

# DEGREE REGULATIONS OF TURKU UNIVERSITY OF APPLIED SCIENCES

These degree regulations enter into force from 1 August 2025 and replace the earlier degree regulations, which were ratified on 10 June 2024 (Rector and President, 72/2024). The practice according to Section 9 on registration for the academic year will enter into force from 1 January 2026.

## Contents

DEGREE REGULATIONS OF TURKU UNIVERSITY OF APPLIED SCIENCES.....	1
1. EDUCATIONAL MISSION .....	3
Section 1 Degrees and studies leading to a degree.....	3
Section 2 Curricula .....	4
Section 3b Cooperation studies with a Finnish higher education institution.....	6
Section 3c Cooperation studies with other educational institutions than Finnish higher education institutions .....	6
Section 3d Separate right to study .....	6
Section 3e Specialization education .....	6
2. STUDENT SELECTION AND ADMISSION .....	7
Section 4 Admission of an applicant as a student and enrolment .....	7
Section 4a Double degree students.....	8
Section 5 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).....	8
Section 6 Transfer application .....	8
Section 7 Internal transfer within Turku University of Applied Sciences without changing the degree or degree title.....	9
Section 8 Students of international mobility .....	10
3. REGISTRATION AND RIGHT TO STUDY .....	10
Section 9 Registration for the academic year.....	10
Section 10 Duration of the right to study and targeted completion time .....	11
Section 11 Right to register as non-attending.....	11
Section 12 Discretionary extension time.....	12
Section 13 Right to study granted anew based on neglecting the registration as attending or non-attending or renouncing the right to study .....	13
Section 14 Right to study granted anew after the end of the term of right to study or discretionary extension.....	13
Section 15 Students required to pay the tuition fee and right to study.....	14
Section 16 Special orders concerning the right to study in the field of social services and health care.....	16

Section 16 a Revoking and reinstating the right to study in the field of social services and health care ....	16
Section 16b Forfeiting the right to study .....	17
4. COMPLETION OF STUDIES .....	17
Section 17 Guidance and counselling of students .....	17
Section 18 Recognition of studies and competence .....	18
Section 19 Thesis and maturity test .....	20
Section 20 Participation in teaching.....	21
Section 21 Registration on course implementations.....	21
Section 22 Assessment of study attainments .....	22
Section 23 Retaking a study attainment and improving a grade.....	23
Section 24 Degree certificate and graduation .....	24
5. OTHER STATUTES.....	25
Section 25 Fraud .....	25
Section 26 Right to a safe learning environment .....	25
Section 27 Language skill requirement and the language of secondary education .....	26

# 1. EDUCATIONAL MISSION

## Section 1 Degrees and studies leading to a degree

According to its operating license, Turku University of Applied Sciences shall award the following university of applied sciences degrees:

Bachelor's degree in culture: Bachelor of Arts, Fine Arts; Bachelor of Arts, Film and Media; Bachelor of Arts, Music Pedagogy; Bachelor of Arts, Dance Instructor; Bachelor of Culture and Arts, Drama Instructor

Bachelor's degree in Business Administration: Bachelor of Business Administration. In the decision on the operating license, the educational responsibility has been specified to cover the following fields: library and information services, business administration, logistics, business information technology

Bachelor's degree in Social Services and Health Care: Bachelor of Health Care, Biomedical Laboratory Science; Bachelor of Health Care, Emergency Care; Bachelor of Health Care, Physiotherapy; Bachelor of Health Care, Dental Technology; Bachelor of Health Care, Midwifery; Bachelor of Social Services and Health Care; Bachelor of Health Care, Dental Hygiene; Bachelor of Health Care, Public Health Nursing; Bachelor of Health Care, Occupational Therapy

Bachelor's degree in engineering: Bachelor of Engineering; Bachelor of Engineering, Construction Architect; Bachelor of Engineering, Construction Management. In the decision on the operating license, the educational responsibility of the bachelor's degree in engineering and the degree title Bachelor of Engineering has been specified to cover the following fields: Energy and Environmental Technology, Mechanical Engineering, Chemical and Materials Engineering, Civil and Community Engineering, Information and Communications Technology, Industrial Management and Engineering

In addition, the university of applied sciences shall award the following university of applied sciences Master's degrees and the related degree titles:

Master's degree in Culture and Arts: Master of Culture and Arts, Fine Arts; Master of Culture and Arts, Film and Media; Master of Culture and Arts, Music Pedagogue; Master of Culture and Arts, Dance Instructor; Master of Culture and Arts, Drama Instructor

Master's degree in Business Administration: Master of Business Administration

Master's degree in Engineering: Master of Engineering

Master's degree in Social Services and Health Care: Master of Health Care, Biomedical Laboratory Science; Master of Health Care, Emergency Care; Master of Health Care, Physiotherapy; Master of Health Care, Dental Technology; Master of Health Care, Midwifery; Master of Health Care, Nursing; Master of Social Services and Health Care; Master of Health Care, Dental Hygiene; Master of Health Care, Public Health Nursing; Master of Health Care, Occupational Therapy.

