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Lappeenranta University of Technology

# **UNIVERSITY REGULATIONS ON EDUCATION AND THE COMPLETION OF STUDIES**

Approved by the rector on 16 June 2010

## **CHAPTER 1 GENERAL PROVISIONS**

### **University**

#### Section 1

The university provides undergraduate, postgraduate and continuing professional education, and open university instruction.

The university arranges its activity so that a high international level of research is ensured in research, education and teaching by following ethical principles and good scientific practice.

#### Section 2

The undergraduate degrees of the university include the lower university degrees of Bachelor of Science in Technology and Bachelor of Science in Economics and Business Administration, and the higher university degrees of Master of Science in Technology and Master of Science in Economics and Business Administration. The postgraduate degrees of the university are the degrees of Licentiate of Science in Technology, Licentiate of Science in Economics and Business Administration, Doctor of Science in Technology, Doctor of Science in Economics and Business Administration, and Doctor of Philosophy. The degrees are defined in the Universities Act (558/2009), adopted on 24 August 2009, and its subsequent amendments, in the Government Decree on University Degrees (794/2009), adopted on 19 August 2004 and referred to hereinafter as the decree on degrees, and in these university regulations.

The degree of Doctor of Philosophy may be obtained from fields in which the university has a professorship.

#### Section 3

The language of instruction and degrees in the university is Finnish. Instruction may also be provided in other languages. Instruction offered in a language other than Finnish shall be announced in the curriculum. Examinations for courses lectured in a language other

than Finnish are arranged in the language of instruction. Teachers may also choose to allow students to take the examination in Finnish.

Nevertheless, the curriculum is designed to allow students to complete their lower university degree entirely in Finnish if they so choose.

#### Section 4

Students are admitted into degree programmes, which lead to undergraduate degrees. The university senate decides which faculty is responsible for each degree programme. A degree programme is composed of alternative Master's programmes that lead to a higher university degree, and of applicable alternative Bachelor's programmes that lead to a lower university degree.

In the field of technology, the university has degree programmes in Energy Technology, Chemical Engineering, Mechanical Engineering, Electrical Engineering, Information Technology, Industrial Management, Environmental Technology, and Technomathematics and Technical Physics, which lead to a higher university degree. In addition, the university has one degree programme in Business Administration, which leads to a higher university degree.

These degrees consist of general studies, major and minor studies, a possible traineeship, optional studies and a final thesis.

The university also provides separate Master's programmes.

Education leading to a postgraduate degree is planned and organised for specific research areas.

### **Admission and study right**

#### Section 5

The rector annually decides on the admission procedure and criteria for new undergraduate students after hearing the faculties. The admission criteria for postgraduate students are defined by the faculty.

The rector approves the admission of new undergraduate and postgraduate students.

Students are admitted into a degree programme and entered into the student records of the faculty in charge of the degree programme in question.

#### Section 6

Students dissatisfied with admissions may lodge a written appeal with the rector within 14 days of the publication of the admissions decisions. When the decision on admissions is made public, applicants shall receive information on the admission criteria applied to them and how to initiate an appeal against the decision.

Decisions made regarding appeals may be brought before the Kouvola Administrative Court in accordance with the Administrative Judicial Procedure Act (586/1996). No appeals may be made against the administrative court ruling.

Decisions on appeals shall not prejudice any student accepted to the university.

#### Section 7

All degree programmes leading to a higher university degree may set non-degree supplementary studies (no more than 60 ECTS credits) as a prerequisite for admission depending on the student's prior education.

The supplementary studies shall be sufficient and they shall include studies relevant to the degree programme (for example mathematics in technology).

#### Section 8

A student may simultaneously be enrolled in one undergraduate degree programme in technology and one degree programme in business studies at Lappeenranta University of Technology.

#### Section 9

Undergraduate and postgraduate students shall register annually as attending or non-attending in accordance with orders issued by the vice-rector in charge of education. Students who have not registered as defined by the vice-rector for education forfeit their study entitlement. If the student subsequently wishes to start or continue his or her studies, he or she shall submit a written application to the rector to be reinstated as a student and pay a re-enrolment fee. An appeal may be made against the rector's decision pursuant to section 6 above.

#### Section 10

The target time for the completion of a Bachelor's degree in technology or business is three academic years, and that of a Master's degree is two years.

Students accepted to complete both the lower and the higher university degree have the right to exceed the combined target time for both degrees by no more than two years.

Students accepted to complete only the higher university degree have the right to exceed its target time by no more than two years.

The time of completion shall not include absence due to voluntary or compulsory military service, or to maternity, paternity or parental leave. However, if a student registers as attending during the course of such family leave, it shall be included in the completion time. Other periods of absence that last no more than four semesters and for the duration of which the student has registered as non-attending shall not be included in the time of completion of the degree.

