



Åbo Akademi University

Degree Regulations

Translation of the Swedish version

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Chapter 1: Basic Regulations

Section 1: Area of Application and Governing Documents

These Degree Regulations contain general rules and specifications concerning education and studies. Applicable parts of the regulations pertain to postgraduate education, qualifying studies, continuing education, specialisation education and open university education.

In addition to the Degree Regulations, the following governing documents regulate education:

- The Regulations of Internal Administration
- The Instructions for Postgraduate Education
- The Examination and Assessment Instructions
- The Staff Instructions
- Rector's Decision on Handling Suspected Violation of Responsible Conduct of Research
- The Instructions for the Centre of Lifelong Learning (CLL). The Centre for Language and Communication is a part of CLL.

The Degree Regulations contain rules and specifications about:

- 1) bachelor's and master's degrees completed at Åbo Akademi University (ÅAU);
- 2) heads of study programmes; heads of master's programmes; heads of subjects and subject clusters; supervisors; examiners; and teacher tutors at ÅAU;
- 3) postgraduate education as applicable, upgrading of qualifications, continuing education; and open university education.

If the original Swedish version of the Degree Regulations and the English translation thereof differ, the Swedish version is valid.

The Rector takes decisions on education and studies concerning:

- 1) exceptions in the structures of studies;
- 2) the principles for student admission at bachelor's and master's level;
- 3) principles for extension of the duration of studies;
- 4) exceptions in the language used in education at bachelor's and master's level.

The Centre of Languages and Communication issues detailed rules on how language proficiency is to be demonstrated and how language revision is to be conducted.

Section 2: Free Education

The education at ÅAU is basically free. Possible tuition fees are regulated in the Government Decree 1082/2009.

Section 3: Aims, Extent of Studies and Study Duration for Degrees

Regulations about the aims of the degrees taken at ÅAU, the extent of studies required for a degree, and the normative study durations for full time students are included in section 40 of the Universities Act, and in accordance with section 7 of the Universities Act, as stipulated in the Government Decree on University Degrees (794/2004).

Section 4: Education Responsibility According to Field of Education and Degree

The Government Decree 794/2004 stipulates educational responsibilities according to the field of education and degree, and English names for the degrees. It also stipulates the arranging of education leading to a bachelor's or master's degree. Education can be arranged based on subjects or as degree programmes. Education can be arranged so that it leads to one or more degrees together with one or more Finnish or foreign universities. The Government Decree 1451/2014 specifies the universities' educational responsibility and stipulates the areas where Åbo Akademi University bears the responsibility for education and is to arrange education that leads to bachelor's and master's degrees.

Appendix 1 of these Degree Regulations contains:

The educational responsibility at ÅAU divided according to faculty, area of education, degree, name of study programme, master's programme or doctoral programme, and possible specialisations, areas where ÅAU bears the educational responsibility, main subjects, and subjects of tuition for teacher training.

Appendix 2 of these Degree Regulations contains:

The educational responsibility divided according to faculty, area of education, degree, names of international, joint, or double master's programmes, areas where ÅAU bears the educational responsibility, main subjects, language of instruction and examination, language of degree certificate, cooperation partners, nature of the degree, and possible fees paid for the programme.

Chapter 2: The Various Actors and their Responsibilities within Education and Instruction

Section 5: Tasks of Central Actors

The Regulations on Internal Administration define the tasks of the Board, the Rector, Vice-Rectors, Faculty Councils, Deans, and the Board for Undergraduate Studies.

Section 6: Tasks of the Heads of Study Programmes and the Heads of Master's Programmes

The tasks of the Heads of Study Programmes and the Heads of Master's Programmes include

- 1) preparing the curriculum for acceptance by the Faculty Council together with:
 - a) the Heads of the Subjects that are included in the programme
 - b) Research and Education Services
 - c) the Centre for Language and Communication for language courses
 - d) the Dean for general studies;
- 2) implementing the Faculty Council's decisions on the curriculum by
 - a) coordinating courses per year for the degrees
 - b) coordinating courses and examination together with Research and Education Services, who set the schedules;
- 3) if responsible for entrance examinations, initiating the preparation of entrance exam questions, appointing examiners and responsible persons for the entrance exams;
- 4) using student feedback by analysing its results together with teachers and students, and suggesting improvements in the tuition to the Faculty Council.

Section 7: Tasks of Heads of Subjects and Subject Clusters

The tasks of the Heads of Subjects include being responsible for the preparation of curricula that cover all compulsory and optional courses, by

- 1) assigning individual teachers or a group of teachers to write a course description for each compulsory and optional course in the subject;
- 2) assigning teachers for all courses;
- 3) approving the teachers' preliminary curricula;
- 4) discussing the courses with teachers based on the results of the course evaluations;
- 5) deciding on the subject's examination;
- 6) appointing supervisors and examiners for bachelor's and master's thesis, and teacher tutors;
- 7) suggesting a main supervisor and at least one assistant supervisor for doctoral theses;
- 8) suggesting two examiners for licentiate theses, at least two preliminary examiners for doctoral theses, and chair, opponent, and examination board for the public defence of a dissertation.

