



Åbo Akademi University

Examination and Assessment

Instructions

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The official version of the Instructions in Swedish is found on the website:
<https://abofi.sharepoint.com/sites/intra-undervisa/SitePages/Stadgor-och-instruktioner.aspx>

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Chapter 1: General Regulations

1 § Field of application

These Assessment and Examination Instructions apply to all forms of examination and assessment at Åbo Akademi University. These instructions are secondary to the Degree Regulations. The Rector has made a decision on the handling of suspected violations of responsible conduct of research within basic education. If the original Swedish version of these instructions and a translated version of them differ, the Swedish version is valid.

The regulations below concerning faculties, Faculty Councils, Deans and Heads of Subject also pertain to independent institutions and their governing bodies when applicable.

2 § Study period (course) and course version

A study period is the general specification for an individual course in the two-year curriculum. The course contains a description of its learning objectives. The extent of a course is stated in credits without decimals, where the lowest number of credits for a course at the Bachelor level is five (5). The number of credits for all courses must be divisible by five (5). Exceptions are allowed in external co-operation, according to what has been stipulated in the curriculum.

The course version is the realisation of a course for the academic year. If a course is offered multiple times during the academic year, each constitutes a unique course version. Each course version has a detailed description of how the course will be given. Students must enrol in a specific course version.

2 a § Examination and assessment

Examination refers to a formal examination of acquired knowledge and skills. The examination may pertain to knowledge, skills and/or approaches used. The examination affects how a course is given.

Assessment involves an examination-based evaluation in relation to the learning objectives.

3 § Completed course and coursework

A completed course is a course or other credit-earning work done by a student, which is assessed and accepted by an examiner. A completed course is registered in the Register of Studies.

Coursework is a completed unit within a course. A course can comprise of one or several pieces of coursework. A coursework is always assessed. A coursework can comprise of several parts or of several elective alternatives. The results of each coursework are to be made available to the students.

4 § Course description and learning objectives

A course description includes information prescribed by the faculty on how the course is to be completed. The description specifies the following:

- dates and times for each course version;
- learning objectives and general skills;
- content;
- course format (contact instruction included, distance learning only or independent study only) and attendance requirements;
- forms of instruction and assessment, including any weighting between the assessment forms used;

- prerequisites;
- grading scales used;
- assessment criteria and grounds;
- course literature;
- estimated student workload;
- if the course content replaces a previous course.

If this is not included in the course description, at the beginning of the course the examiner will provide supplementary information on:

- time and place of instruction;
- times and instructions for coursework examinations.

Learning objectives are defined and communicated for each course. The learning objectives describe what the students are expected to know, master, do or express an opinion on. They also act as written assessment criteria for the lowest passed grade. All learning objectives must be passed in order for the course to be completed and accepted. All learning objectives should be such that can be examined and assessed.

All forms of assignments and examinations are included in the course workload.

5 § Assessment criteria and assessment grounds

The assessment criteria state what is assessed and they take the concrete form of one or several learning objectives.

The assessment grounds show how well a student has achieved the learning objectives according to the grading scale.

6 § Requirements for course participation

Participation in a course may require the completion of another course. Requirements for grades higher than a passing grade are not permitted. Examinations or assignments that require student preparation before the stated course start must be included in the course description and should be avoided if they will interfere with the final examination for courses in the preceding period.

7 § Examination right and re-taking examinations

In order to have the right to take an examination, students must be enrolled and registered as present for the current term. The right to take a coursework examination may require the completion of other coursework.

The possibility for re-taking an examination (supplementing or improving a grade) is decided based on the form of examination. A re-taken examination may only improve the grade for coursework and/or a course.

8 § Examination language

The language used in examinations is stipulated in the Degree Regulations. Examination is based on the learning objectives and is carried out either in Swedish or English, as confirmed in the course description. If the learning objectives and the examination include testing the student's knowledge of a foreign language, the examination may be given only in this foreign language. A course completed in Swedish may include coursework, which trains the students' ability to express themselves in Finnish or Swedish, or use terminology in a foreign language.

9 § Consideration of special holidays

When timing examinations and deadlines, special holidays; for instance religious ones, should be taken into consideration, if possible. Students should inform the examiner or the examination coordinator as soon as they realise that their participation in an examination is thus hindered, but no later than eight days before the examination. The examiner decides on possible special arrangements.