Discontinuing studies for at least a year to cater to the needs of labour administration shall be equated with registration as non-attending.

In addition, semesters during which the above-mentioned grounds for absence originate or terminate, but for the beginning or end of which the student the student has registered as attending, shall not be included in the completion time of the degree if the student invokes the above-mentioned grounds and if the university can consider them to have disrupted the student's studies during that semester. Similarly, if the student has registered as non-attending for the beginning or end of such a semester, the university may deem that the semester not be included in the four semesters allowed for absence.

If a student neglects to register for the academic year, the completion time for his or her degree shall continue to elapse.

The rector may, upon application, grant an extension to students who have not completed their studies in the time specified above. Granting an extension requires that the student presents a realistic plan, including a schedule and goals, for the completion of his or her studies. The plan shall include itemised studies which the student will complete, and their schedule.

#### Section 11

The study entitlement of a degree student ends when he or she has completed the degree based on which the entitlement was granted.

Students may give up their study entitlement by submitting a written notification to the Student Affairs Office. The notification is binding. The study entitlement ends on the receipt date of the notification. An entry thereof will be made to the university records. In such cases, students may regain their study entitlement only by applying to the university through the regular admissions process.

### **Duties of heads of degree programmes**

#### Section 12

A head of a degree programme

- heads and develops the activity of a degree programme productively in accordance with the university strategy and the division of work defined by the dean,
- is the pedagogical manager in charge of the degree programme overall (section 13),
- decides on the admission of students into major subjects and on the grounds and procedures for changing major subjects,
- is responsible for the organisation of study guidance together with the head of study affairs (section 15),
- is responsible for the preparation and approval of individual study plans (section 16),
- decides on credit transfer (section 26),

- decides on the acceptable specialisation field of substituting compulsory Swedish studies (section 17),
- approves changes in students' study plans (section 26),
- appoints supervisors of traineeships and may give instructions regarding traineeships (section 27),
- determines the language of the maturity test when it is not Finnish or Swedish (section 29),
- approves the topics and appoints the supervisors and examiners for Master's theses (section 37),
- determines the language of a Master's thesis if it is not Finnish, Swedish or English (section 38), and
- may delegate his/her duties.

## **Curriculum**

### Section 13

The vice-rector for education provides instructions that apply to the university as a whole on the preparation of curricula. The curricula shall be prepared in accordance with the university strategy. The degree programme is planned as an entity for which the head of the degree programme is responsible. The faculty council makes decisions regarding the curricula.

A curriculum presents the aims and organisation of the education, and the course descriptions and learning outcomes of courses in the degree.

The faculty council decides on the inclusion or exclusion of courses to or from the curriculum during the course of the academic year.

Courses included in the degrees may be compulsory, alternative or optional.

Major studies in the Bachelor's degrees correspond to basic and/or intermediate studies, and major studies in the Master's degrees are advanced studies. The Bachelor's degree curriculum cannot include advanced studies.

## **Measurement of studies**

### Section 14

Studies are measured in ECTS credits, which indicate the input required for each course. The average annual workload of a student is 1600 hours of work, which is worth 60 ECTS credits. One credit refers to an average input of 26 hours of work by a student.

The number of credits for a course shall be a whole number.

## **Study guidance and individual study plans**

### Section 15

Each student has the right to study guidance, which is organised by the head of the degree programme together with the head of study affairs in the faculty.

The university also arranges teacher and peer tutoring. Each major subject shall have teacher tutors. Peer tutoring is arranged in cooperation with the student union.

The operating principles of the university support lifelong learning.

### Section 16

The individual study plan allows students to plan their studies. It supports the goal-oriented completion of studies within the target time set for the degree. The plan contains the courses included in the student's degree.

The head of the degree programme is responsible for making sure that all students in the degree programme prepare an individual study plan. The head of the degree programme is also responsible for approving the study plans. The individual study plan is made degree-specifically for the entire duration of the studies, i.e. until the higher university degree is completed.

The faculty gives detailed instructions on preparing and updating the study plan.

## **Language skills**

### Section 17

Students shall, for their lower or higher university degree, demonstrate a knowledge of

1. Finnish and Swedish required of state personnel in bilingual authorities under the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), section 6, subsection 1, and that is necessary in the performance of one's professional duties, and of

2. at least one foreign language that allows following developments in one's own field and operating in an international environment.

The head of the degree programme determines the field referred to in subsection 1.

Students who have obtained their compulsory education in a language other than Finnish or Swedish, or who have received their compulsory education abroad, shall in connection with their lower or higher university degree or in another way demonstrate only the language skills referred to in paragraph 2 above.