Heads of subject clusters are responsible for the general administrative tasks of a subject cluster.

Section 8: Supervisors

For each student working on a bachelor's or master's thesis, the Head of Subject appoints a supervisor from among the staff at ÅAU. A possible assistant supervisor may be external to ÅAU. A supervisor must have completed at least a master's degree. The remit of the supervisor is to:

- 1) write an agreement with the student on the working process for the thesis;
- 2) give permission to write a joint thesis (see section 12 below) and in that case write a specific agreement on the working process for the thesis, and annul such an agreement, if necessary;
- 3) support the student during the writing process.

Both the student and the supervisor can initiate a change of supervisor, primarily by contacting the Head of Subject, who may appoint a new supervisor. The Dean is the second instance to take a decision in the matter.

Section 9: Course Examiners

A course examiner is responsible for examining a single coursework, evaluating it and reporting the results to the Register of Studies.

Section 10: Teacher Tutors

Teacher tutors are teachers whose task it is to:

- 1) assist their students in planning their studies;
- 2) annually follow up the progress of their students' studies.

Chapter 3: Education

Section 11: Study Programmes Including Master's Programmes

In Swedish bachelor's degrees are called *lägre högskoleexamen* (lower university degree) and master's degrees *högre högskoleexamen* (higher university degree). The education for bachelor's and master's degrees is arranged in the form of study programmes (*utbildningslinjer*). Each programme comprises 300 credit units divided into 180 credits for a bachelor's and 120 credits for a master's degree. The study programme in psychology comprises 150 credits for a master's degree. The term master's programmes (*magisterprogram*) are used for study programmes for master's degrees.

The study programmes, including the master's programmes, may include various specialisations. For education responsibilities confirmed by the University Board, see appendices 1 and 2.

Åbo Akademi University arranges the following types of master's programmes:

- 1) Master's programmes taught in Swedish where at least 50% of the tuition given by ÅAU is in Swedish.
- 2) International master's programmes, which are taught and examined in another language than Swedish. These programmes have a tuition fee, according to section 10 in the Universities Act.
- 3) Joint master's programmes where students get their degree at their home university, with a mention on their certificate which other universities participated in the degree programme. The programmes are governed by an agreement signed by the Rector. The programmes may have a tuition fee.
- 4) Double degree master's programmes where students receive their degree from several universities. The programmes are governed by an agreement signed by the Rector. The programmes may have a tuition fee.

Section 12: Degree Structure

The term degree structure refers to the name of the education, its extent and level in the overall educational structure, its division into compulsory, optional and elective studies and coursework. Coursework required to obtain a degree is compulsory, which means that all of it must be completed. Coursework may also be optional, which means there is a set offer of courses from which the students choose a certain number of alternatives. In addition, there is elective coursework, which means that students can choose any courses.

The degree structure and the courses required for bachelor's and master's degrees are confirmed for a period of two years. A study entity is formed by a number of courses with a common learning objective. Learning objectives are defined also for the entire degree.

The course description defines the contents of the course and the coursework required. The course description is to include the learning objectives describing the main content of the course and the minimum requirements for passed coursework. The learning objectives describe what the students are expected to know, master, do, or have an opinion on. They also function as written evaluation criteria for the lowest passed grade. All learning objectives must be fulfilled in order to pass the course. For courses given in English the course description is written in English.

Section 13: Bachelor's Degree

The study programmes for bachelor's degrees have the following structure:

- 1) General studies completed by everyone at bachelor's level comprising at least 25 credits.
- 2) Basic studies in a subject or an entity corresponding to a subject comprising 25 credits.
- 3) Intermediate studies in a subject or an entity corresponding to a subject comprising 35 credits.
- 4) For a degree the intermediate studies in the main subject or an entity corresponding to the subject contain a degree thesis and seminars comprising 10 credits.
- 5) Other studies comprising courses in academic skills of at least 5 credits, methodology at least 5 credits, and languages and communication 15–25 credits.
- 6) Elective studies comprising 0–15 credits.

Exceptions from the main rules can for a cogent reason be granted upon application by the Rector.

Section 14: Master's Degree

The study programmes for master's degrees have the following structure:

- 1) Advanced studies in the main subject, or an entity comparable to the subject, comprising 60–80 credits.
- 2) The advanced studies in the main subject, or an entity comparable to the subject, include a degree thesis comprising 30 credits and a seminar comprising 10 credits. The degree thesis and the seminars may be examined as 4 x 10 credits. Each faculty defines clear criteria for when each 10 credits are to be examined.
- 3) In addition to the degree thesis and seminars, the advanced studies in the main subject, or an entity comparable to the subject, include 1–2 modules comprising 20 or 40 credits.
- 4) The programme also includes 2–3 thematic modules comprising 40 or 60 credits. The contents and amount of coursework of one of the modules is elective.

