning objectives of the thesis are defined in the curriculum.

The student shall have the topic and method of completion of the thesis accepted by the thesis supervisor. The topic and method of completion shall be such that with the thesis, the student can demonstrate that they possess the expertise and professional skills required in the field of their degree. The thesis can be completed in a group, but the role of each participating student shall be clearly indicated. The thesis supervisor is responsible for supervising the student's thesis and that instructions concerning plagiarism, ethics, confidentiality, processing of personal data and copyright questions are discussed with the student.

A thesis agreement is made of each thesis with a predetermined form. A written report is made of each thesis. The report is saved in a shared publishing system. The format of the report depends on the topic and method of completion of the thesis. The thesis shall be compiled thus that the report is public. The student decides whether they save their report in an open access or restricted collection.

People authorized by the Head of Education and Research are responsible for the supervision and assessment of the thesis. At least one teacher is appointed for the supervision and assessment of each thesis. The thesis supervisor assesses the thesis on a scale 0–5 and gives a written assessment statement.

The student submits a completed thesis for evaluation, after which any changes made are not considered in the evaluation. The thesis cannot be retaken.

A student dissatisfied with the assessment of their thesis can request rectification in writing or orally from the teacher who has performed the assessment (UAS Act, Section 57). The request for rectification shall be made within 57 days from the time the student has had the opportunity to receive notification of the assessment results or the application of assessment criteria in their case (UAS Act, Section 14). A student dissatisfied with the abovementioned decision can request rectification of the decision in writing from the Board of Examiners within 14 days of receiving notification of the decision. A request for a judicial review by way of appeal against the decision of the Board of Examiners may not be lodged with the Administrative Court (prohibition of appeal, UAS Act Section 60, sub-section 2).

As a part of their studies, a student shall write a maturity test on their thesis (decree 1129/2014, Section 8). The Head of Education and Research decides the format of the maturity test. The thesis supervisor assesses the maturity test on a scale pass/fail.

In principle, the maturity test is written in the language of secondary education (Finnish or Swedish). An accepted maturity test written in the language of secondary education demonstrates an excellent skill in the language of secondary education. If the student has undergone their education in another language besides Finnish or Swedish, the Head of Education and Research will decide the language of the maturity test.



If a student undergoing Master's degree studies has not demonstrated the required language skills in earlier studies or otherwise and completes a maturity test during their Master's degree studies, information indicating the demonstration of language skills in Finnish or Swedish language is recorded in the certificate in accordance with Section 19 in the Government decree (481/2003).

## Section 22 Enrolment for a course/module, assessment and resitting of exams

Students enrol for an implementation of a study module/course in the Peppi system. The enrolment period ends after a week from the date on which the implementation has started, and starting from 1 August 2023, on the date on which the implementation has started. The teacher confirms the participants of the course at the latest when the enrolment period has ended.

Achieving the objectives defined for degree education shall be evaluated. The assessment criteria for competence and the times for the learning tasks or exams and re-exams are described in detail in the implementation plan of the course/study module, and the criteria are discussed with the students in the beginning of the implementation of each course/study module.

Completed studies shall be assessed on a scale 5 (excellent), 4 (good), 3 (good), 2 (satisfactory), 1 (satisfactory) and 0 (fail). For justified reasons, the competence can also be evaluated on a pass-fail basis.

Competence can be demonstrated also in other ways besides taking an exam (Section 20). The teacher shall always record the assessment in the student records at the latest within 14 days after submitting the attainment and in terms of the spring term, by 31 July.

In cases where the exam is the main method of assessment of the course

- the student has a right to retake a failed examination of the implementation twice. In addition, the student has the right to improve an accepted grade once in a re-exam or at another time announced by the teacher.
- The implementation-specific exam days for a module/course are organized within six months of the beginning of the implementation. The times for re-exams are announced in the implementation plan and discussed at the beginning of the course. If the student does not participate in the re-exams at the times announced for them, the course is marked as failed. In this case, the student has used their right to retake the exam and they must enrol on a new implementation. Retake opportunities are organized also on general examination days.