The dean may, for a special reason, exempt a student from the language requirements set in section 6, subsection 1 of the above-mentioned act either fully or partly. The

grounds for the dean's decision must be given in writing. A special reason may, for example, be that the student's upper secondary education did not include Swedish.

## **Degree certificates**

### Section 18

The formulations of lower and higher university degree certificates and postgraduate degree certificates are confirmed by the university rector. The rector and dean sign the higher university degree and postgraduate degree certificates. Lower university degree certificates are signed by the dean.

### Section 19

Lower and higher university degrees include the following information:

- 1) the title of the degree and the field of study
- 2) the degree programme and major subject
- 3) the minor subjects included in the degree, and
- 4) language skills demonstrated by the student.

In addition, the degree certificate shall include the title and grade of the final thesis.

The degree certificate includes the overall grade for the degree, which is defined on the basis of all courses included in the degree.

The overall grade of the higher university degree is calculated when at least 40 ECTS credits (not including the final thesis) have been completed at LUT and evaluated on a scale of 1-5. The overall grade of the lower university degree is calculated when at least 80 ECTS credits (not including the final thesis) have been completed at LUT and evaluated on a scale of 1-5.

The degree certificate includes a transcript of records that lists all of the courses completed by the student and included in the degree, as well as their grades.

The student's skills in Finnish and Swedish shall be mentioned in the degree certificate. The certificate shall mention the language of the graduate's compulsory education and maturity test, if it is either Finnish or Swedish, and grades for speaking and writing skills in the second official language of Finland.

The degree certificate may be given to the student only after he or she has fulfilled all obligations toward the university and the student union. When the student continues on to complete the higher university degree after the lower one, the fulfilment of the obligations is confirmed in connection with the higher degree.

Students may apply to have extra courses excluded from their degree certificate and printed out as a separate transcript.

In collaborative degree programmes organised with other universities, this section is observed where applicable.

## Section 20

For students who complete their degree in a language other than Finnish or Swedish, the title of the degree is given in English in accordance with the appendix to the Government Decree on University Degrees (794/2004).

In such cases, also the degree certificate is in English.

## Section 21

The postgraduate degree certificate includes

- 1) the title of the degree and the field of study
- 2) studies in the graduate's field of research and their grade, and
- 3) the title and grade of the final thesis.

In addition, the doctoral degree certificate includes information on the public defence of the dissertation, the opponent and the custos.

The certificate for the degree of Doctor of Science in Technology entitles its holder to the degree of Doctor of Science in Technology, the certificate for the degree of Doctor of Science in Economics and Business Administration entitles its holder to the degree of Doctor of Science in Economics and Business Administration, and the certificate for the degree of Doctor of Philosophy entitles its holder to the degree of Doctor of Philosophy.

## Section 22

The university includes a Diploma Supplement in English in its undergraduate and postgraduate degree certificates. The supplement is targeted especially for use in an international context. The supplement includes information on the university, the studies and completed courses referred to in the degree certificate, as well as their level and how they compare to other studies within the education system.

## Section 23

The higher university degree may receive the special mention "with distinction". The mention may only be accorded to students who have completed at least 40 ECTS credits of studies at LUT assessed on a scale of 1-5. Credits transferred from other institutions shall not affect the granting of the mention.

Students in the field of technology have completed their degree with distinction if their overall grade is at least 4 and the Master's thesis grade 5.

Business students have completed their degree with distinction if the overall grade is at least 4 and the Master's thesis grade at least *eximia cum laude approbatur*.

## Section 24

Students may graduate from LUT on days decided by the rector. Generally, there is one graduation date each month.

## Section 25

The precondition for receiving a Bachelor's degree certificate from the university is, unless for just cause otherwise decided by the faculty council, that at least 90 ECTS credits of studies included in the degree (including the final thesis) be completed at Lappeenranta University of Technology.

As for the Master's degree in technology or business, the minimum requirement is 70 ECTS credits, of which 45 must be major studies, including the Master's thesis.

These restrictions do not apply to Bachelor's or Master's degrees produced in collaboration with other universities.

## **Recognition of prior learning**

### Section 26

If a student carries out studies in another Finnish or foreign university or another educational institution, he or she must submit an application for credit transfer to the head of the degree programme. The Language Centre makes the decision on credit transfer for language studies. The head of the degree programme may decide on the credit transfer of language studies included in the degree structure, if necessary.

The university also allows students to transfer credits or substitute courses included in their degree by recognising other types of learning. In such cases, the student's knowledge may be demonstrated through an oral or a written examination or e.g. with a portfolio based on which the student's performance can be evaluated.

The head of the degree programme decides on courses included in the degree and approves any changes made to the student's study plan.

Students may apply to have courses completed at LUT or another university, or university-level courses approved by the head of the degree programme included in their higher university degree. Students may apply to have courses completed at other higher education institutions and approved by the head of the degree programme included in their Bachelor's degree.