The language of instruction and degrees of the university of applied sciences shall be Finnish. Finnish degree programmes may include studies implemented in English. In the degree programmes conducted in English, the language of instruction is English. The degree programmes conducted in English may include

studies in Finnish to support the student's integration in the Finnish labour market and workplaces.

The extent of the Bachelor's degree at Turku University of Applied Sciences is 210, 240 or 270 ECTS credits; the extent of degree programmes leading to a Master's degree is 60 or 90 ECTS credits, according to the Government Decree on Universities of Applied Sciences and the educational responsibilities set out in the operating license. The extent of a degree programme leading to a Master's degree, organized in international cooperation, may be 120 ECTS credits.

The ECTS scoring system is used in scaling the studies. According to the ECTS system, the student spends on average 27 working hours to complete an ECTS credit's worth of studies. The contribution of 1600 hours, which is on average required for completing the studies of an academic year, corresponds 60 ECTS credits.

Based on the Act on the National Registers of Education Records, Qualifications and Degrees (884/2017), Turku University of Applied Sciences saves in the higher education institutions' national data supply of higher education institutions

- the data on the degrees and specialization education completed by a person and all study attainments and their grades,
- the data on the person's rights to study in degree education and specialization education and
- the data on accepting a right to study and enrolment in degree education and specialization education.

## Section 2 Curricula

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 curricula are modular. The modules can be compulsory, elective or optional. The extent of the modules is divisible by five and is mainly 15 ECTS credits. A module refers to a thematic entity which consists of courses. As a rule, the minimum extent of a course is 5 ECTS.

The curriculum adheres to the European and national qualifications framework. The structure and contents of the curricula can be defined more specifically by a decision of the Vice Rector. The curriculum of an arrival group is approved by a Director according to a proposal of a Head of Education and Research.

The studies leading to a Bachelor's degree comprise core studies, professional studies, elective studies, practical training for increasing practical professional skills and a Bachelor's thesis. The studies leading to a Master's degree comprise advanced professional studies, elective studies and a Master's thesis. (decree 1129/2014). 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 drafts their personal study plan (PSP) according to their career objectives within the framework set by the degree structure and the degree programme's curriculum. If the student has been absent, they move to follow the curriculum of the arrival group to which they are attached.

The student has the right to complete the studies leading to a Bachelor's or Master's degree according to the curriculum of the degree programme in question and their personal study plan within

the completion time of the studies. In education leading to a Bachelor's degree, 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. The studies and the related teaching are organized as courses or project studies. The studies shall be organized in such a manner that the students can complete their studies in an appropriate order, without interruptions and efficiently.

Study guidance, advice and tutoring is provided for the student to support the planning, implementation and completion of studies. 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.

## Section 3 Other studies than studies leading to a degree

### Section 3a Open UAS Studies

Studies included in a Bachelor's or Master's degree i.e. parts of degrees can be completed as Open UAS Studies at Turku University of Applied Sciences. Participating in Master's degree path studies or in an individual course in a Master's degree programme requires a previous higher education degree. A degree cannot be completed through Open UAS Studies. Degree students at Turku University of Applied Sciences are not granted an Open UAS Studies right to study.

Studies offered as Open UAS Studies can be individual courses or more extensive entities. Individual courses are quota places in the implementations of degree programmes or separate implementations of Open UAS Studies which have been created for a degree programme's course. More extensive entities include path studies, special path studies, diplomas of higher education, expert trainings or other training entities.

The right to study and complete Open UAS Studies is limited in terms of time and content. The right to study of the Open UAS Studies is limited to the courses that the student has applied or registered for. The right to study granted for a student who registers for an Open UAS Studies quota place on an individual course is valid for the semester on which the implementation of the course takes place. The right to study in terms of path studies is valid for two semesters. Path studies consist of the first-year degree studies. The extent of the diploma of higher education is 60 ECTS credits. The extent of expert trainings is 30–59 ECTS credits.

The evaluation criteria in the Open UAS Studies are the same as in the degree programmes. A student who has completed the studies included in a diploma of higher education or expert training with a pass can request an electronic certificate for their studies.

