Examination and Assessment Instructions at Åbo Akademi University 2015

Unofficial translation by Marian Lundenius
The Swedish version (EB) is the official document

Approved by the University Board 9.6.2015.
In force as of 1.8.2015

Instructions also available online:
http://www.abo.fi/personal/sturof

Contact information:
Director Mats Lindfelt
Research and Education
Mats.Lindfelt@abo.fi
Tel +358 2 215 0000.

Available in Swedish online at: www.abo.fi/personal/sturof
## Table of Content

### CHAPTER 1: BASIC REGULATIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field of Application</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Publishing and Announcing</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Examination and Assessment</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Study Attainment and Course Description</td>
<td>4</td>
</tr>
</tbody>
</table>

### CHAPTER 2: ACTORS ROLES WITHIN EXAMINATION AND ASSESSMENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>University Board</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Faculties</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Deans</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Heads of Education for the Study Programmes</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Heads of Subjects</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>Examiners</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>Supervisors</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>Course Examiners</td>
<td>6</td>
</tr>
<tr>
<td>13</td>
<td>Examination Coordinators</td>
<td>6</td>
</tr>
<tr>
<td>14</td>
<td>Invigilators</td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td>Subject Examiners of Theses and Maturity Examinations for Bachelor´s and Master´s Degrees</td>
<td>7</td>
</tr>
<tr>
<td>16</td>
<td>Language Evaluation of Theses within Bachelor´s, Master´s and Doctoral Education plus the Maturity Examination within Basic Education</td>
<td>8</td>
</tr>
</tbody>
</table>

### CHAPTER 3: EXAMINATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Forms of Examination</td>
<td>8</td>
</tr>
<tr>
<td>18</td>
<td>Examination Questions and Answers</td>
<td>9</td>
</tr>
<tr>
<td>19</td>
<td>Examination Language</td>
<td>9</td>
</tr>
<tr>
<td>20</td>
<td>Times and Time Limits for Examination</td>
<td>9</td>
</tr>
<tr>
<td>21</td>
<td>Registration for and taking part in Examinations</td>
<td>10</td>
</tr>
<tr>
<td>22</td>
<td>Support and Aid Materials during Examinations</td>
<td>11</td>
</tr>
<tr>
<td>23</td>
<td>Students with Special Needs</td>
<td>11</td>
</tr>
</tbody>
</table>

### CHAPTER 4: TRANSFER OF CREDITS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Substitution, Compensation or Inclusion of Studies</td>
<td>11</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>25 § Crediting Language Studies</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>26 § Examination and Assessment in Crediting Study Attainments</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>27 § Decisions, Publishing Results and Asking for Correction in Crediting</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>CHAPTER 5: ASSESSMENT AND PUBLICATION OF RESULTS</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>28 § Criteria and Bases for Assessment</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>29 § Goal-directed Assessment and Application of Assessment Criteria</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>30 § Plagiarism Control</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>31 § Grading Scale and Assessment of Coursework</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>32 § Grading Scale and Assessment of Theses and Maturity Examinations within Basic Education</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>33 § Assessment Process for Theses and Maturity Examinitions within Basic Education</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>34 § Examination Results</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>35 § Storing of Answers</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>36 § Publication of Examination Answers</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>37 § Registering Study Attainments</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>CHAPTER 6: APPEAL PROCEDURES AND THE LEGAL PROTECTION BOARD</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>38 § Lodging an Appeal</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>39 § Transferring of Appeals to the Legal Protection Board</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>40 § Legal Protection Board</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>41 § Conventions of the Legal Protection Board</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>42 § Hearing of the Party</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>43 § Rulings and Denial of Appeal by the Legal Protection Board</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>CHAPTER 7: COMING INTO FORCE</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>44 § Coming into force</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 1: Basic Regulations

1 § Field of Application

These instructions for assessment and examination (EB is the Swedish abbreviation) apply to all forms of examination and assessment at Åbo Akademi University (ÅAU). These instructions are secondary to the degree regulations (ES is the Swedish abbreviation). In case there are differences between the Swedish original instructions and the English translation the Swedish version is the authentic one.

Rules about handling cheating disturbing and improper conduct during examinations, plus how to handle plagiarism are drawn up by the rector. The regulations below concerning faculties, faculty councils and deans also pertain to independent institutions, their boards and directors when applicable.

2 § Publishing and Announcing

Results are published on a board or at the university’s website. Results can be published on the web site only if it can be done without revealing the names or social security numbers of the students.