## **Traineeship**

### Section 27

A two-week full-time traineeship is worth one ECTS credit.

The traineeship is assessed and approved by a person appointed by the head of the degree programme.

If the employment relationship is less than 15 working days, it will not be approved as a traineeship.

Employment prior to the studies may be accepted by the appointed coordinator as a traineeship if it has not been included in any previous degrees.

A traineeship in the Bachelor's and Master's degrees in business and technology may be worth no more than 12 ECTS credits. Degree programmes set their own minimum requirements for traineeships.

Further information on traineeships is provided by the head of the degree programme.

#### Section 28

Students are entitled to receive information on the criteria that apply to the approval of their traineeship. The Universities Act (558/2009), section 82, as appropriate, applies to students who are dissatisfied with the decision concerning the approval of their traineeship.

### **Maturity test**

#### Section 29

Students must prepare a written maturity test to demonstrate their language skills and how well they know the topic of their thesis.

The maturity test is supervised and students are not allowed to use reference material.

Proficiency under the act to which section 17 above refers is demonstrated by taking a written maturity test in the official language of Finland in which the student has received his or her compulsory education in Finland.

If a student has not passed the maturity test in connection with a previous degree, both the contents and the language of the test will be assessed.

The maturity test is assessed by the examiner of the final thesis and a language consultant assigned by the university.

For students to which section 17, subsection 1 does not apply, the head of the degree programme determines the language of the maturity test. In such cases only the contents of the maturity test is evaluated, not the language.

If a student has demonstrated his or her language skills in connection with the Bachelor's degree or another previous university degree, the language of the maturity test will not be evaluated, only the contents. Degree programmes issue their own instructions on the completion of the maturity test.

## **CHAPTER 2 LOWER UNIVERSITY DEGREE**

### **Aims**

#### Section 30

Studies leading to the lower university degree shall provide students with

1. fundamental knowledge of the major and minor subjects in their degree, and the ability to follow developments in their professional field,
2. a capacity for scientific thinking and the application of scientific working methods,
3. the knowledge and skills required in education leading to the higher university degree and in life-long learning,
4. the ability to apply their knowledge and skills in the world of work, and
5. sufficient communication and language skills.

The education is based on scientific research and practices in the relevant professional field.

### **Scope and structure**

#### Section 31

The studies leading to the lower university degree amount to 180 ECTS credits. The university shall arrange the education so as to allow full-time students to complete the degree in three academic years.

The Bachelor's degree in technology or business includes

1. general studies, at least 70 ECTS credits,
2. major studies, at least 40 ECTS credits,
3. minor studies, at least 20 ECTS credits,
4. optional studies, at least 10 ECTS credits.

Language and communication studies are included in general studies. The Bachelor's thesis and the related seminar (10 ECTS credits) are included in the major studies.

#### Section 32

To obtain their degree, students shall complete the studies referred to in section 31 above, depending on their field of study.

Students shall demonstrate having obtained the aims set for the degree, studies and final thesis, as well as the language proficiency referred to in section 17.

The faculty decides on the student's right to change Bachelor's programmes between faculties.

## **Bachelor's thesis**

### Section 33

The Bachelor's thesis in the lower university degree is completed as a course included in the student's major studies. The supervisor of the thesis is the instructor of the course in question or someone else assigned by the head of the degree programme. The supervisor must have a higher university degree.

The supervisor of a Bachelor's thesis approves the language of the thesis when it is in a language other than Finnish or Swedish.

The Bachelor's thesis is evaluated on the scale excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and failed (0).

The Bachelor's thesis is a public-access final thesis.

The vice-rector for education decides on issuing general, university-wide instructions concerning final theses. In addition, faculties may also give their own instructions for the theses.

## **CHAPTER 3 HIGHER UNIVERSITY DEGREE**

### **From the lower to the higher university degree**

#### Section 34

Students have a right to complete the higher university degree in the degree programme in technology or the major subject in business administration into which they have been admitted. A student who has completed the lower university degree may apply to change degree programmes. The rector approves the admission criteria after hearing the faculty.

### **Aims**

#### Section 35

The studies shall provide students with

1. a good knowledge of their major subject and a fundamental knowledge of their minor subjects,
2. the ability to apply scientific knowledge,
3. the ability to take on duties as an expert in and developer of their professional field,
4. the capacity to carry out scientific postgraduate studies,
5. good communication and language skills, and
6. good presentation, cultural and leadership skills.

The studies are based on research and professional practices in the field in question, and promote team and project work skills.

## **Scope and structure**

### Section 36

The studies leading to the higher university degree amount to 120 ECTS credits. The university shall arrange the education so as to allow full-time students to complete the degree in two academic years.