A module may consist of courses in one or several subjects at ÅAU or another university. A module may consist of compulsory, optional or elective courses. The university offers a selection of joint modules, of which students from all faculties may choose modules for their degree.

Exceptions from the main rules can for a cogent reason be granted upon application by the Rector. For qualifying studies, joint master's programmes with other universities, and courses offered to exchange students, another structure may be accepted by the Faculty Council.

Section 15: Subjects, Main Subjects, Minor Subjects and Modules

Subject

The subjects taught at ÅAU are divided into main subjects or entities corresponding to main subjects, and minor subjects. (Government Decree 794/2004)

Main subject or entity corresponding to main subject

Main subject or entity corresponding to main subject (hence forward main subject) refers to the academic subject in which the thesis for the bachelor's or master's degree is written. The main subjects for degrees are defined by the Åbo Akademi University Board as follows:

- 1) in each field where ÅAU is to arrange education leading to a bachelor's or master's degree;
- 2) in fields that ÅAU considers to be strategically important.

Main subject within postgraduate education

All main subjects in a master's degree, except within chemical and process engineering, are also main subjects in postgraduate education, and minor subjects in the degree if nothing else is stipulated in appendix 1.

Minor subjects

Subjects that can only be a minor subject are listed under the faculty concerned. The smallest extent for a minor subject is 25 credits of basic studies, which is noted as a minor subject on the degree certificate.

Course levels within subjects

The main and minor subjects are divided into the levels basic, intermediate and advanced studies. The basic and intermediate studies of the main subject are included in the bachelor's degree and the advanced studies in the master's degree.

Module within master's degree

A module within a master's degree is a unit of courses making up 20 credits.

Section 16: Curriculum

The Faculty Council approves a curriculum. It states which study programmes are available and which tuition is given, with the course name, number of credits, and course code.

Compulsory coursework is always to be included in the faculty's own curriculum, but can, if need be, be offered at different intervals. The Centre of Lifelong Learning draws up a two-year curriculum suggestion for the Open University and presents it for approval to the faculties.

The curriculum is published on the ÅAU website before the start of the academic year at latest.

Section 17: Studies and Coursework

The basis for measuring the studies is a credit unit (credit). Coursework is assigned credits according to the workload required. A workload of 27 hours corresponds to 1 credit. On an average 1,600 hours are required to complete the studies of one academic year corresponding to 60 credits. The students' total workload for a course is calculated based on the forms of coursework and tuition at ÅAU.

A course is completed as the result of an approved formal examination of attained knowledge and skills with one of ÅAU's forms of examination. The extents of courses are stated in credits without decimals. The smallest number of credits for a course at bachelor's level is 5 credits and the number of credits for all courses are to be divisible by 5. Exceptions are allowed in external cooperation, studies completed abroad, and in student activities according to stipulations in the curriculum. An approved course is registered in the register of studies.

A course can consist of several parts that are examined separately, but are not registered as such in the register of studies. The examination and assessment of all parts of courses and coursework must be clearly stated. The teacher is responsible for documenting completed partial coursework during the course. A student who has discontinued a course, may ask for approved partial coursework to be accepted when starting the course concerned again.

Section 18: Degree Examination

The degree examination consists of a thesis and a maturity examination. For a bachelor's degree, the degree examination consists of a bachelor's thesis and a maturity examination, and for a master's degree of a master's thesis and a maturity examination. The aim of the maturity examination is to demonstrate that the student has a good command of the field of the thesis and that his or her language proficiency and communicative skills fulfil the regulated requirements. All theses and maturity exams are assessed.

Bachelor's degree

The maturity examination for a bachelor's degree is conducted on a part (10,000 characters without spaces) of the bachelor's thesis written in Swedish, Danish or Norwegian. When a thesis in the subjects of Finnish or foreign languages is written in the language of the subject, the compulsory Swedish summary (10,000 characters without spaces) constitutes the maturity examination. The part that forms the maturity examination is subjected to language revision, but the entire bachelor's thesis is not. Bachelor's theses cannot be written jointly by several authors.

Master's programmes taught in Swedish

The maturity examination for a master's degree consists of a compulsory abstract (2,500 characters without spaces) written in the same language as the thesis. Theses written by Finnish students in a foreign language or Finnish, include a compulsory Swedish summary (5,000 characters without spaces), which undergoes language revision.

Theses and abstracts for master's degrees are language revised (a total of 15,000 characters without spaces) as two separate pieces of coursework.

International master's programmes

Within international master's programmes all students write a thesis and an abstract (2,500 characters without spaces) which forms the maturity examination, in the language of the programme. No Swedish summary is required.