Decisions and documents can be communicated electronically to the abo.fi address provided that the student has given his/her consent to it at enrolment for the term; otherwise communication is per posted letter.

3 § Examination and Assessment

Examination at ÅAU involves formal examination of attained knowledge and skills with one of the forms of examination at ÅAU. The examination applies to knowledge, skills or evaluation ability.

Assessment at ÅAU involves an examination-based evaluation which springs from the learning objectives.

4 § Study Attainment and Course Description

Examination results are called study attainments. The scope of attainments is given in credits as whole numbers. The smallest scope of study attainment within the basic education at ÅAU is 5 cr. and all study attainments are to be divisible by 5. Exceptions are allowed within external cooperation and for student activities according to what is stipulated in the curriculum. A passed study attainment is registered in the study register. The course descriptions form the basis for study attainments as can be seen from these instructions.

A study attainment can consist of multiple parts, that are examined separately, but that are not registered in the study register. If parts are used it must be indicated how the separate parts are examined and assessed. The results of the partial study attainments are communicated to the students.
Chapter 2: Actors Roles within Examination And Assessment

5 § University Board

The remit of the university board is to decide about the degree regulations and the examination and assessment instructions.

6 § Faculties

It is the remit of the faculty council to:

1) arrange tuition, supervision and examination as well as determine these in the curriculum so that the students can study efficiently and expediently, and also so that full time students can graduate within the stipulated time of study for the degrees.
2) arrange examinations alone or in cooperation with others at ÅAU or outside ÅAU provided that the ÅAU rules are followed.
3) provide the regulations in writing in Swedish, and in English when needed, for all concerned actors at the place and time of the examination in question.

7 § Deans

When it comes to examination it is the remit of the deans to endorse thesis for a higher university degree.

8 § Heads of Education for the Study Programmes

The remit of the head of education for the study programme in question includes coordinating tuition and examination per academic year in collaboration with research and education services, which bear the ultimate responsibility for scheduling.

9 § Heads of Subjects

The remit of the head of subject is to appoint examiners, and for study attainments with multiple examiners to appoint a responsible one amongst them.

10 § Examiners

The remit of the examiners is to:

1) examine coursework, study entities and to credit (for coursework done elsewhere) in the subject or separate master’s programmes.
2) appoint assessors for theses for bachelor’s and master’s degrees in the subjects and supervisors for general examinations.
3) Decide in matters where the student has applied for alternative examination during the last period of the academic year according to the degree regulations § 52.

11 § Supervisors

The remit of the supervisor is to:

1) make the final inspection of the thesis and inform the author when it is ready for submission to plagiarism control, language examination and subject examination, plus to be stored in the archive of publications.
2) check the analysis report from the plagiarism control, confirm that the thesis has passed the plagiarism control and state that it is ready for language evaluation and subject examination.
3) inform the examiner that assessors are to be appointed.
4) confirm that uploading into the archive of publications can be done.
5) agree upon a separate maturity examination with the author when needed.

12 § Course Examiners

Course examiners are responsible for the examination of single study credits, for assessment and for reporting results of these to the study register. As a rule the examiner is coordinator and invigilator of course examinations. The responsible examiner is to ensure that coursework with several examiners is done and then summarises the reports from all examiners (a student’s parts of the coursework) into an end report and sends it as the entire coursework result to the register of studies.

The tasks of course examiners are to:
1) comprise examination questions based on the learning objective which:
   o correspond to the content, demands and work load according to the course description.
   o support the student’s learning process and contain problem solving and require that he/she reflects upon his/her own learning process.
2) get lists from the coordinator, or print them out him/herself, with the students who have registered for the examination.
3) check that the students are entitled to take the examination by having fulfilled the course work that according to the course descriptions are a prerequisite for taking the examination.
4) electronically inform the students that have registered electronically for the examination if they have been granted or denied the right to take the examination.
5) hand the questions and lists of participants to the coordinator of an examination as agreed.
6) check if the student has reported a need of support and aid materials and note the granted right thereto on the examination question paper.
7) inform the coordinator about possible agreed upon special arrangements for students with handicaps, or to arrange a special examination him/herself.
8) decide if the assessment criteria for the assignment have been met and assess how well the learning objectives have been reached according to the grading scale.
9) interrupt assessment and report the student for investigation in case cheating is detected post-examination.
10) use the lists of participants as basis for reporting results electronically.
11) keep examination answers for at least six months.

13 § Examination Coordinators

For each examination, there is a coordinator who is responsible for the examination being conducted according to the conditions designated by the faculty council. The teacher or examiner is the coordinator of course examinations. For general, electronic and flexible examinations the coordinator is appointed by university services or by the chief for the independent organizer of the examination.