The Master's degree in technology or business includes

1. language and communication studies and/or general studies, at least 5 ECTS credits,
2. major studies, at least 60 ECTS credits,
3. minor studies, at least 20 ECTS credits, and
4. optional studies, at least 10 ECTS credits.

The major studies include a Master's thesis worth 30 ECTS credits.

## **Master's thesis**

### Section 37

A Master's thesis is a course which resembles a research project. The technology thesis is worth 30 ECTS credits. The business thesis and seminar together are worth 30 ECTS credits.

The Master's thesis, which is part of the higher university degree, is included in the major studies and prepared on a topic agreed on by the supervisor and student. The approval of the topic remains in force for two years from the date of approval.

The Bachelor's degree and possible complementary studies must be completed before applying for the approval of the Master's thesis topic. The instructions for preparing a Master's thesis give detailed guidelines on the prerequisites for applying for a thesis topic.

The topic of the Master's thesis is approved by the head of the degree programme. In the same connection, the head of the programme appoints an LUT professor or docent as the first examiner for the thesis. The first examiner must be from the student's major subject or a closely related field. The first examiner is also the supervisor of the thesis at the university.

The head of the degree programme also appoints a second examiner for the thesis based on the supervisor's proposal. The second examiner must have at least a higher university degree and may be from outside of the university. If one or both of the examiners change, this must be approved by the head of the degree programme.

Master's theses are public documents.

#### Section 38

The thesis may be prepared in Finnish, Swedish or English. Permission for using other languages is granted by the head of the degree programme. In Master's programmes taught in English, the Master's thesis is also prepared in English.

#### Section 39

Students are entitled to present their work to the first examiner as the Master's thesis progresses and receive feedback on it. The first examiner may also request that students report on the progress of the thesis.

#### Section 40

The Master's thesis is approved and assessed by the dean of the faculty. If the dean and vice-dean are unable to perform this duty, the vice-rector for education appoints another person to assess the thesis.

The assessments of theses are prepared and presented to the dean for approval on dates decided by the faculty.

The examiners of the thesis may give a collective statement on the thesis.

#### Section 41

Technology theses are evaluated on the scale excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and failed (0).

Business theses are assessed on the scale laudatur, eximia cum laude approbatur, magna cum laude approbatur, cum laude approbatur, non sine laude approbatur, lubenter approbatur, approbatur, improbatur (failed).

#### Section 42

If both examiners propose the grade 0 or improbatur, the dean fails the thesis, and the student must start over. If the examiners propose different grades for the thesis, the grading is left to the faculty council, which may request a statement from a third examiner.

## **CHAPTER 4 CONTINUING EDUCATION**

### **The right to complete a postgraduate degree**

#### Section 43

Applicants are eligible for postgraduate studies referred to in section 3 above if they have a higher university degree in technology, business, or another field of science, or a

degree of an equivalent level, which the faculty council deems as a sufficient basis for scientific postgraduate education.

#### Section 44

The major subject for the degree of Doctor of Philosophy may be a field in which the university has a professorship.

#### Section 45

The faculty council has the right to set prerequisites and minimum requirements for grades from previous studies.

The student is required to have completed major studies corresponding to the field of research of the dissertation, or to have acquired equivalent knowledge. If the applicant has not completed major studies in the research field in question, the faculty council shall decide on the prerequisites depending on the case.

#### Section 46

The rector approves the admission of a postgraduate student after receiving a statement by the faculty council. The faculty council confirms the postgraduate study plan and assigns a supervisor for the postgraduate studies.

The supervisor of postgraduate studies may be a tenured professor at LUT, an LUT docent, or an acting professor at LUT who holds a doctorate. The decision to change supervisors is made by the faculty council.

### **Aims of scientific postgraduate education**

#### Section 47

The aim is for the postgraduate student to

- 1) acquire in-depth knowledge of his or her research field and its importance to society, and to be able to apply scientific research methods and generate new scientific knowledge independently and with due criticism within his or her research field,
- 2) get acquainted with the development, basic problems and research methods of his or her field, and
- 3) obtain a knowledge of fields of science related to his or her research field that allows following their development.

### **Doctoral degree**

#### Section 48

To complete the doctoral degree, the postgraduate student shall

- 1) complete the postgraduate studies,

- 2) demonstrate independent thinking and due criticism within his or her research field, and
  - 3) prepare a dissertation and defend it in public.
- The dissertation shall contribute new scientific knowledge to its field.

The university may also accept as a dissertation a number of scientific publications or manuscripts accepted for publication it deems sufficient, or a summary of such publications or a work that meets equivalent scientific criteria. The publications may also include collective publications if the doctoral candidate has independently and demonstrably prepared a part of it.