Jointly written master's theses

Master's theses may be written jointly by several students, presuming that the individual students' contributions are documented. The thesis must include an abstract, or if the thesis is written in a foreign language, a summary in Swedish.

Separate maturity examination

For Finnish students applying to a master's programme, the faculty office controls whether the requirement of excellent proficiency in one domestic language and satisfactory or good proficiency in the other domestic language are fulfilled.

In case a student does not fulfil the legally defined language requirements, the maturity examination is exceptionally written as a separate exam in Swedish or Finnish (10,000 characters without spaces).

The regulations on the maturity examination apply to all students regardless of when they have commenced their studies.

Section 19: Teacher Training

The objectives, structure, and studies in teacher training are included in the Government Decree 794/2004

Chapter 4: Admission and Registration of Students

Section 20: Admission to Studies for a University Degree

Sections 36–37 and 82 of the Universities Act (558/2009) stipulate the criteria of eligibility for studies leading to a university degree, the admission of students, and the students' right to lodge a rectification request on the admission decision. The Rector annually confirms the general principles for student admission to ÅAU. The Faculty Councils confirm the detailed criteria for each group of admissions.

To be admitted as a student at ÅAU the applicants should have a sufficient proficiency in the Swedish language to be able study in this language. To be admitted as a student to a programme taught in English at ÅAU the applicants should demonstrate a level of proficiency in English defined by the Rector.

If dissatisfied with the admission decision, a person who has applied for entry may address a rectification request to the Åbo Akademi University Examination Board. The admission decision concerning an applicant must include instructions on how to lodge a rectification request.

Section 21: Admission to Extra Studies

A person who wants to study at ÅAU without being registered as a degree student can be admitted by way of a decision by the Dean, or according to the regulations on studies at the Open University.

Conditions for admission of students from other domestic universities and educational institutions for short-term studies are included in the agreement ÅAU has with the university in question. Conditions for admission of students from foreign universities or other foreign exchange of students, so called guest students, are included in the agreement that regulates the exchange. If there is no agreement or if the agreement has no stipulations on admission, the study right is granted by the Dean. A study plan is to be attached to an application for a flexible study right in a minor subject (JOO), for guest studies at ÅAU or at a foreign university.

The Centre for Lifelong Learning admits students to the further education it arranges, to studies within the Open University and extra students who are admitted to complete a separate course or subject. The Centre defines the detailed procedure for this. A student who holds a current study right for a degree cannot be admitted as an extra student.

If dissatisfied with the admission decision, a person who has applied for entry may address a rectification request to the Board of the Centre for Lifelong Learning. The admission decision concerning an applicant must include instructions on how to lodge a rectification request.

Section 22: Enrolment

Research and Education Services decide on the detailed procedures for enrolment and term registration.

Chapter 5: Right to Study

Section 23: Right to Study for Bachelor's and Master's Degrees

The general principles for the right to study, continued study right, and for forfeiture of the right to study are stipulated in the Universities Act.

Section 24: Extension of the Right to Study

Students who have not completed their studies in the normative duration of studies can upon application to the Dean be granted extension, provided that they present a goal-oriented and feasible plan for the completion of studies. The plan should specify the studies that are to be completed and a timetable for graduating.

The study right is extended if the student, considering the amount of credits completed and those remaining as well as earlier decisions on extension, is considered to be able to complete the studies within a reasonable time. When granting an extension of the right to study, the Dean shall consider the student's current life situation. The Rector issues directives on how the extension of the right to study is granted at ÅAU.

A student can lodge a rectification request to the Dean within 14 days of receiving the decision on forfeiture of the study right.

Section 25: Entitlements Granted by the Study Right at ÅAU

A student who is registered as present for completing a degree at ÅAU, is entitled to participate in the tuition and examination arranged by ÅAU, and to get supervision.

Students have the right to study at advanced level before completing a bachelor's degree

A student who has completed a bachelor's or master's degree at ÅAU is entitled to study at ÅAU as long as the registration as present is valid, or at the most until the end of the academic year.

Section 26: Forfeiture of Right to Study

Section 43 of the Universities Act stipulates on the forfeiture of the right to study.

Chapter 6: Language of Instruction and Examination

Section 27: Use of Languages in Undergraduate Education

The language of instruction and examination at ÅAU is Swedish. The aim of ÅAU is to uphold and develop Swedish as a scientific language and as a society- and culture-bearing language in Finland. Thus students are guaranteed an education in Swedish at bachelor's, master's and doctoral level. The use of foreign languages is governed by section 11 of the Universities Act.

Instruction and examination at bachelor's and master's levels is mainly conducted in Swedish. As of 1 August 2018, at least 50% of instruction at master's level at ÅAU should be given in Swedish, according to the confirmed curriculum. At bachelor's level 0–15 credits may be given in English. In addition, coursework may contain learning objectives of the student practicing terminology in a foreign language.