10 § Students with special needs and support for learning

Examinations for students with special needs are arranged so that the difference between the student and the other examinees is compensated for without waiving the quality requirements of the examination. Students with special needs are to be offered an examination form that supports their completion of the examination. Students are to inform the examiner or the examination coordinator about their need for special arrangements no later than eight days before the examination. The examiner decides on possible special arrangements.

Teaching materials available in an electronic format must be made available electronically to course participants during the course. The examiner must provide the course participants with a justified reason if this is not possible.

11 § Time limits for assessment

The examiner reports the examination results electronically as soon as possible, but no later than 10 working days after the examination deadline if the number of students is less than 40 and no later than 15 working days after the deadline if the number of students is over 40. The results of electronic examinations are reported at the latest 15 working days after the examination, as the examiner cannot exactly decide when the examination is to be completed. For examinations completed between 1 June and 31 August, the assessment time is estimated from 1 September. In independent study without a specified time limit, the examination of submitted work is done according to an agreement between the students and examiner.

The examiner's time for assessment is estimated from the day following the given deadline for the coursework. If no deadline has been given, the assessment time is estimated from the date when the students hand in their coursework for assessment. The Dean may, in cases of weighty reasons, allow the examiner up to 15 working days additional time for assessing the examination. If necessary, the Dean appoints additional examiners in order to ensure that the time limit is not exceeded.

12 § Grading scales for assessments

A course is assessed on the scale

- 5 (excellent)
- 4 (very good)
- 3 (good)
- 2 (satisfactory)
- 1 (sufficient)
- F (failed)

A course may also be assessed with the grades pass and fail, if it is of a kind where further grading is not meaningful. Knowledge in the other domestic language is graded on the scale good or sufficient.

Coursework can be graded on a different scale. The grading scale must be relevant to the assignment, included in the course description and explained to students prior to the examination. Coursework can also be given a grade of Fx (failed, supplementary work required to pass).

12 a § Publication and communication of results

The examiner is responsible for publication and communication of examination results. Results are communicated electronically through the Åbo Akademi University Register of Studies, via learning platform, or by email to the student's abo.fi address. Student grades must be distributed so that they are not available to other students. Anonymised grades may be given out if the total number of students taking the examination exceeds five.

13 § Final assessment of study entities and modules

Final assessment of study entities and modules for a degree is done separately for Bachelor's and Master's degrees. Assessment of study modules within teacher training may include studies outside of the degree, in which case this should be clearly stated. Final assessment pertains to study modules of at least 25 credits at Bachelor's level and of at least 20 credits at Master's level. The final assessment is estimated as an average grade weighted with the number of credits. The Master's thesis is not included in the calculation of the final assessment of advanced studies.

14 § Documenting of assessment records and examination answers

Separate notes on assessment made by the examiner are documented until the student time limit for lodging an appeal has expired (See Section 46 of the Examination and Assessment Instructions (EB)). If an appeals process is launched, the examination documents are to be kept for the duration of the process. Examination answers and their grades are documented for the academic year during which the examination was taken and the two academic years following it. The Swedish language tests for entrance to the university and their grades are kept for as long as they are valid, i.e. five years.

If students during this period express a wish to see their examination answers and grade, 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 answers. For justified reasons, the Head of Subject may decide that the answers for a certain examination task may not be copied.

Examination answers are kept by the examiner, or in a place designated by the Head of Subject. The Swedish language tests for entrance to the university and their grades are kept in a place designated by the Director of the Language Centre. After the end of the given time period, the examiner or a person appointed by Head of Subject/Director is to destroy the examination documents.

15 § Publicity of examination answers

Individual examination answers are not to be made public without the permission of the student. With the examiner's permission examination answers may be used for educational and research purposes. This must, however, be done in such a way that the student's identity is not revealed. These are public according to the stipulations in Section 43 of the Degree Regulations.

16 § Registration of a completed course

A course grade is registered in the Register of Studies. The date for completing a course is the date when the student has completed the last coursework, given that all coursework in the course have been accepted at that point.

A completed course that has been registered in the Register of Studies is valid for a degree as long as the learning objectives do not change. An exception to this is pharmacy students' work placement qualifications and degree (F 564/1994).

The examiner registers a completed course in the Register of Studies according to the time limits specified in Section 11 of the Examination and Assessment Instructions(EB).

In addition to teachers, the staff at the Research and Education Services and the Open University register credit transfers and certain defined courses in the university's Register of Studies. Registration is done within 10 working days of the examination results or the credit transfer decision having been submitted to the unit.