Students who have previously completed a doctoral or licentiate degree in another field of science shall meet the prerequisites in accordance with section 45, subsection 2. In addition, the student shall complete a sufficient amount of major studies for the postgraduate degree. The faculty council decides on the prerequisites and degree requirements for the major subject.

Students who have completed a licentiate degree in the same field of research shall only prepare a dissertation to obtain a doctoral degree.

The doctoral degree, on the other hand, requires approximately four years of full-time studies.

### **Licentiate degree**

#### Section 49

Students accepted into postgraduate studies may complete the licentiate degree by completing the postgraduate studies required for the doctoral degree and by preparing a licentiate thesis. In the licentiate thesis, the student demonstrates a good knowledge of his or her field of research and the ability to apply scientific research methods independently and with due criticism.

The university may also accept as a licentiate thesis a number of scientific publications or manuscripts accepted for publication it deems sufficient, or a summary of such publications or a work that meets equivalent scientific criteria. The publications may also include collective publications if the doctoral candidate has independently and demonstrably prepared a part of it.

The licentiate degree usually requires two years of full-time studies.

### **Degree requirements for scientific postgraduate degrees**

#### Section 50

In connection with applying for the study entitlement to postgraduate studies, the applicant prepares a postgraduate study plan with his or her supervisor. The plan is then approved by the faculty council. The postgraduate study plan presents a brief outline of

the research and studies included in the degree, and a plan for publication, financing and internationalization. The implementation of the plan is monitored by the supervisor of the postgraduate student. The final degree requirements are approved by the faculty council before the examination process of the dissertation is set in motion.

Postgraduate studies are measured in ECTS credits and in whole numbers.

#### Section 51

The studies are composed of courses organised by a graduate school or equivalent, university courses, literature exams or other scientific courses.

The postgraduate degree may also include university-level courses previously completed by the student but not included in his or her lower or higher university degree.

#### Section 52

Postgraduate studies in technology, philosophy and business administration include 35-40 ECTS credits of studies in the relevant research field/major subject. Studies in the field of research/major subject are postgraduate-level studies.

Studies supporting the technology or philosophy postgraduate degree amount to 20-25 ECTS credits. The methodology and scientific theory studies in business amount to 10-15 ECTS credits, and other scientific postgraduate studies to 10 ECTS credits.

In each field, the extent of the postgraduate studies is 60 ECTS credits.

Studies supporting the research field, other scientific postgraduate and methodology studies are mainly completed in the instruction of someone other than the professor/docent of the student's field of research.

The supervisor of the postgraduate studies is responsible for the overall degree requirements.

### **Dissertation and its public examination**

#### Section 53

In order to obtain permission to print the dissertation, the doctoral candidate must submit a manuscript of the dissertation and an application on the appointment of preliminary examiners to the university.

The dissertation committee gives a statement on the dissertation manuscript before the faculty council initiates the actual examination process, that is, appoints the preliminary examiners.

## Section 54

After receiving statements from at least two preliminary examiners, the faculty council decides on granting permission to print. The statement may also be collectively prepared by the examiners.

If one or both of the preliminary examiners' statements take a negative stand, the faculty council interrupts the process for as long as necessary for the doctoral candidate to make the necessary modifications to the work. Then, the preliminary examination process may be restarted. The revised manuscript shall be submitted to the faculty council for the appointment of preliminary examiners within one year of the decision to interrupt the process.

The supervisor of the postgraduate studies or a person otherwise involved in the research may not be a preliminary examiner.

The faculty council decides on the right to publish the dissertation in a language other than Finnish, Swedish or English.

The dissertation shall be available at the university to the public for at least ten days before the public defence.

The doctoral candidate shall take part in a public defence of his or her dissertation.

## Section 55

The faculty council appoints one or two opponents to review the dissertation. The supervisor of the postgraduate studies is the custos of the public examination.

The supervisor of the postgraduate studies or a person otherwise involved in the research may not be an opponent.

The faculty council decides on the right to use a language other than Finnish, Swedish or English in the public defence.

The defence shall be no longer than six hours.

### **Statement of opponents and assessment of the dissertation**

## Section 56

The opponent shall give a written statement on the dissertation and its defence to the faculty council within four weeks of its defence. If there are two opponents, they may each give a statement of their own or one collective one.

Any proposals against the acceptance of the dissertation shall be made in writing. Such claims can be made by the opponent or an authorised member of the faculty council.

The faculty council decides on the acceptance and assessment of the dissertation.

## Assessment of a licentiate thesis

### Section 57

The faculty council appoints at least two examiners for a licentiate thesis. One of the examiners may be the supervisor of the thesis. The other shall be a person from outside LUT. The examiners shall, within four weeks, provide the faculty council with a written statement on the thesis. The statement may also be collectively prepared by the examiners. The faculty council will assess the licentiate thesis.