Examination is based on the learning objectives and is carried out either in Swedish or English, as confirmed in the course description. When instruction is given in another language than Swedish, the course's learning objectives and examination are to include testing the knowledge of terminology and central concepts in Swedish. This is of particular importance concerning qualifications within subject teacher training. If the learning objectives and the examination include testing knowledge in a foreign language, the examination may be only in this foreign language.

ÅAU offers tuition in Finnish and foreign languages within the respective language subjects and in the form of courses at the Centre for Language and Communication. Examination is based on the language studied.

The Rector can grant an exception upon a written application provided that the study programme can point to good reasons, e.g. national or international cooperation which presumes that tuition is given in a foreign language.

The language of instruction and examination in international master's programmes may be other than Swedish. The degree is taken in the language of the programme, as specified in Appendix 2. If a programme is taught in several languages, one of them must be defined as the degree language for the students registered at ÅAU.

Section 28: Language of Theses

Bachelor's degree

The thesis for a bachelor's degree is written in Swedish, Danish or Norwegian. In the subject of Finnish or a foreign language, that language can be used if the supervisor finds it to be meaningful.

Theses written in another language than Swedish, Danish or Norwegian must contain a Swedish summary (10,000 characters without spaces).

Master's degree

The thesis for a master's degree is written in Swedish, Danish or Norwegian. With the supervisor's permission the thesis may be written in English, and with the Dean's permission, in another foreign language. Theses in the subject of Finnish or a foreign language should be written in that language. However, the Dean can decide that such a thesis may be written in Swedish, and that theses in the didactics of Finnish or foreign languages can be written in that language.

Theses written by Finnish students (who have completed school in Swedish or Finnish in Finland) in another language than Swedish, Danish or Norwegian must contain a Swedish summary (5,000 characters without spaces). The summary is written according to instructions by the Centre for Language and Communication.

International master's programmes

In international master's programmes all students write their thesis in one of the programme's languages. No Swedish summary is required.

Chapter 7: Communication and General Language Skills

Section 29: Requirements of Language Proficiency for a Degree

The students are to demonstrate that within their bachelor's or master's studies or in another way they have acquired:

- 1) such proficiency in Finnish and Swedish which is required of civil servants within bilingual public agencies and organisations under section 6, subsection 1 of the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), and are necessary for their field, and
- 2) such proficiency in at least one foreign language that they can follow the development within their own field and be active in an international environment.

Students who have completed their upper secondary education in an educational institution in the Åland Islands do not in their bachelor's or master's studies need to demonstrate such knowledge of Finnish, which is otherwise required for the degree in question. Section 30 below defines to which extent a student is to participate in instruction of Finnish, which may be necessary for their field of education.

The terms in subsection 1 do not apply to students who have received their school education in another language than Finnish or Swedish, nor to students who have received their school education abroad.

Apart from what is stipulated in these regulations, the Faculty Councils can decide on language requirements in addition to the minimum requirements in certain study programmes.

The students' level of proficiency in the other domestic language and foreign languages is to be stated in the degree certificate.

Section 30: Assessment Criteria for Studies in Swedish and Finnish

Students who have received their school education in Swedish are to demonstrate that they have achieved excellent knowledge of Swedish and a satisfactory or good command of Finnish in speech and writing during their studies. Students have achieved excellent knowledge of Swedish when their maturity examination has passed the language revision. Knowledge of Finnish can be proven by such a test or such language studies that are mentioned in section 13 of the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003).

Students who have received their school education in Finnish or Sami are to demonstrate that they have achieved a good command of Swedish in speech and writing during their studies. Students have achieved a good knowledge of Swedish when their maturity examination has passed the language revision.

For students who have received their school education in both Swedish and Finnish or Sami, the same provisions apply as for those who have received their school education in Swedish.

Graduates from a secondary educational institution in the Åland Islands can on application graduate from ÅAU without such knowledge of Finnish that is stipulated in subsection 1. They are, however, to demonstrate elementary knowledge of Finnish corresponding to the course in Finnish included in the

compulsory language studies for the degree concerned. The Centre for Language and Communication is responsible for the assessment and registration of the course.

When applying for studying Finnish and the didactics of Finnish graduates also from secondary educational institutions in the Åland Islands need to demonstrate required knowledge of Finnish in order to be admitted to ÅAU.

Section 31: Assessment Criteria for Knowledge of Foreign Languages

Foreign languages refer to Latin or modern languages with the exception of the domestic languages, and Danish and Norwegian. Estonian, Faroese and Icelandic can be included in the compulsory language studies.

The language or languages in which the student has demonstrated knowledge corresponding to level 4 are mentioned on the degree certificate. Other language studies are mentioned in the transcript of records.

In foreign languages the level of proficiency is determined according to the following requirements:

- a) Level 4 means specialised command of the language, i.e. an ability to follow the development within one's field of specialisation and to be active in an international environment.
- b) Level 3 means a general command of the language, i.e. an ability to understand texts in this language in one's own field.
- c) Level 2 means an elementary command of the language, i.e. an ability to use the language in general situations.