Examination results are archived indefinitely in the Register of Studies. The storage time follows Åbo Akademi University's information management plan.

17 § The university's responsibility for examination

Students are to be given a further opportunity to complete an examination task, as agreed with the examiner or examination coordinator, in cases where

- 1) the student has not received examination assignments;
- 2) an electronic examination has not been possible because of an unforeseen system failure;
- 3) the examination has been interrupted because of unforeseeable circumstances;
- 4) a submitted examination answer has been lost.

The deadline for submitting assignments is postponed if submission is not possible within the original deadline due to unforeseen technical problems in the university's system or connected systems.

Chapter 2: Examination

18 § Definition of written and oral examinations

In written or oral examinations individual students or a group of students answer given questions in a supervised room reserved for the examination. Cooperation with other individuals or, in group examinations, outside of the group, is not allowed.

19 § Examination coordinator

For each examination, a coordinator is responsible for the examination being conducted according to the conditions set by the Faculty Council. The teacher is the coordinator of course examinations. For general, electronic and flexible examinations the coordinator is appointed by University Services or by the Director of the independent institution arranging the examination.

The task of the examination coordinator is to

- 1) note who is to be examined for which coursework unit;
- 2) ask the examiner to submit examination questions;
- 3) reserve a room for the examination and appoint invigilators;
- 4) forward the examination answers to the examiners without any delay;
- 5) report students who have been discharged from the examination because of suspected cheating or behaviour which disturbs others.

20 § Examination invigilator

At each examination, one or more invigilators must be present. The teacher or examiner acts as invigilator for course examinations. For general examinations, a member of the teaching and

research staff is appointed invigilator by the Head of Subject or the Director of the independent institution arranging the examination. For electronic and flexible examinations, the invigilator is appointed by University Services or by the Director of the independent institution arranging the examination.

The task of the invigilator is to

- 1) ensure that the university's and the Faculty Council's regulations regarding examinations are adhered to;
- 2) at the start of the examination inform the examinees of the regulations and the time set for the examination;
- 3) check the identity of students handing in examination answers;
- 4) halt and discharge students who disturb the examination or are suspected of cheating;
- 5) end the examination at the set time limit;
- 6) hand the examination answers to the examination coordinator and report any possible incidents.

21 § Examination forms

Åbo Akademi University has five forms of examinations:

- 1) Course examinations: arranged during/at the end of a course according to the teacher's information at the start of the course.
- 2) Oral examinations: course examinations arranged in a separate room; the examiner records the examination or at least two members of staff are present and the main contents are noted.
- 3) General examinations: arranged regularly during the academic year at times set by the faculty; the students register for the examination(s) they wish to complete.
- 4) Electronic examinations (e-exams): arranged in a specially furnished room; the students register for the examination they wish to complete; the time for the examination can be chosen individually within certain limits.
- 5) Flexible examinations: arranged on request for students with special needs; can be completed individually and undisturbed, with a longer time limit and/or using digital aids or other special equipment.

An examination may be completed outside of the university, presuming that the arrangements fulfil the university's criteria for technical requirements, location, coordination and invigilation.

The examiner sets the time for the examination. Unless otherwise stated, the time is four hours.

22 § Registration and the right to take an examination

Students have the right to take the examination for the same coursework on three examination dates set by the examiner, of which one is always the course examination arranged by the examiner. The examiner may allow for additional examination opportunities, but this requires the same opportunity to be given to all students of the course. Unless otherwise stated, the examination right is valid during the same term as the course is given and the two following terms, provided that there are examination dates. Students, who do not pass the examination in the given number of opportunities, must retake the course. Registration to an examination is counted as one opportunity, or in the case of e-exams, as a started examination. Registrations can be withdrawn at any time up until the registration deadline.

Students are given the right to participate in a general examination provided that they have registered no later than eight days prior to the examination.

23 § Completion of an examination

Students are to be given access to the examination room no later than at the time when the examination is due to begin. Students who arrive more than 15 minutes late to the examination are not allowed to take the examination. An examinee is allowed to finish the examination and leave the examination room no earlier than 30 minutes after the examination has begun according to the invigilator's instructions. With permission from the invigilator, students are allowed to leave the room for a short time during the examinations. Students who leave the room without permission earlier fail their examination and are reported for creating a disturbance during the examination. The time set for the examination may not be exceeded.