The examination coordinators are to check or ensure that:
1) registration in the electronic registration system or the like has been done within the set timeframe before he/she prints out lists of the participants and distributes them to the examiners and asks for examination questions.
2) a suitable room is reserved for the examination and that there is enough paper to write on.
3) the supervisors have been informed and agree to the examination arrangements.
4) all examinees get the questions from the examiners, that they are handed over to the supervisors together with lists of participants, plus that individual student’s special needs for special arrangements are communicated.
5) the examination answers together with lists of participants stating the student’s presence are sent to the examiners without delay.

6) the examiner is informed, in case an examinee did not get the examination questions or if an electronic examination could not be carried out; steps are taken by the coordinator to arrange a new examination opportunity within a week.

7) within three days measures are taken (by him/her) to report for investigation an examinee who has been removed from the examination room due to suspected cheating or disturbance.

14 § Invigilators

At each examination, one or more invigilators must be present. The teacher or examiner acts as invigilator for course examinations. For general examinations, as a rule, one member of the teaching and researching staff is appointed invigilator by the examiner or the director of the independent institution arranging the examination. For electronic and flexible examinations the invigilator is appointed by university services or the director of the independent institution.

The invigilator’s task is to ensure that:

1) the university’s and the faculty council’s regulations regarding examinations are adhered to, e.g. invigilate that no cheating is done and that the room remains peaceful.

2) at the start of the examination the examinees are told that all communication between students is prohibited, that all mobile phones or corresponding electronic devices are not to be used and that they are to be switched off, and a place for handing them in when entering the room is stated.

3) he/she gets printed lists of the participants and that he/she makes a note of presence during the examination on them.

4) the examination questions are at hand; he/she distributes them as well as approved paper to write on, checks the students’ rights to aids or special arrangements, and when everybody has got their examination questions inform the exact time for when the examination starts and ends.

5) when the examination has finished he/she gathers the answers, including the questions if it states so on them, checks the students identity, hands over the answers and lists of participants to the coordinator and simultaneously informs if someone did not get their questions or if someone was removed from the room due to suspected cheating or due to disturbance.

15 § Subject Examiners of Theses and Maturity Examinations for Bachelor’s and Master’s Degrees

A person who acts as subject examiner of theses and maturity examinations for bachelor’s and master’s degrees has to have at least a higher university degree and is appointed by the examiner.

The subject examination of a thesis for a lower university degree is done by a person who can be the supervisor.

The subject examination of a thesis for a higher university degree is performed by two persons, one of whom can be the supervisor of the thesis in question.

The subject examiner is to:

1) determine if the assessment criteria for the thesis and maturity examination have been met.

2) assess for the thesis and maturity examination for a Bachelor’s degree how well the learning objectives have been achieved according to the grading scale and see to it that the result is registered in the student register.

3) assess for the thesis and maturity examination for a Master’s degree how well the learning objectives have been achieved and to give an individual or joint written assessment including a suggestion for a grade according to the grading scale.
16 § Language Evaluation of Theses within Bachelor’s, Master’s and Doctoral Education plus the Maturity Examination within Basic Education

The person who performs the language evaluation of a thesis and a maturity test is to have completed at least the advanced studies in the language in question. The language reviser is appointed by the chief of the Centre for Language and Communication or in the language subjects by the examiner. The person who performs the language evaluation grades the language with either passed or failed. The time schedule is determined jointly by the faculty and the Centre for Language and Communication.

Chapter 3: Examination

17 § Forms of Examination

The forms of examination make formal examination visible. The scope of the examination considers the study attainment that is to be examined. The forms of examination and their scope are always to be included in the course descriptions, which are included in the curricula of ÅAU.

The examination can consist of multiple parts with different forms of examination in order to best investigate if the learning objectives have been met.