In cases where the completion of a course has been assessed based on learning tasks completed during the course:

- the learning tasks shall always be submitted by the specified deadline and all learning tasks shall be returned by the end of the course, unless otherwise agreed with the teacher before the end of the implementation. Retaking a failed learning task takes place according to a schedule announced by the teacher. The student shall achieve an accepted evaluation within six months after the ending

date of each implementation.

- If the student fails to achieve an accepted grade within six months, the teacher enters the course as failed and the student shall enrol on a new implementation. The teacher can accept the attainments from the previous implementation as a part of the attainment of the new implementation.
- if the exam is a partial attainment of the course i.e. one of the learning tasks to be assessed, in this case the exam cannot be retaken unless otherwise agreed with the teacher. Only in cases in which it is possible to fail a course solely based on an exam despite the other learning tasks, the exam can be retaken.
- An accepted study attainment cannot be improved.

If a student improves the grade of a course later in another implementation, the new grade is recorded in the student's assessment of the old implementation thus that the date of the original attainment does not change. The teacher of the new implementation is recorded as the assessor.

The number of credits for a study attainment cannot be changed after the registration. Study attainments are never rescinded from student records. Numerical assessment cannot be changed afterwards into pass-fail based assessment nor a pass-fail based assessment to numerical. As an exception from the above, a teacher can however change a pass-fail based assessment to numerical assessment for exchange students, if the exchange student's home institution does not allow pass-fail assessment.

The student has the right to obtain information about the evaluation criteria applied to their study attainment (UAS Act, section 37). The student must be reserved an opportunity to access the evaluated written or otherwise recorded study attainment. The study attainments shall be archived for one year following the publication of the grades. In principle, the study attainments shall be rescinded within a year from the year the implementation has ended; however, at the latest upon the student's graduation unless a longer period of time has been verified for their storage at Turku University of Applied Sciences or there is another legal basis for storing the study attainments.

A student dissatisfied with the assessment of their study attainment can request rectification in writing or orally from the teacher who has performed the assessment (UAS Act, Section 57). The request for rectification shall be made within 14 days from the time the student has had the opportunity to receive notification of the assessment results or the application of assessment criteria in their case (UAS Act, Section 57). A student dissatisfied with the abovementioned decision can request rectification of the decision in writing from the Board of Examiners within 14 days of receiving notification of the decision. A request for a judicial review by way of appeal against the decision of the Board of Examiners may not be lodged with the Administrative Court (prohibition of appeal, UAS Act Section 60, sub-section 2).

## Section 23 Degree certificate and graduation

In order to graduate, the student must submit an application for degree certificate in an electronic service. The application shall be submitted prior to the expiration of the right to study and when enrolled as present. The requirement for completing a degree is that the student has completed, with passing marks, all studies in accordance with the degree requirements and the competence requirements

defined in the curriculum. If the student has filed a request for rectification with the Board of Examiners on the assessment of their thesis or other study attainment, the application for graduation is processed after the decision made by the Board of Examiners, in which case the assessment is final.

After the application for the degree certificate has been approved, the date when the student submitted the application for the degree certificate shall be registered as the date of graduation or, if thus notified by the student, the 18th day of the following month.

A student completing a Master's degree at a university of applied sciences is provided a degree certificate which presents the completed degree and its extent, the degree title, the name of the degree programme, the title of the thesis, the language of completing the maturity test and a note of demonstrating the language skills required of a government employee. A student completing a Master's degree at a university of applied sciences is provided a degree certificate which presents the completed degree and its extent, the degree title, the name of the degree programme and the title of the thesis.

A graduating student is provided the degree certificate in Finnish and English and the Diploma Supplement. The degree certificate for a degree conducted in English shall cite the name of the degree in Finnish and the degree title both in Finnish and in English in accordance with the decree (1129/2014).

The studies that award the qualifications of public health nurse (240 ECTS) and midwife (270 ECTS) are based on nursing studies. The degree including the qualifications of emergency care nurse (240 ECTS) include nursing education (210 ECTS). The degree certificates for the degrees of public health nurse, midwife and emergency care nurse also include a note on the degree of a nurse, if it has been completed in connection with the other degree.