The examiner may permit the use of digital aids that have been approved by the university, if arrangements for the invigilation of the examination can be ensured. Aids other than digital may be used if this right is specified in the course descriptions or in the examination assignment. Examinees are always permitted to use dictionaries during examinations, except in language examinations and e-exams, unless otherwise stated and explained in the course description.

Students give their student number on the examination answers. The examiner may also require the students to give their names. In case of a justified reason, the examiner may decide that the examination material must be returned at the end of the examination.

24 § Supplementing and improving examination grades

Students whose examination has been assessed as failed with supplementary work required to pass (Fx), should be given one (1) additional opportunity by the examiner to supplement their examination by a newly set deadline. The opportunity to supplement the examination must be equal for all examinees with the same grade. The supplement is an examination of the learning objective(s), which the examiner finds that the student has not fulfilled.

Students who have passed an examination may try to improve their grade, provided that they still have an opportunity left within the set right to take the examination.

Chapter 3: Written and oral assignments

25 § Definition of written and oral assignments

Written assignments are, for example, essays, exercises, reports, portfolios, learning diaries, home examinations or other submitted written coursework, which is completed without invigilation. The assignment can be completed individually or as a group, according to the examiner's instructions.

Oral assignments are, for example, talks, presentations or other oral coursework that are not oral examinations. Oral assignments can be completed individually or as a group, and can also be completed as remote assignments, according to the examiner's instructions.

The examiner sets the assignment's deadline, form and means of submission or completion in the course description or at the start of the course. These instructions must always be available in written form.

26 § Completion of written and oral assignments

Unless otherwise stated, the university's regulations for responsible conduct of research must be followed in assessed assignments. An assignment is regarded as submitted for assessment at the end of the set time. The examiner is to provide the students with the opportunity to submit written assignments electronically. If several versions are submitted, the one submitted last is the version

assessed. The time set for the preparation of oral assignments may vary in cases where not all the students will necessarily be able to give their presentation at the same time.

The examiner may allow for additional preparation time in case of particular reasons. The added time must give all students the same right for the coursework in question. If students have been unable to complete an oral assignment for reasons beyond their control, the students are to be provided with a new examination opportunity as agreed with the examiner. If there are no more course meetings, the students are to be given an opportunity to perform their oral assignment for the examiner or to be examined in another way that corresponds to the workload for an oral assignment.

27 § Assessment of written or oral assignments

If coursework is not submitted by the set deadline, the examiner is not obliged to assess the work. If the examiner, after all, assesses the coursework, the delay is taken into consideration in the assessment. If the delay has been caused by the student's illness or corresponding circumstances, the assessment will be conducted and the delay will not affect assessment.

Oral assignments are assessed as they are performed or the examiner partakes of a recorded version of the performance. If editing of a recorded assignment is allowed, all students are to be given the same opportunity. Assessment of oral assignments can be based on both contents and performance.

Teachers may apply software for plagiarism control on written assignments. The application should emphasize openness and the principle of equal treatment. If plagiarism software is used for a course, the control must apply to all students, so that they themselves submit their work. If a teacher when assessing an assignment for a course where plagiarism software is not used, strongly suspects plagiarism, the teacher may submit an individual assignment for investigation.

28 § Supplementing and improving grades for written or oral assignments

Students whose assignment has been assessed as failed with supplementary work required to pass (Fx), should be given one (1) additional opportunity by the examiner to supplement their assignment by a new deadline. Supplementation applies to all students who have received the same grade for the assignment at hand.

Supplementing a written assignment is done by updating the submitted assignment or an assignment commensurate with the given workload based on the examiner's instructions. The students indicate the changes they have made. Supplementing an oral assignment is done by performing the assignment again for the examiner, including possible new material based on the examiner's instructions.

The examiner may provide students who have passed a written assignment one (1) additional opportunity to attempt to improve their grade by a new set deadline. All students who have completed the assignment at hand must be informed of the right to attempt an improvement of their grades. In general, assignments are completed in accordance with the same rules for supplementary assignments.

Chapter 4: Continuous activity

29 § Definition of continuous activity

Continuous activity refers to the continuous assessment of how students perform their given assignments and interact with others. This examination form is used in, for example, group teaching, seminars, laboratory work, fieldwork, practices and work placements. In order to enable

assessment, it is compulsory for students to be present at a considerable part or all of the contact teaching sessions. However, lectures cannot be included in compulsory coursework.