At ÅAU the following forms of examination are used:

1) Written assignment: thesis for a lower or higher university degree, maturity examination, essay, exercise, report, portfolio, learning diary, home examination or other written study attainment that is handed in.
2) Oral assignment: talk/lecture, presentation, oral examination or other oral study attainment
3) Written examinations are arranged in a reserved room, so that:
   a. Course examinations are arranged at the end of a course and the teacher informs about the course examination at the start of the course.
   b. General examinations: are offered simultaneously for multiple courses, and their duration is four hours.
   c. Electronic examinations are arranged in a specially furnished room, where the time for the examination can be chosen individually within certain limits.
   d. Flexible examinations for students with special needs are arranged in a reserved room that guarantees the student is not disturbed, gets a longer time limit, or that has a computer or other special equipment as needed.
4) Compulsory student activity: It is compulsory to be present, since knowledge and skills are continuously examined, e.g. during group teaching, seminars, laboratory and field work, or exercises.
5) Crediting is a process for examining knowledge and skills that the student has attained during studies or in another way, either before or after admission into his/her present study programme, and that the student wishes to use for taking a degree at ÅAU.
6) Alternative examination: For weighty reasons a student can apply for permission to deviate from the stipulated amount of possibilities to take the examination or the stipulated deadline. The application is done in consultation with the teacher tutor and the teachers concerned and is to be handed in to the head of the subject. In the application the wish for an alternative form of examination is stated, the right to deviate from the stipulated amount of possibilities to take the examination or the stipulated deadline. (ES 52) This applies to:
   a. Students who have not completed all or part of their study attainments according to their personal study plan for the academic year and who wish to do so during the last period of the academic year.
b. Students who wish to attain study credits outside the academic year’s tuition periods.

7) Supplementing a partially passed examination: Students who have participated in an examination or who have handed in an assignment before the deadline, but who have not passed the whole course, or who have missed a compulsory activity, can by the examiner be granted a possibility to supplement the examination including a new deadline. The conditions for supplementing are to be the same for all students who have partially passed the examination assignment in question; it is to be connected to the learning objectives and to be proportionate to the work load of the students of the original assignment.

8) Improving the grade of a passed examination: Students who have passed the examination, but who strive for a higher grade, can participate in re-examination provided that:
   a. an opportunity to do so remains in the three examination opportunities allowed for the written examination.
   b. In case of an assignment or activity, the examiner gives a new deadline for supplementing; the same terms for supplementing apply to all students, are coupled to the learning objectives and are in a proportion to the original work load. As a rule, a possibility to improve the grade for an assignment or an activity is always given.

18 § Examination Questions and Answers

The examiner composes the examination questions based on the learning objectives so that they correspond to the contents, advance knowledge requirements, workload, and so that aid materials that everybody is allowed to use are considered according to what the course description says. The examination assignments are to support the student’s learning and preferably contain problem solving and reflection on their own learning process.

The examiner makes a note of possible aid materials and special arrangements on the examination questions. If nothing else is stated on the examination question paper, the student may keep it after the examination.

In written assignments the examination answer is to have the student number only, not the name of the examinee. Students at the Open University are an exception, since they do not have a student number. The identity is always verified at the examination.

19 § Examination Language

At Åbo Akademi University, the language used in examinations is Swedish. Regulations regarding the use of languages other than Swedish are detailed in the Degree Regulations.

20 § Times and Time Limits for Examination

Faculties
1) arrange examinations
   a. during the current academic year if the course was held during the autumn term or if an assignment’s deadline was in the autumn term.
   b. during the current calendar year if the course was held during the spring term or if an assignment’s deadline was in the spring term.
2) determine at least three examination dates for all written examinations and publish them on the website. The students’ three examination possibilities are calculated on the basis of the determined dates.
Examiners

3) determine deadlines for written and oral assignments, supplementations or improvements of grades, determine in what form and to whom the assignment is handed in, and publish the rules on the webpage, in the course descriptions or in connection with the start of the tuition. Deadlines for written assignments need to be defined and communicated to the students in good time before the start of the course if submission is assumed during the first week.
   a. The person who receives a written assignment notes the date when it was handed in on the document.
   b. The student keeps a copy of the document until it has been assessed and registered.
4) can for special reasons prolong a deadline so that all students have the same rights regarding the assignment in question.

After these dates the faculties no longer provide examination for the topical course or written assignment. Instead, students need to start a new course or follow a new deadline for a written assignment the next time this is arranged. The examiner can grant exceptions, however, so that all students have the same rights and obligations.

21 § Registration for and taking part in Examinations

Students have the right to participate in examinations provided that they:
   1) verify that they are enrolled and registered present for the term in question as well as prove their identity.
   2) as a rule, register for examinations no later than eight days before the examination and according to the stipulations in the course description, plus that they simultaneously communicate special needs for support and aid materials during examinations.
   3) have completed the coursework which according to the course description is a prerequisite for participation in the examination.
   4) have not registered for the examination in question more than two times earlier, or in case of an electronic examination have not started it more than two times earlier.
   5) following their electronic registration have got an electronic confirmation that they have the right to take the examination and an answer regarding possible aid materials and special arrangements or that they have in another way agreed on and got the right to take the examination.