Knowledge in one language at level 4 is required for all degrees. In addition to the general levels the Faculty Councils can define specific requirements for language studies.

Language courses at all four levels are offered by the Centre for Language and Communication. Knowledge in English at level 4 can also be attained by passing the examination in English in a course given in English within one's own subject. In that case, the Centre for Language and Communication assesses the language proficiency and the department assesses knowledge of the field.

Section 32: Academic Writing

A 5-credit course in academic writing (communication) is included in all bachelor level study programmes, as specified in the curriculum.

The Centre for Language and Communication is responsible for tuition and examination of the course.

Section 33: Language Revision of Written Coursework

Bachelor's degree

The maturity examination for a bachelor's degree undergoes language revision to assure that it fulfils the language requirements defined by legislation and ÅAU. Bachelor's theses are not language revised if the student has already passed one maturity examination in Swedish which has undergone language revision.

Master's degree

The purpose of the language revision of theses for a master's degree is to assure that they fulfil the general language requirements that apply at ÅAU. Only the first thesis for a master's degree at ÅAU undergoes language revision.

The content of a thesis is to have been passed by the supervisor before it is handed in for language revision. The student is responsible for making corrections and proofreading the text.

The Centre for Language and Communication provides the language revision. In the subjects of English, Finnish, French, Russian, Swedish and German, examiners who have passed advanced studies in the language concerned and are thus qualified for language revision, also perform the language revision of the thesis. In this case it is to be explicitly noted in the examiner's statement that the thesis has also passed the language revision. The Centre for Language and Communication performs the language revision of the Swedish summary.

Section 34: Foreign Students' Language Knowledge

Foreign students who have demonstrated proficiency in Swedish corresponding to at least the CEFR level B2 when admitted to bachelor's studies, do not need to complete additional studies in Swedish for their degree. Admitted students who have not demonstrated proficiency in Swedish at least at the B2 level are to pass a course or a test corresponding to that level.

Foreign students admitted to master's programmes with no prior knowledge of Swedish, take courses in Swedish amounting to 10 credits.

Students within international master's programmes taught in another language than Swedish, do not need to demonstrate basic knowledge of Swedish. The Faculty Council decides what level of proficiency in Swedish is to be required.

Nordic degree students are to demonstrate knowledge of foreign languages according to section 31 above.

The Faculty Council can decide on special requirements on how foreign students carry out their language studies. However, more credits than what is required of domestic students cannot be required of foreign degree students. If a student wishes to deviate from the set requirements, section 35 below is applied.

Section 35: Exemption from the Requirements of Language Knowledge

After consultation with the Centre for Language and Communication, the Dean can for special reasons partly or totally exempt a student from the language knowledge requirements applicable for taking a degree or from the language revision of the maturity examination. This exemption is mentioned in the degree certificate.

Chapter 8: Academic Tuition and Curricula

Section 36: Academic Year

At ÅAU the academic year starts on 1 August and ends on 31 July (Universities Act 558/2009 section 39). Instruction is given during two terms, each divided into two periods. The autumn term starts on 1 August and ends on 31 December, and the spring term starts on 1 January and ends on 31 July.

Section 37: Curricula and Study Arrangements

The faculties arrange tuition, supervision and examination so that students are able to pursue their studies efficiently and practically, enabling full-time students to take their degree within the normative duration of studies. The curricula are drawn up based on the normative duration of studies and usually comprise 30 credits per term, a total of 60 credits per academic year.

Students' positions of trust at ÅAU and their board membership in bodies developing university education are to be considered in the examination, so that the concerned students' studies are not prolonged unreasonably.

All programmes should increase the amount of coursework that can be examined regardless of time and place.

Section 38: Course Arrangements

Course registration is obligatory for all courses. For arranging a course, a minimum number of participants is necessary, as specified in the course description. If the minimum number is not achieved alternative instruction and examination is to be arranged.

Entry to a course can be restricted due to the size of the space, the need of special equipment, security requirements and teacher capacity.

When restricting entry, the following order of priority is observed:

- 1) Students have prior knowledge as defined in the course description.
- 2) The course is compulsory for the students' study programme for the current year.
- 3) Students have registered correctly and on time for the course.
- 4) Other criteria specified in the course description.

Section 39: Positions of Trust, Studies Abroad and Work Placement

Demonstrated positions of trust and/or acting as a student tutor at ÅAU is examined according to what the curriculum stipulates. All faculties should offer this opportunity.

The faculties are to offer their students an opportunity to study and carry out a practical work placement abroad during their studies for a bachelor's or master's degree. Studies abroad are planned in such a way that they can be fully credited and included in the ÅAU degrees. International experience gained according to a plan approved by the faculty or one of its subjects and satisfactorily completed gives the student 5 credits extra, in addition to the credits achieved for the academic work, for the additional experience that living abroad for at least one term gives, and it is examined according to the curriculum.