## Section 3b Cooperation studies with a Finnish higher education institution

A degree student at Turku University of Applied Sciences can apply for carrying out studies at another Finnish higher education institution in accordance with the network agreement on teaching cooperation (so-called cross-institutional studies). Equivalently, a degree student at another Finnish higher education institution can apply to carry out studies at Turku University of Applied Sciences based on the network agreement. When carrying out studies at another higher education institution, the student shall comply with the degree regulations and instructions of the higher education institution in question.

The student shall register for the studies in the other higher education institution in the network (the target institution) in the study information system or otherwise as agreed on in the network. The student must be registered as attending in their home institution throughout the completion of the studies. The target institution assesses the completed courses and enters them in their own student data register. The completed courses are transferred to the student data register of the home institution through the service pathway of cross-institutional studies.

## Section 3c Cooperation studies with other educational institutions than Finnish higher education institutions

Cooperation studies (route studies) and study rights aimed at students in vocational or upper secondary education or liberal adult education 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 type of right to study is study cooperation with another educational institution than a higher education institution.

## Section 3d 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 3e Specialization education

Specialization education refers to a competence entity intended for those already employed 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 ECTS credits/semester.

A student accepted in specialization education who has notified that they will accept the student place, is

registered as attending for the entire duration of the studies. The notification of acceptance of a student 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 time until the end of the next semester to a student who has used their term of right to study.

## 2. STUDENT SELECTION AND ADMISSION

### Section 4 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 procedure 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, the separate application procedure and transfer application by utilizing the Studyinfo system. Those who have been admitted as a student shall bindingly accept the student place with a notification; in joint application, by the deadline set by the Ministry for Education and Culture or in the separate application procedure, by the deadline set by Turku University of Applied Sciences. The right to study enters into force when admitted applicants accept their invitation to study in the Studyinfo.fi service and register as attending or non-attending.

A student can register as non-attending 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 from the first academic year shall be proven with official documents by the starting date of the studies. If the documents are insufficient or they are not submitted at all during the registration period, the student is registered as attending. 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 register as non-attending for the entire academic year. A student can change the registration as attending for the spring semester to registration as non-attending during the registration period for the spring semester. In education beginning in the spring semester, the student registers only for the spring semester when accepting the student 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 admission-related certificates of the person who has been admitted as a student. 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.

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 4a Double degree students

Those applying for a double degree arrive as an incoming exchange student at Turku University of Applied Sciences. A double degree student applies for the right to study for a degree at Turku University of Applied Sciences in separate application procedure at the end of the exchange period. The separate application procedure is restricted to degree students who are completing studies within the double degree agreements between Turku University of Applied Sciences and its partner institutions. An accepted student is granted a period of right to study which is equivalent to the extent of the degree.

## Section 5 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)

Turku University of Applied Sciences shall provide information to applicants in the field of social services and health care on the requirements concerning health and the functional capacity. A person whose health or functional capability prevents participation in study-related practical tasks or training cannot be admitted as a student. A previous decision on cancelling a place to study can also constitute an obstacle to admission if factors related to the protection of health or safety of others require this. Turku University of Applied Sciences considers on a case-by-case basis whether an earlier decision on cancelling the study place has any impact on the field to be studied.

## Section 6 Transfer application

Turku University of Applied Sciences can admit a transfer student who has a right to study for a degree 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.

The transfer can only take place between semesters and in terms of those transferring from another higher education institution, after the first academic year. 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 time of completing the degree of a transfer student is defined according to the right to complete a degree obtained in the transfer. All terms of attendance and non-attendance the student has used in their previous institution are also calculated in the term of right to study. The transfer student cannot start their studies as non-attending.

When the student transfers to another higher education institution in transfer application, their right to study in the previous higher education institution is recorded as ended at the end of the semester during



which they have submitted the application, 31 July or 31 December.

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 7 Internal transfer within Turku University of Applied Sciences without changing the degree or degree title

A student at Turku University of Applied Sciences can apply for internal transfer, which can mean transfer to another campus or degree programme within the field of education provided that the degree title of the targeted degree does not change. The right to study shall be valid when the transfer is applied for and when the transfer takes place. The transfer takes place at the turn of the semesters on 1 January or 1 August. The application for an internal transfer is submitted in the electronic service by 31 May or 30 November and directed at the Study Guidance Counsellor of the receiving degree programme. The decision is made by the Head of Education and Research after hearing the Study Guidance Counsellor of the receiving degree programme.

The transfer to another campus can take place at the earliest from the beginning of the second academic year and thus that the targeted degree or degree title do not change. The prerequisite for the transfer is that the student has completed at least 100 ECTS of studies. In addition, the transfer 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.