Students are denied the right to participate in an examination for which they have previously registered three times or if they have started an electronic examination without completing it three times. Students are denied the right to take an examination if they have not completed coursework which according to the course description is a prerequisite for participation in the examination.

Students should be able to enter the examination facility no later than at the time when the examination is due to begin. A student arriving more than 15 minutes late to the examination is not allowed to take the examination. An examinee is allowed to leave the examination room no earlier than 45 minutes after the examination has begun. Students who leave earlier fail their examination without any assessment. For special reasons a student can leave the examination room for a short while, but as a rule, together with an invigilator. The time dedicated for the examination may not be exceeded unless something else is stipulated in EB 22 §.

If a student, despite correct registration, has not got the examination questions, if the electronic examination could not be carried out due to technical problems or if the examination was interrupted due to unforeseeable circumstances, the students are to be given a new examination possibility as soon as possible, but no later than within one week. Summer examinations are exceptions as a new possibility is granted only after 1.9.
22 § Support and Aid Materials during Examinations

Students may use supportive material during examinations if this right is specified in the course descriptions or in examination questions. Examinees are permitted to use dictionaries during examinations, except in language examinations, unless otherwise stated in the course descriptions. For each examination, including maturity examinations, the opportunity to use a particular computer approved by the University for answering the questions can be offered. The use of mobile phones or other similar electronic equipment is not permitted during examinations, and must be left at a designated place. However, if they are stated as allowed support materials in the examination in question, this constitutes an exception.

23 § Students with Special Needs

Examinations for a student with special needs are arranged so that the difference between the student and the other examinees are compensated for without waiving the quality requirements of the examination. Students are to inform about the need for special arrangements in good time. Students with disabilities are to be offered a flexible form of examination, an alternative examination or supplement etc. according to EB 10 §. Special arrangements at the examinations are to be communicated to the examination invigilator.

Chapter 4: Transfer of Credits

24 § Substitution, Compensation or Inclusion of Studies

Knowledge that a student has attained within studies or in another way, either before or after admission to the present study programme, can be credited in his/her degree. One condition is that the knowledge corresponds to the learning objectives for the attainment and that examination and assessment (=validation) can be carried out at ÅAU. Validation and crediting, which are to be preceded by identification and acknowledgement, can be done either based on knowledge attained within studies (= formal education) or in another way (= non formal or informal learning).

Credit can be done in three alternative ways, so that a student taking a degree according to what is stipulated in this paragraph and what the examiner of the subject (or the dean if the credit does not have an examiner at the faculty), or the centre of language and communication decides, by:
1) substituting compulsory studies belonging to the degree for corresponding studies that the student has carried out at another domestic or foreign university or for knowledge that the student has proved in another way through studies.
2) compensating compulsory studies belonging to the degree that have been included in another university degree with optional studies in the same subject unless the dean has decided otherwise.
3) including optional studies that the student has carried out at another domestic or foreign university, at another educational institution or through knowledge that the student has shown in another way than through studies.

Studies that have been included in another university degree cannot be accepted or credited as a substitute unless it is evident that the studies are carried out outside the compulsory content of the degree. Studies that are compulsory in the student’s education but that the student has passed within another university degree are recorded in the student’s register of studies with zero credit units and can be compensated for with optional studies unless the dean has decided otherwise.
Crediting does not apply to a thesis or final project that is used for taking a degree at ÅAU. A thesis or final project that has been accepted for another university degree cannot be used in a degree at ÅAU unless supplementing work has been done in the way that the Faculty Council has decided.

Crediting for studies is not allowed if this means that the scope of the degree is exceeded. Guest studies that have been agreed upon in advance can however be registered to their full extent.

25 § Crediting Language Studies

Studies of languages and communication cannot be credited from another university degree, and neither can they substitute compulsory studies. When the compulsory language and communication studies have been completed for another degree the Language Centre registers them for the degree in question but with the value of zero credit units. They can be compensated for with other optional studies unless the dean has decided otherwise.

The chief of the language centre decides how studies within the realm of the centre and that have been carried out at another domestic or foreign university or another educational institution can compensate the language studies that are part of the education programme. The application for substitution is done in writing. The chief of the language centre also decides about a student’s possibility to get credited for studies in a foreign language.

If a student wishes to get credited for studies in a language that is not provided at ÅAU, a written application is to be addressed to the language centre. The student’s scholastic language cannot form any credit units in the degree, but is stated in the degree certificate. Earlier knowledge in foreign languages attained at school cannot be regarded as an attainment entitling to any credit units.