30 § Completion of continuous activity

If a course requires justified compulsory activity and presence of the students, the activities and the number of hours or presence in percentage must be clearly stated in the course description. The way in which the activities are assessed must be included in the course description.

Continuous activity may include assignments that involve cooperation with other people than the university's staff and students and/or work with valuable or delicate equipment and substances. The examiner may require that the students have completed the coursework, which according to the course description prepares the students for participation in a course with continuous assessment. In order to be allowed to participate in work placement, which involves underage persons, students must show a specific criminal records excerpt, and for laboratory work a completed laboratory safety training.

The contents and workload of a compensatory examination assignment given a student because of absence from continuous activities must correspond to participation in the teaching session in question. If the absence is due to illness or similar circumstances, the compensatory assignments must be planned in a way that supports the student's chances of completing the course. Not all continuous activities in coursework may be compensated with other types of examination tasks.

31 § Supplementing and improving grades for continuous activity

Not all continuous activities included in a course can be supplemented with extra examination assignments. It is not possible to improve the grade for continuous activities.

Chapter 5: Graduate thesis

32 § Definition of graduate thesis

Graduate thesis refers to the process where students, supported by an appointed supervisor, write a thesis which fulfils scientific criteria, answers one or several research questions, and demonstrates that the student possesses the language proficiency and communicative skills required by legislation (See also Section 18 of the Degree Regulations). A thesis refers to a Bachelor's or Master's thesis and a maturity examination.

33 § (Repealed 1 August 2019)

34 § Agreement between student and supervisor

The thesis process for Bachelor's and Master's degrees begins with the student and supervisor entering into a written agreement on the writing process. The agreement specifies the rights and duties of the parties involved and is entered into with all students. The agreement is found as an appendix to the Degree Regulations.

35 § Examination process for graduate thesis

The thesis examination process is the same for all subjects at Åbo Akademi University and includes plagiarism control, language revision and thesis evaluation. The examination requirements are specified in sections 18 and 33 of the Degree Regulations.

The supervisor makes a final review of the thesis and gives permission for it to be submitted for assessment. The thesis is considered submitted for assessment and the supervision process ends

when the student has submitted the thesis for plagiarism control. If the format allows, the thesis undergoes plagiarism control with software defined by the university for that purpose and by the supervisor. After passing the plagiarism control, the supervisor informs the Head of Subject that a thesis evaluator must be appointed. If necessary, the supervisor will arrange for a separate maturity examination.

With the Dean's permission, a student can start the examination process also without permission from the supervisor. In that case, the supervisor does not participate in the examination process.

36 § Language revision of graduate thesis

The language revision of a thesis and maturity examination is carried out by a person who has passed at least advanced studies in the language concerned and is appointed by the Director of the Centre for Language and Communication or, in the case of language subjects, by the Head of Subject. The task of the language reviewer is to assess the language of the degree examination with the grading scale pass/fail, according to sections 18 and 33 of the Degree Regulations.

37 § Evaluation and assessment of graduate thesis

The evaluation of a graduate thesis may concern only the result or the result and the thesis process based on the faculty's criteria and grounds for assessment.

Maturity examination

The maturity examination for Bachelor's and Master's degree is a separate piece of coursework and is academically assessed by a person within the subject on the grading scale pass/fail.

Bachelor's thesis

When a thesis has passed the plagiarism control, a thesis evaluator is appointed to assess the thesis within 15 working days, including the maturity examination. For theses submitted between 1 June and 31 August, the time limit is estimated from 1 September. The thesis evaluator must hold at least a Master's degree. The supervisor can act as evaluator. The thesis evaluator ensures that the result can be registered in the Register of Studies. A failed graduate thesis may be supplemented (See Section 38 of the Examination and Assessment Instructions (EB))

Master's thesis

When a thesis has passed the plagiarism control, two thesis evaluators are appointed who within 20 working days are to submit separate or a joint written statement on the thesis. The statement(s) should also include a suggested grade. For theses submitted between 1 June and 31 August, the time limit is estimated from 1 September. Only one of the supervisors can act as evaluator.

The evaluation of the Master's thesis is done based on the faculty assessment matrix, which contains prescribed assessment criteria and grounds for assessment. There are prescribed assessment grounds for each assessment criterion for all grades (1-5). The matrix must specify whether and, if so, how the assessment for each criterion is to be weighted for the final grade. The assessment matrix must be made available to students when completing their Master's thesis.

If one of the evaluators suggests that the thesis should be failed, the Head of Subject appoints a third evaluator, who within 21 working days is to give his or her statement.