The professional relevance of the degrees is to be supported through contact with working life. Relevant work placement carried out according to a plan approved by the faculty or one of its subjects and satisfactorily completed is examined according to the curriculum. All faculties are to accept at least 5 credits for work placement relevant for the degree at both bachelor's and master's level.

Section 40: Study Planning and Follow-up

Students bear the main responsibility for the progress of their studies. ÅAU and its faculties encourage the ability to study by offering tuition and supervision, systematic support for the study abilities and a secure study and learning environment. Working life skills and the transfer into working life are also to be promoted. Students are offered the possibility to continuous support and study advice throughout their entire time of study.

Annually each student is to independently make up a personal study plan for his/her education.

The teacher tutor follows up the student's study progress annually. For questions concerning the structure of the degree, general requirements and qualifying education, support is given by the staff at Research and Education Services.

Section 41: Publicity of Instruction

Instruction in the form of lectures is public according to section 6 of the Universities Act. Lectures cannot be part of compulsory coursework for students.

The following tuition is not public, and the public does not have access to tuition that:

- 1) is arranged by other units than the faculties and the subjects within them;
- 2) is arranged in laboratories or other facilities equipped for special purposes, or outside ÅAU, or are exercises or supervised lessons at the Teacher Training School (Övningskolan i Vasa) (laboratory work, field work, exercises);
- 3) presupposes that the participants prepare for taking part of the tuition, or which corresponds to supervision (group teaching, seminars); or
- 4) for weighty reasons has been defined as non-public in the curriculum or by the Dean's decision.

Section 42: Supervision and Seminars

Theses for bachelor's and master's degrees are prepared in seminars, where certain set activities are required of the participants. The supervisor and student agree on the conditions for the process of writing a thesis. A form for the agreement is found in Appendix 3. Additions can be made to the form.

A supervision agreement is not needed for theses written within project groups where a contract of employment has been entered.

Section 43: Form and Publicity of Theses

As of 1 August 2018, theses for master's, licentiate, and doctoral degrees are submitted electronically in the ÅAU publications database, where they are publicly available. Exceptions are theses that are prepared for publication or are classified as confidential. These theses are also stored electronically, but as non-public.

A thesis for a bachelor's, master's or doctoral degree is public. An unpublished thesis becomes public when it has been assessed as a degree thesis.

Documents that constitute plans or basic materials for theses are to be kept secret in the way described in section 24 of the Act on the Openness of Government Activities (621/1999).

If the content of a thesis is such that it is to be kept secret, the author is to apply to the Dean, at latest when the thesis is handed in for assessment, for the thesis to be accepted as coursework with such a restriction. On the application of the author or otherwise when it is motivated and enabled by the law, the Dean is to decide that part of an approved is kept secret. The decision is to state the time period for keeping it secret, which is a maximum of four years, and other possible provisions and the applicable legislation for the case, i.e. Section 24 of the Act on the Openness of Government Activities (621/1999).

As for theses being prepared for publication, the author may apply with the supervisor for a postponement of the time of publication. The application is made when the thesis is submitted for assessment, at the latest. The supervisor may grant a written exception for a maximum of one year.

Theses are to be kept accessible to the public. Theses for master's and doctoral degrees are to be kept indefinitely. A decision on the secrecy of a thesis is to be available at the same repository. Theses for bachelor's degrees are stored for ten years.

Section 44: Education Development and Systematic Student Feedback

It is the duty of ÅAU, its faculties and study programmes to continuously develop degrees, the studies that are included in the degrees, the tuition, the examination, the supervision and the study environments. Special attention is to be paid to the quality of teaching and studies, their relevance to working life, the national and international equivalence of the studies, plus the achievement of good results in education.

To develop, evaluate and assess the effects of the development work on the education and tuition ÅAU systematically collects feedback.

Course examiners are responsible for the evaluation of their courses. The teachers and students of the course are given summaries of the course evaluation. Heads of study programmes, heads of master's programmes and heads of subjects are to use the results from course evaluations for the development of education. Results and development suggestions are presented and discussed annually with teachers and students at joint unit meetings.

Research and Education Services carries out a review of the study climate as well as a review of the graduated students on the employment market, and also coordinates the collection of feedback from graduated bachelors. The results are reported to the Board for Undergraduate Studies and the Rector's Executive Group.

Chapter 9: Certificates

Section 45: Degree Certificates

The Dean gives the student a certificate of a completed bachelor's or master's degree. The Deans substitute each other in this task. The degree certificate contains the details mentioned in the Government Decree 794/2004.

A bachelor's degree comprises 180 credits. A master's degree comprises 120 credits, except for master's degrees in psychology, which comprise 150 credits.