26 § Examination and Assessment in Crediting Study Attainments

The student is responsible for applying for and proving the grounds for crediting (inclusion, substitution or compensation) studies, which is done in writing. The student needs to be enrolled and registered as present. The recommendation is that the crediting is done at the beginning of the studies leading to a degree in connection with drawing up the individual study plan.

Previously attained knowledge always needs to be identified, verified/examined and assessed in order to be acknowledged. The learning objectives of the study attainments and the degree form the basis for the examination and assessment. The student is responsible for proving his/her knowledge based on the learning objectives of the study attainments. Knowledge attained within studies is as a rule assessed on the basis of a certificate. If the knowledge is attained in another way but studies, the student is required to show proof of his/her knowledge by describing and analysing the knowledge based on the learning objectives. Subsequently it is determined what knowledge and skills the student has attained through experience. The examination or assessment can use the same methods as for other assessment: examination, use of portfolio, essay, interview or other suitable procedure. In principle the criteria used for assessment are to be the same as for other assessment. The knowledge is credited to as great an extent as possible provided that the learning objectives for study attainments and the degree are achieved. Crediting for experience can also be done after a supplementing assignment such as e.g. academic anchorage.

27 § Decisions, Publishing Results and Asking for Correction in Crediting

The dean, the subject examiner or the chief of the language centre decides about crediting within 30 days from when the application was handed in. The faculty office communicates the accepted result (a pass) by registering it in the register of studies, whereby also the original place and date for the study
attainment is stated. A grade is only noted if the attainment follows the same scale as ours at ÅAU. A negative decision needs to be in writing, motivated and it is to be communicated to the student per e-mail to the abo.fi-address.

A student who is dissatisfied with the decision about crediting can ask for correction according to what is stipulated in these instructions.

Chapter 5: Assessment and Publication of Results

28 § Criteria and Bases for Assessment

The assessment criteria define what is assessed and are concretized in one or more learning objectives. Learning objectives are worded and communicated for each course and they act as written assessment criteria. All learning objectives are to be suitable for examination and assessment.

The course description is to state the learning objectives that describe the core content and gives the threshold for what is required for passing a course. The criteria and bases for assessment indicate how well a student according to the grading scale has achieved the learning objectives.

29 § Goal-directed Assessment and Application of Assessment Criteria

At the beginning of the course the teacher is to inform about the criteria of assessment and examination based on the learning objectives, which are written down in the course description. The grading scale at ÅAU is goal-directed since the learning objectives constitute the basis of assessment for the courses that are graded (meaning the student has passed them). The student needs to get a pass in all learning objectives, in order for the study attainment to get a pass. A student who has got a pass has thus fulfilled all learning objectives. A course examiner thus has the right to give the student a pass only partially, whereby the student needs to supplement his/her examination.

The course description is further to clarify practical questions like handing in papers, how to register for courses and examinations, the form and length of the assignments or allowed aid materials. The examiner can allow for deviations if the student has a justified cause, whereby the assessment is not affected.

If a course requires justified compulsory activity or presence of the student the activities and amount of hours or the percentage of presence must be clarified in the course description. The examiner can allow absence for a justifiable legitimate cause, whereby the assessment is not affected.

If a written assignment is not submitted by deadline the examiner is not obliged to assess the study attainment. If the examiner should choose to assess the study attainment, the assessment can be affected negatively. The course examiner can allow handing in papers late if the student has a justified cause, whereby the assessment is not affected.

Students are to be provided an opportunity to view their answer papers and the assessment of the answers. Upon request the examiner is to explain how the assessment criteria have been applied.

30 § Plagiarism Control

Theses always undergo a software control for plagiarism. A teacher can also use software for control of plagiarism or other written assignments. Openness and equal treatment are emphasised in the use of the software. If software is used in a course, the control is to apply to all students by obliging them
to send in their assignment themselves. When no software is used on the course, the teacher who, upon assessing an assignment, strongly suspects cheating can, with the consent of the student, submit a single assignment for plagiarism control.

31 § Grading Scale and Assessment of Coursework

Passed coursework is graded using the scale 5 (A, excellent); 4 (B, very good); 3 (C, good); 2 (D, satisfactory); 1 (E, sufficient), where 5 (A) is the highest grade. Failed coursework is graded with a 0 (F, failed). The learning objectives are the assessment criteria, meaning that a student who has passed has been assessed to fulfil all learning objectives. A passed coursework can also be graded with passed if the study attainment’s nature renders grading meaningless.