The faculty council decides on the right to publish the thesis in a language other than Finnish, Swedish or English.

## Grading of postgraduate studies

### Section 58

All dissertations, licentiate theses and postgraduate studies (major subject) are assessed with the grade *approved with distinction*, *approved*, or *failed*.

Individual postgraduate courses are assessed with the grade *approved with distinction*, *approved*, or *failed*. A scale of 1-5 may be applied only to the assessment of courses that are part of the undergraduate curriculum. If needed, the supervisor of the postgraduate studies converts postgraduate studies completed in another institution to the scale applied at Lappeenranta University of Technology. All courses entered into students' records shall be graded.

Studies in the student's field of research (major subject) may be given the grade *approved with distinction* when more than half of the studies, weighted with the number of ECTS credits for each course, have been given the grade *approved with distinction*. If an individual course has been graded on the scale 1-5, grades 4 and 5 correspond to *approved with distinction* and grades 1-3 correspond to *approved*. The supervisor of the postgraduate studies has the final say in the overall grade for the major subject.

Studies supporting the field of research follow the same guidelines as studies in the field of research. No overall grade is given for the supporting studies

## Conferment

### Section 59

Postgraduate students who have completed the doctoral degree may be awarded regalia approved by the Government in a conferment ceremony in recognition of their achievement. The regalia may also be awarded without a ceremony.

In connection with the conferment and also in other contexts, the university may grant an honorary doctorate and related regalia to persons considered worthy of the honour based on their scientific achievements or the promotion of sciences or other areas of culture.

## **CHAPTER 5 ADULT EDUCATION**

### Section 60

Open university instruction is university education which is open to anyone. It may be completed as individual courses or modules or integrated into undergraduate education.

As a general rule, all of the university's instruction is available as open university instruction, excluding final theses and related seminars. Further information is presented in the curriculum.

### Section 61

Continuing professional education is organised as open or tailored continuing education programmes or courses of different lengths, depending on the needs of customers or the labour market. The faculty council decides on how many ECTS credits each of its continuing professional education programmes is worth.

Students of continuing education programmes at the university are issued a certificate on their attendance in or completion of the programme.

## **CHAPTER 6 ORGANISATION OF EDUCATION AND ASSESSMENT OF COMPLETED COURSES**

### Section 62

Students must register for courses. A course will take place if at least ten students register for it. If a course is cancelled, students shall be provided an opportunity to complete it in accordance with the curriculum.

Registration for a course entitles students to complete the course in accordance with the curriculum in force at the time of registration for the duration of the validity of the curriculum. The period of validity is defined in the curriculum. The right to complete the course applies to examinations in the examination schedule and other instruction referred to in the curriculum.

### Section 63

A completed course refers to a dissertation, licentiate thesis, a Master's thesis or a Bachelor's thesis, a written or oral examination, presentation or other completed study attainment included in the university curricula.

#### Section 64

The university arranges examinations for courses in accordance with the curriculum in force. In addition to the above, teachers may arrange examinations at other times.

#### Section 65

Examinations for open university courses integrated into undergraduate education are arranged according to the university examination schedule. The university-wide provisions in these regulations for education and the completion of studies apply to such examinations.

Students who take an intensive open university course are given two possible dates to take the related examination. These dates are independent from the university examination schedule. Students shall register for these examinations at least eight days before the examination date.

The provisions in these university regulations for education and the completion of studies apply to the assessment of students in open university instruction. Completed courses are recorded in the university student information system.

#### Section 66

Continuing professional education programmes have at least three examination dates. The university-wide provisions in these regulations apply to the examinations. Completed courses are recorded in the university student information system.

#### Section 67

The vice-rector in charge of instruction confirms the dates of instruction and examination periods. The instruction and examination periods are announced for one academic year at a time by the 30<sup>th</sup> of November the preceding academic year.

The Student Affairs Office prepares the examination schedule in cooperation with the faculties.

#### Section 68

All teachers prepare and grade examinations in the subjects under their responsibility as determined by the head of the degree programme.

If a teacher is disqualified or temporarily incapacitated, the head of the degree programme appoints another person to carry out and grade the examinations.

If students are allowed to use other tools in the examination than those meant for writing, it must be mentioned in the examination paper.

## Section 69

Students who have enrolled as attending or students who have enrolled as non-attending due to student exchange have the right to take part in examinations.

Three examination dates are set for each course. Students may take part in two of them.

The aim is to provide students who have been absent due to illness, military service, maternity or parental leave, or studies abroad the same rights upon their return as they had when they left. The rights shall remain in force until the end of the following semester.

## Section 70

Students must register for examinations included in the examination schedule at least a week before the examination date.