The cover of the certificate is to state the following: the name of ÅAU, its logo, the name of the graduate, the name of the degree with the main subject (within the subject/study programme/specialisation/master's programme and faculty), date and signatures. The certificate is also to bear the university's seal. The text of the certificate is to include the graduate's personal identification number, the extent of the degree and the extent of the various parts of the degree and their assessment. The certificate shall also state studies transferred from elsewhere and where they have been completed.

The commentary part of the certificate is to include specifications on according to which decree the degree has been taken, the extent of the degree and a definition of the term 'credit'. In addition, the grading scales used for the different parts of the degree are to be indicated specifying the highest and the lowest grades.

A certificate for a bachelor's or master's degree is to state the required language proficiency according to chapter 7 above. The note on language proficiency in the certificate is to consider section 19 in the government decree on assessing the knowledge of Finnish and Swedish in state civil service (481/2003).

When a degree is taken in another language than Swedish within an international master's programme, the certificate is issued both in Swedish and in English. The Swedish certificate is to also state the degree's name in English.

If the education leading to one or more degrees has been arranged together with one or more Finnish or foreign universities, the certificate is to state, which other degrees and certificates are granted upon completion of the same education and which other universities have granted the degree.

As an attachment to the degree certificate for a bachelor's or master's degree, Research and Education Services issues transcripts of records for the degree. If a study module completed does not entirely fit into the required number of credits for a bachelor's degree, the module can be assessed within a following master's degree or as a separate certificate.

Section 46: Certificate of Qualifications and Equivalence

If qualifying studies are included in the degree, a note of this is made in the certificate.

When a student completes a bachelor's or master's degree, which does not include subject teacher training a separate certificate of qualification in the teaching subjects is enclosed. Research and Education Services issue separate certificates of such studies.

Research and Education Services may issue separate certificates of qualifying studies that are not included in any degree.

Section 47: Appendices to Certificates

Research and Education Services issues an English explanation of the degree certificate (Diploma Supplement) for those who have completed a degree. The explanation is based on the model provided by the National Board of Education. When a certificate is issued for a joint degree at advanced level, a special joint certificate of these studies can be issued. The certificate is issued in the language that has been agreed upon for the cooperation.

Section 48: Certificates during the Study Time

During the studies, Research and Education Services and the Centre for Lifelong Learning issue transcripts of records and certificates of registration on request by the student. Transcripts of records and certificates of registration are issued in Swedish or English. Other certificates are issued by Research and Education Services and the Centre for Lifelong Learning on request.

Section 49: Degrees and Titles

The Dean can grant a person who has graduated with a higher university degree called *kandidat* in Swedish according to earlier regulations, the right to use the title magister (master).

The Dean can grant a person who has completed the degree Master of Economics the right to use the Swedish title *ekonom*.

Chapter 10: Coming into Force and Rules for the Transition Period

Section 50: Coming into Force

These Degree Regulations come into force on 1 January 2018. These annul the Degree Regulations of ÅAU that the University Board ratified on 20 January 2015, with the exceptions specified in sections 51–53 below. Electronic theses are taken into use as of 1 August 2018, according to sections 26 and 42 above.

Section 51: Students Enrolled before 1 August 2018

Students who have been granted the right to study commencing before 1 August 2018 may choose to transfer to the degree structure set in these Degree Regulations or continue pursuing studies according to the degree structure defined in the Degree Regulations of 20 January 2015.

However, students transfer to studying according to these regulations and the decisions taken based on them if they have not completed their master's degree by 31 July 2024 according to subsection 1.

Section 52: Students Enrolled before 31 July 2015

Students who have been granted the right to study commencing before 31 July 2015 may choose to transfer to the degree structure set in these Degree Regulations and decisions taken based on them or continue pursuing studies according to the degree structure defined in the Degree Regulations of 21 January 2010.

However, students transfer to studying according to these regulations and the decisions taken based on them if they have not completed their degree by 31 July 2018 according to subsection 1.

Students who have been granted the right to study in social sciences commencing before 31 July 2015 with the main subject women 's studies (gender studies as of 1.1.2015) have the right to choose to transfer to study according to these regulations and the decisions taken based on them. The alternative is that students choose to continue studying according to subsection 1. However, students transfer to studying according to these regulations and the decisions taken based on them, if they have not completed their bachelor's or master's degree in social sciences by 31 July 2021 according to subsection 1.

Section 53: Transfer of Credits

Credits for studies completed according to the annulled Degree Regulation can be included in a degree according to the current Degree Regulations, as specified by the faculty.

Students who have completed a bachelor's degree of 120 credits at ÅAU, according to the Degree Regulations in force until 31 July 2005, and who transfer to studies for a master's degree in the same field according to these current Degree Regulations, can without special application complete a master's degree where the studies for the bachelor's degree are included. If the studies for a bachelor's degree have been completed in a different field or at a different university, a written application for the transfer of credits is to be submitted to the Dean.