Transfer to another mode of education (daytime implementation, blended implementation, online implementation) can take place at the earliest from the beginning of the second semester. 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.

A degree student at Turku University of Applied Sciences can apply for a transfer to another degree programme within the field of education provided that the degree title of the targeted degree does not change. In studies leading to a Bachelor's degree, the change can take place at the earliest from the beginning of the second academic year. In Bachelor's degree 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. In studies leading to a Master's degree, the change can take place at the earliest from the beginning of the second semester. In Master's degree 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. The schools define the quota places for each degree programme in terms of internal change. The selection takes place based on the number of completed courses, and in an even score the weighted average of the studies decides.

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 personal study plan (PSP). Accepting the change in the personal study plan takes place as defined by the school.

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. Finnish language skills are required of those applying for a transfer from an English-language degree programme to a Finnish-language degree programme.

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 8 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.

Exchange students must comply with the rules and regulations of the exchange programmes of Turku University of Applied Sciences and their own higher education institution. Turku University of Applied Sciences may start cancelling 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. REGISTRATION AND RIGHT TO STUDY

### Section 9 Registration for the academic year

Those who have been admitted as students register as attending or non-attending for the first time in the Studyinfo.fi service. Subsequently, students register as attending or non-attending for each semester in accordance with the instructions provided by Turku University of Applied Sciences. The obligation to register 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 register as attending or non-attending. A student who neglects their registration for the academic year will forfeit their right to study. The registration of a student obligated to pay the tuition fee takes place according to section 15.

A student who continues their studies registers as attending or non-attending between 1 April – 31 May for the following academic year. In addition, a student continuing their studies can change their registration between 1 June and 31 July if there are justifications for the change in accordance with Section 30 of the Universities of Applied Sciences Act. The registration information for the spring semester can be submitted or edited between 1 and 30 November. During the academic year, the registration for the academic year can be changed only from non-attending to attending starting from the date of notification.

A student registered as non-attending has no right to carry out studies at the university of applied sciences.

A student registered as non-attending has no right to student financial aid, meal subsidy, travel discounts or benefits that are contingent upon membership of the student union. A student who has registered as non-attending has access to Turku University of Applied Sciences' user ID and email. After a semester of non-attendance, the registration as attending or non-attending is filed through student data register Peppi unless the semester of non-attendance concerns the first academic year of the studies. A student who has registered as non-attending for the first academic year registers to the Student Office as attending or non-attending for the following academic year.

## Section 10 Duration of the right to study and targeted completion time

The University of Applied Sciences must arrange degree-awarding tuition and study guidance so as to enable full-time students to complete their degrees within a period of time that corresponds to the scope of the studies (normative duration). The period of the right to study officially begins when the student has accepted the student place and has registered as attending for the first time. The studies can also be carried out during period of time which is longer than their extent if the student is completing their studies in another form besides full-time studying.

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. 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.

Extent of degree programme	Targeted completion time
210 cr	3.5 years
240 cr	4.0 years
270 cr	4.5 years

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

Extent of degree programme	Targeted completion time
60 cr	1.5 years
90 cr	2 years

The completion time of studies of students in conversion programmes and students admitted through the separate application procedure 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 11 Right to register as non-attending

**A student who has accepted an invitation to study in a degree programme that has started before 1 August 2015** can register as non-attending 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 register as non-attending 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 register as non-attending 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 12 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; however, at the earliest in the beginning of the last academic year. 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 register as non-attending 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 13 Right to study granted anew based on neglecting the registration as attending or non-attending or renouncing the right to study

A degree student at Turku University of Applied Sciences who has neglected their obligation to register as attending or non-attending for the academic year or has notified that they shall renounce their right to study shall forfeit their right to study. When the student's term of right to study is ongoing, they can apply for the right to be admitted as a student anew without having to participate in the admissions (Act 325/2015, Section 32). The practice is applied to students who have started their studies on 1 August 2015 or after. The right to study is granted anew by a decision of the Study Adviser in all cases when there is still time left to complete the studies. The new term of right to study is defined according to the unused term of right to study. The unused periods of non-attendance will remain in the right to study granted 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.

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 14 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 on or 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. The right to study can also be granted anew when the student has earlier declared that they 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 register as non-attending nor can they be granted a discretionary extension time.

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 register as non-attending.

## **Section 15 Students required to pay the tuition fee and right to study**

The practices described in sections 10–14 relating to the duration of the right to study and the right to be absent apply to students required to pay the tuition fee.