Students may cancel their registration two working days before the examination in question.

Teachers have no obligation to arrange an examination for a student who has not registered for one in advance. Late registrations are possible only as specified by the Student Affairs Office.

In examination events listed in the examination schedule, students have the right to take only one examination at a time.

Students taking part in an examination must provide proof of identity.

## Section 71

Courses are evaluated either on the scale excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and failed (0), or pass – fail. In the five-point scale where 100 points is the maximum, grade 5 requires 90–100, grade 4 requires 80–89, grade 3 requires 70–79, grade 2 requires 60–69, grade 1 requires 50–59 and grade 0 requires 0–49.

The possible coursework affects the final grade of the course together with the possible examination. The teacher determines how much the coursework is emphasised in the evaluation.

The modes of study are determined in the curriculum, with the exception of the Bachelor's thesis, Master's thesis and traineeships. In individual cases and for just cause, the teacher responsible for a course has the right to determine an alternative mode and date of completion.

## Section 72

Teachers shall forward the grades to the Student Affairs Office and make them known to the students or post them online within a month, but no later than two weeks before the following examination. If two of the exams for a course are held within a four-week period, the teacher may grade all of the exams at once. In such cases, the one-month period for grading exams starts from the latter exam.

The final grades of courses are forwarded to the Student Affairs Office in writing. As the final grade for a course, only the integers 0-5 or the grades *pass* or *fail* are applicable.

The published lists shall include information on the course, and the participants' student identification numbers and grades.

Teachers shall keep examination scripts and other equivalent material, and participant lists of examinations for at least six months after the grades have been published.

Grades for courses are entered into the student information system.

### **Correction of the assessment of completed courses**

#### Section 73

Students who are dissatisfied with the assessment of their dissertation, Licentiate thesis or corresponding final project, or of a thesis or corresponding assignment in advanced studies may request a correction to the assessment from the administrative body assigned by the university within 14 days of the date the assessment was made known.

Students who are dissatisfied with the assessment of study attainments, studies completed in another institution or knowledge and skills tested and recognised in another manner not referred to in subsection 1 may request a correction to the assessment orally or in writing from the teacher who made the assessment or the person who made the recognition decision.

Students shall submit the correction request for a study attainment in writing within 14 days of the day the grade was made known. They also have the right to find out the grounds for giving the grade. A correction request for skills tested in another manner shall be submitted within 14 days of the date the decision was made known. Students dissatisfied with the decision regarding the correction request referred to in this subsection may request a correction from the degree board or another administrative body assigned for the purpose within 14 days of the date the decision was made known.

#### Section 74

Pursuant to the Universities Act (558/2009), section 44, students have the right to obtain information about the application of assessment criteria to their study attainments. They shall be given the opportunity to see the assessed study attainment.

After the assessment, students have the right to receive a duplicate of the paper assessed.

#### Section 75

The rector appoints a degree board for the duration of his or her term. The composition of the degree board may be changed as needed. The student union appoints its own representative.

#### Section 76

The examiner or opponent of a dissertation, licentiate thesis or equivalent final thesis may be disqualified under section 10 of the Administrative Procedure Act (434/2003).

Before the thesis referred to in subsection 1 is assessed, the author shall be given an opportunity to respond to the statement of the preliminary examiner, examiner or opponent.

### **CHAPTER 7 DISCIPLINARY MEASURES**

#### Section 77

A student who has committed an offence against teaching or research at the university or has otherwise breached the university order may under the Universities Act (558/2009), section 45, be cautioned or suspended for a maximum of one year as a disciplinary measure, depending on the seriousness of the offence. The decision in regard of a caution to a student shall be made by the rector of the university, and in regard of a suspension by the university senate.

Before the issue is processed, the student is told what he or she is accused of and given the opportunity to be heard in the matter.

If a student is caught in the act of an offence in an examination, the supervisor must remove the student from the exam hall immediately and the examination must be failed. If the offence is noticed after the examination is over, the teacher who grades the exam must fail the student. The dean of the student's faculty and the director of administration shall be notified of these actions. Disciplinary measures shall be applied pursuant to subsections 1 and 2 above.

If plagiarism takes place in an assignment, seminar report, Bachelor's thesis or Master's thesis during the supervision process, the supervisor must tell the student that it is unacceptable. The thesis must be supervised so that the final version does not include references that violate good scientific practice.

If, regardless of the supervisor's guidance, the final version contains plagiarised material, the work shall be failed or a failing grade shall be proposed in the case of a Master's thesis. In addition, the dean of the student's faculty and the director of administration shall be notified of the suspected offence. Also the student shall be informed of these measures at the earliest possible stage.

**CHAPTER 8  
ENTRY INTO FORCE**

Section 78

These regulations shall enter into force on 1 August 2010.