In terms of education leading to one or more degrees, organized in cooperation with another higher education institution, the degree certificate includes a notification of the degrees to be awarded and the awarding of higher education institutions. The degree certificate of those completing a double degree includes a mention of demonstrated language skills required from a government employee or an exemption of the requirement for such language skills.

A student who has transferred from Finnish-language education to English-language education will receive a degree certificate from the English-language education if the thesis and maturity test have been completed in English.

The degree certificate and its appendices are signed by the Rector and in case of their absence, their deputy.

## 5. OTHER STATUTES

### Section 24 Fraud

All kinds of fraud in exams, demonstrations and in completing independent tasks is forbidden. Plagiarizing reference or other material in completing courses is also considered fraud.

A student who commits fraud can be immediately removed from an exam or other performance situation, and their performance can be failed. A study attainment can also be failed when fraud or plagiarism is detected only after the attainment has been submitted.

In case of suspected fraud or plagiarism, the teacher shall hear the student and notify the Head of Education and Research and the student of starting the hearing.

In addition to failing the attainment, fraud or plagiarism may also lead to disciplinary action according to Sections 38–39 in the Act on Universities of Applied Sciences. The teacher decides on failing a study attainment, and the Head of Education and Research decides on failing a thesis. The Head of Education and Research may put forward a suggestion to the Rector on issuing a written warning to the student. The Board decides on the temporary suspension of a student.

Suspected fraud in terms of Master's theses are investigated according to the guidelines "Responsible conduct of research and procedures for handling allegations of misconduct in Finland", issued by the Finnish National Board on Research Integrity. Suspected fraud in terms of theses according to the Bachelor's degree are investigated by complying with, where applicable, the abovementioned investigation procedure.

[http://www.tenk.fi/sites/tenk.fi/files/HTK\\_ohje\\_2012.pdf](http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf)

A fraud concerning a thesis which has been discovered in a clarification after a legally valid decision on the assessment of a thesis can, if the requirements are met, lead to lowering the grade of the thesis or failing the thesis. An entry is recorded in the published thesis to show that the thesis violates responsible conduct of research.

## Section 25 Language skill requirement and the language of secondary education

According to the Universities of Applied Sciences Decree (1129/2014, Section 7), a student undergoing degree education at a university of applied sciences shall demonstrate that they have achieved such language skills which are required in working life and which the Act on the Knowledge of Languages Required of Personnel in Public Bodies (6 June 2003/424) requires. The required language skills are determined according to the language of secondary education. The language skills requirement applies only the student who have received their secondary education in Finland and whose language of secondary education is Finnish or Swedish. The language of secondary education refers to a language for which the student has received an accepted grade in the certificate of graduation for the syllabus in the mother tongue and literature according to the latest general education (upper secondary school or lower secondary school, not the language in a vocational secondary school). The language of secondary education is Finnish or Swedish also in cases in which the student has passed the matriculation examination in the mother tongue in Finnish or Swedish or if they have passed the matriculation examination in Finnish or Swedish as a second language at least with the grade M.

When the student's language of secondary education is Finnish, the student gets in their degree certificate an entry of oral and written language skills achieved with satisfactory or good knowledge, based on the study attainments in the Swedish language. The entry satisfactory knowledge corresponds the grades 1–3

and good knowledge the grades 4–5. An exemption from the language skills requirement according to the decree can be applied from the Head of Education and Research for special reasons.

When the student's language of secondary education is Swedish, the student shall contact the Student Office and prove their language of secondary education. Based on this, the language of secondary education is recorded in the student records. The student creates an application for recognition of prior knowledge in the Swedish language and attaches to it copies of certificates on the secondary education completed in Swedish. The second national language Swedish is entered as passed (HYV). The student gets in their degree certificate an entry of oral and written language skills achieved with satisfactory or good knowledge, based on the study attainments in the Finnish language. The entry satisfactory knowledge corresponds the grades 1–3 and good knowledge the grades 4–5. An exemption from the language skills requirement according to the decree can be applied from the Head of Education and Research for special reasons.