### **A. Accepting the right to study and registration for the first academic year**

An applicant who is obligated to pay the tuition fee and has been admitted as a student shall accept the study place in Studyinfo. The enrolment is binding. The registration for the academic year is entered in Studyinfo after the tuition fee has been paid. In terms of a student who starts their studies in January, the first academic year covers the spring semester; thus, the fee for the first academic year is half of the fee for the entire academic year.

First-year students can register as non-attending with a statutory reason; in which case they are not obliged to pay the tuition fee. The statutory reason for the absence in the first academic year shall be proven with official documents by the starting date of the right to study.

A first-year student can change their registration for the first semester or academic year from attending to

non-attending due to a statutory reason (incl. a health-related reason as an obstacle to starting the studies) until the beginning of the right to study, by which date the document justifying the absence shall also be submitted. The fee for the period of absence is refunded in the payment of the following academic year. The registration cannot be changed later than that for the entire semester.

If a student who has been admitted a student 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 register as non-attending, the student is considered to have neglected the registration 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.

If a first-year student has paid the tuition fee and registered as attending, but starting the studies is not possible due to a delay in receiving the decision on a residence permit or the student or their child less than 10 years old, the paid tuition fee is reimbursed in connection with the payment of the tuition fee of the second semester. The student shall submit proof of the delay of their residence permit or that of their child at the latest by the date which is announced as the deadline for starting the studies by the University of Applied Sciences.

The student who has postponed the start of the studies shall be entered as attending in the student data register. The start of the studies can be postponed by one academic year.

If a student has paid the tuition fee and registered as attending but has received a negative decision on the residence permit, the university of applied sciences shall reimburse the tuition fee. In addition, the tuition fee shall be reimbursed, if the student is unable to start the residence permit process due to limitations caused by actions taken by the authorities. In both cases, an administrative processing fee of 300 EUR is collected.

The tuition fee is not reimbursed

- if the student at their own initiative applies for and receives a cancellation on the residence permit granted based on studies
- otherwise, at their own initiative, decides to renounce their right to study by appealing to e.g. state of health or situation in life

## **B. Registration and tuition fee of continuing students**

The payment obligation applies to all semesters during which the student is attending. In terms of a student who starts their studies in January, the first academic year covers the spring semester; thus, the fee for the first academic year is half of the fee for the entire academic year. 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 register as non-attending, they shall forfeit the right to study. The prerequisite for granting the right to study anew is paying the tuition fee.

A student who is required to pay the tuition fee is recorded as attending after they have made the payment. The student shall register as non-attending in writing by email to the student office or admission services.

If a student continuing their studies renounces their right to study in the middle of the academic year, the tuition fee is not refunded.

If a continuing student obligated to pay the tuition fee receives a negative decision on their residence permit

or if they are expelled, the paid tuition fee is refunded for the semester following the decision.

A degree student obligated to pay the tuition fee, who has been granted the right to study, cannot complete studies with the Open UAS Studies right to study if they have registered as non-attending.

### **C. Obligation to pay the tuition fee in a right to study granted anew and for those accepted in the transfer application**

If the right to study is granted anew to continue in the same semester, the legislation valid before 1 December 2024 is applied in considering the obligation to pay the tuition fee, if the right to study has started before 1 August 2025.

If the right to study of such a student has been interrupted at least for one semester, the valid legislation is applied in considering the obligation to pay the tuition fee.

In considering the obligation to pay the tuition fee of students accepted in the transfer application, the valid legislation is applied.

## **Section 16 Special orders concerning the right to study in the field of social services and health care**

### **Section 16 a Revoking and reinstating the right to study in the field of social services and health care**

Turku University of Applied Sciences may revoke the right to study of a student in the field of social services and health care when the student has by endangering the health or safety of others proven to be unsuitable to perform practical assignments or practical training related to the studies (UAS Act, Section 33). The fact that the student has at the application stage concealed a decision on the revocation of the right to study they have received earlier or that the student has been sentenced for a crime which may constitute an obstacle to working with minors also constitute a reason for revoking the right to study.

The decision on revoking and reinstating the right to study is made by the Board of Turku UAS. Before the decision concerning the cancellation of the right to study is made, a necessary account on the matter must be obtained and the student must be provided an opportunity to be heard in the matter. Together with the student, the university of applied sciences shall explore the possibilities to apply or transfer to another degree programme within the university of applied sciences (UAS Act, Section 33, Section 39).

The revoked right to study can be reinstated upon the student's application, if the right to study has been revoked because of a factor related to the student's health or functional capacity and the applicant can prove that the reasons for the revocation no longer exist (UAS Act, Section 35).