Knowledge in the other domestic language is graded on the scale good or satisfactory.

Final assessment of study modules for a degree is done particularly for the lower and higher university degrees. Assessment of study modules within teacher training may include studies outside of the degree, in which case this should be clearly stated. Assessment pertains to study modules of at least 25 credits. The final assessment is calculated as an average grade of the coursework included in the module, weighed with the number of credits. Exceptions can be made according to justified decisions by the faculty, and in that case the criteria for the calculation of how the different parts of the coursework are combined into an overall assessment must be stated in the description of the study module on the website of ÅAU. The thesis for a higher university degree is not included in the calculation of the final assessment of advanced studies. In other respects, the final assessment is done according to the stipulations in subsection 1.

An examination grade that has been previously awarded cannot be lowered as a result of re-taking examinations or as the result of an application for correction.

Study attainments that have been credited are not subject to reassessment at ÅAU. The result is registered using the pass or fail system.

32 § Grading Scale and Assessment of Theses and Maturity Examinations within Basic Education

Passed theses for lower university degrees and passed Master’s theses in the technical education programmes are graded using the scale in section 29 § 1.

Passed theses for higher university degrees are graded with one of the grades on the scale laudatur; eximia cum laude approbatur; magna cum laude approbatur; cum laude approbatur; non sine laude approbatur; lubenter approbatur; and approbatur, where laudatur is the highest grade. If a student has performed his or her studies successfully and in his or her thesis has displayed exceptional maturity and judgement, the degree certificate for Bachelor or Master of Technology can include a statement that the degree has been completed with distinction. The statement is made if the weighted average of all attainments’ credit units has an integral number of at least 4 and the master’s thesis has been graded with 4 or 5. The grade of the master’s thesis is not regarded when calculating the average.

The maturity examination for lower and higher university degrees is a separate examination and its factual contents are assessed by a person representing the subject in question using the scale passed/failed. The linguistic evaluation of the maturity examination and of Swedish summaries is performed by the Language Centre using the scale passed/failed.
ÅAU’s Examination and Assessment Instructions 2015, Swedish original approved 9.6.2015.

33 § Assessment Process for Theses and Maturity Examinations within Basic Education

ÅAU has a uniform assessment process for theses regardless of the subject. The criteria and bases for assessment are formulated with the learning objective as a basis for all grades and they are published on the WWW and the descriptions of the thesis work in the tool for planning the studies. ÅAU communicates the rights and obligations to all parties of a supervision and assessment process by drafting a document that is to be used by everybody for both lower and higher university degrees.

The theses including the maturity examinations are graded, if they have passed the control for plagiarism and the language evaluation, plus if the attainments based on the learning objectives have surpassed the threshold for passing. The subject examiner of the thesis including the maturity examination within the lower university education is to assess the study attainment within 14 days and He/she also ensures that the result can be recorded in the register of studies.

Within the education for a higher university degree the subject examiners of a thesis including the maturity examination submit their individual or mutual written assessment and suggest a grade based on the learning objectives. The time limit is 30 days, except during the summer vacations.

Based on the assessment report(s) the dean assesses/grades the thesis including the maturity examination for a higher university degree, provided that the thesis has passed the control for plagiarism and the language evaluation. The result is registered into the register of studies by the faculty office. The grade and assessment report that is the basis for grading are communicated to the student per email to the student’s abo.fi-address.

If a subject examiner suggests that the study attainment is graded with failed, an additional subject examiner is appointed, who is to submit an assessment within 30 days. If also the new subject examiner derives at suggesting that the attainment is graded with failed, the thesis is returned to the student, a supervisor is appointed and the supervision process is resumed.

If the other subject examiner suggests that the thesis passes, the dean grades the thesis based on the assessments. If the dean grades the thesis with failed, it is returned to the student, so that the student together with the supervisor can work out a plan for necessary corrections and revision of the thesis. It is also allowed to start a totally new thesis project.

34 § Examination Results

The examiner communicates the examination results electronically as soon as possible, however, no later than two weeks after the examination, the deadline for handing in the assignment or the like, if the number of examinees is less than 60, and no later than three weeks after the examination if the number of examinees exceeds 60. The dean can, in cases of compelling reasons, allow the examiner up to three weeks additional time for assessing the examination. The results of electronic examinations are communicated within three weeks of the examination. The results of summer examinations must be communicated by mid-September.

The examination results are registered in the study register. The date of completion of a study module is the date on which the final component is concluded, provided that all coursework has been passed by that date.

A study attainment that is a pass and has been entered into the register of studies does not expire but is valid for the degree provided that the learning objectives are unchanged.
35 § Storing of Answers

Examination answers are kept by the examiner, or in a place allocated by the examiner, for at least six months after the results have been published. After this period the examination answers are destroyed.

For examination results published between June 1st and August 31st this six-month period is calculated from September 1st. If students during this period express a wish to see their examination paper, an opportunity to do so is to be provided. During this same period, students are also entitled, at their own cost, to receive a copy of their examination paper.

As of 1.8.2015 theses are kept indefinitely in ÅAU’s electronical archive of publications.

36 § Publication of Examination Answers

Individual examination answers are not to be made public without the authorisation of the student. With the teacher’s permission examination answers may be used for the purposes of educational and research work, however, this must be done in a manner whereby the students’ identity is not revealed.

37 § Registering Study Attainments

The personnel at the Research and Education Services and the Open University register passed and credited study attainments in the ÅAU’s register of studies. The registration is done within two weeks of the examination results being submitted by the examiner or the date of the credit transfer decision. Examination results are archived for a limitless period.

Chapter 6: Appeal Procedures and the Legal Protection Board

38 § Lodging an Appeal

An appeal lodged concerning the assessment of a thesis within advanced studies should be presented in writing to the Faculty Council. An appeal should be lodged within 14 days of the date when the grade and report has been sent by e-mail to the student’s abo.fi-address (provided that the student has given his/her consent to electronic communication).

An appeal lodged concerning a decision on the transfer of credits that do not have an examiner at the faculty should be presented in writing to the dean. An appeal should be lodged within 14 days of the date when the decision on the transfer of credits has been sent by e-mail to the student’s abo.fi-address.

A student who is dissatisfied with a decision on the transfer of credits within a subject can lodge an appeal in writing to the examiner. An appeal should be lodged within 14 days of the date when the grade has been communicated in the register of studies.

A student who is dissatisfied with the assessment of another study attainment can hand in an appeal for correction in writing to the examiner. An appeal for correction is to be lodged within 14 days of the date when the grade was communicated.

An appeal ruling is to be dated and noted in the examination documentation, or on a form designed for that particular purpose and a copy of this document is sent by e-mail to the student’s abo.fi address. Information on how the student, if dissatisfied with the above mentioned, can transfer the appeal to the legal protection board for further consideration is to be appended to the examiner’s decision.
39 § Transferring of Appeals to the Legal Protection Board

A student, who is displeased with a decision made in the case of an appeal, can submit the matter to the Legal Protection Board within 14 days of the student having received the appeal decision. The prescribed time is counted from the date on which the e-mail message has been sent. If the student can prove a reasonable obstacle was in the way of receiving notice of the outcome of the appeal, the prescribed time may be extended. A request from a student that the matter be transferred to the Legal Protection Board should be submitted in writing. The signed request is submitted to the Åbo Akademi University Registrar, Domkyrkotorget 2, 20500 Åbo, or a scanned copy is sent to the e-mail address registratör@abo.fi.

40 § Legal Protection Board

The Administrative Procedure Act (434/2003) stipulates that for continued discussion about correction of study attainments there is an Examination Board. The Legal Protection Board acts as Examination Board.

41 § Conventions of the Legal Protection Board

The Legal Protection Board should meet within 30 days of a matter being submitted to the Board. The time is counted from the date when the matter was registered by the University’s Registrar. The Examination Board forms a quorum when all its members are present. The Rector appoints a secretary for the Board. In the event of a vote, the same procedure as in a collegial court is observed.

42 § Hearing of the Party

Before the Legal Protection Board can reach a decision regarding a matter, a written explanation of the issue should be requested from the teacher, examiner or the faculty council, whose decision constitutes the basis for the appeal. The student is to be offered the opportunity to reply to this explanation in writing. The secretary should ensure that both the written explanation and the student’s possible feedback are obtained within such a timeframe that these documents are available to the Legal Protection Board at its meeting within 30 days after the matter has been submitted to the Board.

43 § Rulings and Denial of Appeal by the Legal Protection Board

The ruling in the matter is communicated in writing to the concerned parties, that is, the student, the teacher or examiner and the person who presents study matters. Appeals against the rulings of the Legal Protection Board cannot be lodged according to section 84, subsection 2 of the Universities Act (558/2009).

Chapter 7: Coming into force

44 § Coming into force

These Instructions come into force on 1.8.2015. Simultaneously the previous Instructions that came into force after approval by the University Board 8.12.2009 and 29.1.2013 are annulled.