An appeal against a decision to revoke or reinstate the right to study is lodged with the Student's Legal



Protection Board within 14 days of the receipt of the decision (UAS Act, Section 58).

## Section 16b Forfeiting the right to study

If the student refuses to undergo the examinations required by the university of applied sciences for ascertaining their health and functional capacity, their right to study might be forfeited until they consent to undergo the necessary examinations (UAS Act, Section 38).

When the examinations or investigations concerning health and functional capacity are incomplete, the student has no right to complete practical training which includes requirements concerning the safety of minors or patient or client safety.

Upon the university of applied sciences' request, the student shall present an extract from the criminal record, if in the studies or practical training included in the studies the student is assigned duties which essentially require working with minors. If the student refuses to present an extract from the criminal record, their right to study may be put on hold until they consent to present the extract from the criminal record (UAS Act, Section 38).

The decision on forfeiting the right to study is made by the Board of Turku University of Applied Sciences. Before making the decision on the matter the student shall be provided a chance to be heard.

## 4. COMPLETION OF STUDIES

### Section 17 Guidance and counselling of students

The aim of guidance and counselling is to support the holistic and professional growth of the students and developing the students' responsibility in such a manner that the students 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 career skills.

Degree students both have the right to personal study guidance and counselling throughout the studies and the duty to participate in the guidance and counselling and take responsibility for progressing in their studies. Open UAS students who complete at least 30 ECTS credits per semester have the right to personal study guidance and counselling throughout their studies.

The actors in the University of Applied Sciences' guidance and counselling system are tutor teachers, peer tutors, VIP students, international tutors, Study Guidance Counsellors, the Student Office team, Degree Programme Leaders, Study Counselling Psychologists and the Social Counsellor for Students, who support the student in the progress of studies and in questions related to well-being.

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

## Section 18 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. The recognition of competence can be made partly thus that the student is required to undergo a complementing demonstration of competence.

### **Recognition of studies**

When studying for a degree or in specialization education, the student can accredit studies completed in another higher education institute in Finland or abroad, or in another educational institute in Finland, and replace studies included in the degree or specialization education with other studies of similar level (UAS Act, Section 37). At Turku University of Applied Sciences, a favourable or negative decision on recognizing the studies is made by the Head of Education and Research or a person authorized by them.

The recognition of studies 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 studies is inclusion, which is based on the competence objectives of the degree. The recognition of studies may take place by substitution when the studies completed elsewhere adequately correspond with the competence objectives of the courses included in the core competences of the degree and the studies are of the level of higher education. A grade given by a Finnish or foreign higher education institution 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 the recognition applies are primarily registered at the level of courses.

Studies which are recognized as prior learning can be applied can be completed both before the beginning of degree studies and during the degree studies. In principle, studies exceeding the extent of the degree are not recognized as a part of the degree. The studies recognized as a part of a Bachelor's degree shall be at least of the level 6 in the EQF and in terms of Master's degrees, at least of the level 7 in the EQF. For a justified reason, the studies to be recognized can be of a lower EQF level. Studies constituting the degree which yields the eligibility to apply are not recognized as a part of the degree.

Studies which are completed at another Finnish higher education institution based on the network agreement on cooperation studies are transferred to the student data records through the service pathway of cross-institutional studies with the original name, extent and grade of the course without the decision processing or by an entry made by student administration.

The expiration of studies is assessed in terms of the competence objectives presented in the curriculum. The student may be requested to complement the competence assessed with previous study attainments with a demonstration of competence. The original date of completion is entered as the date of the recognition of

studies. Recognition of previous competence is not made based on an earlier recognition of previous competence.

The Head of Education and Research may decide on the recognition of a thesis either partially or fully, with a thesis which is at least of the same level (EQF 6/7) included in a previous higher education degree, if the competence objectives of the thesis are achieved based on a thesis which is at least of the same level (EQF 6/7) included in a previous higher education degree, an article which demonstrates professional expertise or other study attainment.

Recognition of prior studies is not made for students undergoing Open UAS Studies, apart from pathway students' studies which have been completed at another higher education institution within the CampusOnline network. In terms of studies completed at another higher education institution within specialization education conducted in cooperation by higher education institutions, the technical recognition of prior studies in the aforementioned specialization education is recorded by the study administration without the decision-making process on the recognition of prior studies. When a pathway student is admitted as a degree student, the studies completed with the Open UAS right to study are copied by the study administration in the student data records of the degree student's right to study.

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

A student who is completing a degree or specialization education, an Open UAS 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. The competence can be assessed on a scale pass–fail. 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 practical training included in the degree or as other studies.

### **Appeal**

A student dissatisfied with the recognition of studies completed elsewhere or competence demonstrated otherwise 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, subsection 2).

## Section 19 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 work and that they discuss the instructions concerning plagiarism, ethics, confidentiality, processing of personal data and questions related to the law of copyright.

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 report is public. The report is saved in an open or restricted collection.

People authorized by the Head of Education and Research are responsible for the supervision and assessment of the 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 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 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 Bachelor's degree 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 school education (Finnish or Swedish). An accepted maturity test written in the language of school education demonstrates an excellent skill in the language of school 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 skills in the Finnish or Swedish language in state administration according to Section 19 in the government decree (481/2003) is entered in the degree certificate.

## Section 20 Participation in teaching

The studies are arranged as implementations or project studies which are based on the course objectives and contents. The student has the right and duty to participate in the courses or project studies of the degree programme thus that the competence objectives are achieved. If obligatory presence on a course is required, it must be recorded and justified in the implementation plan of the course. If the student cannot achieve the required presence due to sudden illness, the teacher and student shall agree on the substituting methods of completion which affect the assessment of the course.

The teacher responsible for the implementation of the course shall complement the implementation plan of the course in accordance with the annual clock of teaching. This will provide the students sufficient information on the course implementation at the time of registration. At the beginning of each course implementation, the teacher shall discuss the essential information in terms of completing the course with the students, such as the competence objectives, schedule, assessment criteria and targets of assessment.

The teacher records and reviews the necessary information concerning the implementation in the course implementation plan, such as the actual start and end date of the implementation, registration period, number of students (min – max), teaching methods, course materials, assessment scale and criteria, the targets and methods of assessment and the times and retaking possibilities of the exams or learning assignments to be assessed.

If the student is not going to participate in an implementation they have been accepted on, they shall cancel their registration by notifying the teacher responsible for the implementation before the course starts so that another student can be accepted in their stead. The student shall participate in the start of the course implementation in which the teacher covers the information essential for completing the course.

## Section 21 Registration on course implementations

The student shall register on the course implementation within the registration period defined in the student data register, delayed registrations can be accepted in exceptional cases. The registration period ends on the start date of the implementation. The teacher confirms the participants of the course at the latest when the registration period has ended. A student's registration on an implementation can be rejected if all studies required for the degree have already been completed.

The teacher approves or rejects the registrations on the implementation after the end of the registration period based on the priority criteria listed below, depending on the implementation in question:

- Fulfilment of the prerequisites on prior studies of the implementation. The student is obligated to check the fulfilment of the prerequisites on prior studies before registration. The teacher has grounds to reject the registration if the prerequisites on prior studies are not met.

- The study belongs to the arrival group / administrative group of the registered student
- The study belongs to the PSP of the registered student
- Order of registration

## Section 22 Assessment of study attainments

The assessment of study attainments is based on the competence objectives and assessment criteria. 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, and the criteria are discussed with the students at the beginning of the implementation of each course. The course assessment is always conducted by the teacher.

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. The assessment criteria of the level pass are similar to the assessment criteria of the level satisfactory (1).

The teacher is responsible for that the learning assignments or exams which are completed during the course (or project) implementation are assessed at the latest within four weeks after their announced deadline. However, the abovementioned shall enable that the teacher enters the total grade for the course in the student data register at the latest within 21 days after the implementation has ended (same as the actual end date of the implementation mentioned in the implementation plan), unless the teacher's period of leave or other working time arrangement causes a delay. The students shall be informed of any delays in the assessment. In all cases, the assessments of spring semester shall be recorded in the student data register at the latest by 31 July. In all cases, the assessments of autumn semester shall be recorded in the student data register at the latest by 31 January.

Accepted study attainments are not 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 number of credits for a study attainment cannot be changed after the registration.

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, after which they must be destroyed.

A student dissatisfied with the assessment may request rectification of the assessment orally or in writing from the teacher who has performed the assessment (UAS Act, Section 57). Rectification can be requested for the final assessment of the course, not separately for the assessment of partial assignments. The request for rectification shall be filed 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 Retaking a study attainment and improving a grade

### **A. An exam as the primary assessment method of a study attainment**

The student shall prove their identity in the exam situation with an ID or otherwise reliably, such as by logging onto the exam platform with their own user ID in terms of an electronic exam.

The student has a right to retake a failed individual 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. Improving the grade does not apply the courses based on which student selection into degree or Open UAS path studies are made. Retaking or improving a grade is not possible after the right to study for a degree has ended.

The implementation-specific exam days for a 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 register for a new implementation. Retake opportunities are organized also on general examination days.

A student guilty of fraud forfeits their right to retake an exam and the completed course is marked as failed. To be able to complete the course, the student shall register for a new implementation.

### **B. Learning assignments as a method of assessing a study attainment**

Each learning assignment shall be submitted by the date determined by the teacher for the learning assignment unless the student has agreed on another schedule of submitting the assignment e.g. due to illness. Possible retaking of a failed learning assignment takes place according to the instructions and schedule provided by the teacher. The student shall achieve an accepted assessment within six months after the end date of each implementation.

If the student fails to achieve an accepted grade within six months, the teacher enters the course as failed. To be able to complete the course, the student shall register for a new implementation. The teacher can accept the attainments from the previous implementation as a part of the attainment of the new implementation.

The student has the opportunity to improve an accepted grade once within six months of the assessment, when the assessment is based on a learning assignment completed individually by the student. The attempt to improve the accepted grade is targeted at the competence which has been considered insufficient in the earlier assessment and the new demonstration and assessment of which enable improving the grade. The improvement opportunity does not apply the thesis.

If the exam is a partial attainment of a course i.e. one of the learning assignments to be assessed, there is no automatic right to retake the exam, but the possible retaking of the exam is completed according to the other learning assignments, in accordance with the instructions and schedule provided by the teacher. Only in cases in which it is possible to fail a course solely based on an exam despite the other learning tasks can the exam be retaken.

### **C. Improving the grade on a new implementation of the course**

If a degree student improves the course grade on a new implementation of the same course, the new grade is registered in the previously assessed implementation with a new date of completion. The teacher of the new implementation is recorded as the assessor. If a degree student improves a course they have completed with an earlier right to study (e.g. Open UAS path student or other degree education) on a new implementation of the same course, the grade shall be recorded in the new implementation of the course with the date of improving the grade. The teacher of the new implementation is recorded as the assessor.

## **Section 24 Degree certificate and graduation**

In order to graduate, the student must apply for the degree certificate in an electronic service. The application shall be submitted prior to the expiration of the right to study and when registered as attending. 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 for the assessment of the thesis or other study attainment with the Board of Examiners, they can submit the application for graduation only 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 Bachelor'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 new attachment to the degree certificate, the Diploma Supplement and transcripts of records in Finnish and English will be provided with the certificate. 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 and its appendices are signed by the Rector and in case of their absence, the Vice Rector.

## 5. OTHER STATUTES

### Section 25 Fraud

Fraud refers to dishonest activity which is intentional or caused by disregard and it takes place in a learning assignment, group work, exam, thesis or other study attainment. With fraudulent activity, the student tries to belie their own or another student's competence. All kinds of fraud in theses, exams, demonstrations and learning assignments is forbidden. Copying or plagiarizing source materials, theses, training assignments or other completed study attainments or materials as one's own study attainments is forbidden.

The teacher can immediately remove a student who is guilty of fraud from the exam and fail the attainment. In other cases, the instructions concerning the processing of fraud at Turku University of Applied Sciences are complied with in hearing the student and processing the suspected fraud. The Head of Education and Research makes the decision on failing the attainment and is responsible for documenting the case in case management system Dynasty.

Due to the seriousness of the breach or its repetition, the Dean may propose starting disciplinary action to the Rector, which means a written warning issued by the Rector or temporary suspension of the student by the decision of the Board (UAS Act, Sections 38–39).

### Section 26 Right to a safe learning environment

The student and other members of the university of applied sciences community have the right to a safe learning environment (UAS Act, Section 31). All kinds of harassment and inappropriate treatment and threatening or violent behaviour or behaviour which endangers the safety of others is forbidden in the premises and learning environments of Turku University of Applied Sciences. For breaching this order, disciplinary action may be targeted at the student, including an order to leave the premises, suspension from participating in the studies, a written warning and temporary suspension (UAS Act, Section 38).

## Section 27 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 at work and which the Act on the Knowledge of Languages Required of Personnel in Public Bodies (6.6.2003/424) requires. The required language skills are determined according to the language of school education. The language skill requirement applies only the students who have received their school education in Finland and whose language of school education is Finnish or Swedish. The language of school 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 school education is Finnish or Swedish also in cases in which the student has passed the matriculation examination in the native language 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 school 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 school education is Swedish, the student files an application for the recognition of previous competence in the Swedish language and attaches to it copies of certificates on the school education in Swedish, in which case the other national language Swedish is entered as passed. The student shall notify the Student Office about their language of school education. The certificate attached to the application for the recognition of prior learning is checked and the language of school education is entered in the student data records. 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.