Based on the plagiarism control, language revision and thesis evaluation, the Dean assesses the Master's thesis including the maturity examination. If the Dean's assessment differs from the unanimous acceptance of the thesis by all thesis evaluators or the Dean passes the thesis despite two of the thesis evaluators proposing failing grades, the Dean must justify his or her decision. The faculty office enters the grade into the Register of Studies. The grade and the statements,

which the assessment is based on are communicated to the student. A failed graduate thesis may be supplemented (See Section 38 of the Examination and Assessment Instructions (EB))

38 § Supplementing and improving graduate thesis grades

If the thesis evaluator (Bachelor's thesis) or the Dean (Master's thesis) does not accept the thesis, it is returned to the student, a supervisor is appointed and the thesis process is resumed. Together with the supervisor, the student makes a plan for required corrections and rewrites the thesis. It is also possible to start an entirely new thesis.

A student is not allowed to rewrite the thesis in order to improve a grade assessed as passed (1-5).

Chapter 6: Transfer of credits

39 § Substitution or inclusion of studies

Knowledge that students have acquired within studies or in another way, either before or after admission to the present study programme, can be transferred as part of their degree. One condition is that the knowledge corresponds to the learning objectives for the coursework in question and that examination and assessment (= validation) can be carried out at Åbo Akademi University. Validation and transfer of credits, which are to be preceded by identification and acknowledgement, can be done either based on knowledge acquired within studies (= formal education) or in another way (= non formal or informal learning).

Transfer of credits can be done in two alternative ways, so that a student taking a degree may

- 1) substitute compulsory or elective studies included in the degree with corresponding studies that the student has completed at university level, or with knowledge that the student has demonstrated in another way than through studies, and
- 2) include optional studies that the student has completed at university level, or through knowledge that the student has demonstrated in another way than through studies.

The learning objective of accepted coursework within optional studies is that the students are able to identify and demonstrate an academic connection, and carry out a theoretical discussion within the theme of the given presentation.

Transfer of credits is not possible if it would mean exceeding the extent of the degree. However, guest studies completed at another university that have been agreed upon in advance can always be registered to their full extent.

Transfer of compulsory work placement is handled according to section 40 and of optional work placement according to section 41 below.

40 § Transfer of previously completed studies

Of studies that have been included in a previous university degree or degree at university level, a maximum total of 90 credits can be transferred to a Bachelor's degree and a maximum of 60 credits to a Master's degree completed at Åbo Akademi University. A thesis for a degree is always to be written at Åbo Akademi University and can thus not be substituted through transfer of credits. Credits earned from completed courses in a Bachelor's degree at Åbo Akademi University cannot be transferred to a Master's degree in the same field of study.

There might be exceptions in the case of joint and double degrees, where the applicable agreement sets the rules.

Knowledge acquired through previous studies is usually assessed based on certificates and according to the learning objectives.

41 § Transfer of competence acquired through informal learning

A Bachelor's degree may include a maximum of 20 credits and a Master's degree a maximum of 10 credits of knowledge acquired in other ways than through university studies or at university level.

If knowledge has been acquired through informal learning, students are required to demonstrate their knowledge by describing and analysing it. The documented experience/competence must always be supplemented by oral or written reflection on the acquired knowledge in relation to the learning objectives. Transferred competence must be current and updated, relevant and corresponding to university level.

42 § Transfer of language studies

Language and communication studies can be transferred from another university degree. When the compulsory language and communication studies have been completed for another degree, the Centre for Language and Communication registers them in the Register of Studies for the degree in question with the number or credits required by the degree at Åbo Akademi University, given that the learning objectives and the required extent have been achieved.

The language in which students have received their school education cannot be transferred as credits for a degree, but the language is noted in the degree certificate. Earlier knowledge in foreign languages attained at school cannot be regarded as coursework entitling receipt of credits.

43 § Transfer of completed coursework

The examiner must document the student's examination answers and grade for the academic year during which the examination was taken and the two academic years following it. A student who has dropped out of a course may, within that period of time, ask for accepted coursework units to be transferred when starting the corresponding course again.

44 § Examination and assessment of transferred studies

The student applies for any transfer of credits in writing.

Previously acquired knowledge must always be identified, verified/examined and assessed in order to be acknowledged. The learning objectives of the coursework and degree always make up the grounds for the examination and assessment. The knowledge acquired must correspond to the learning objectives of the course, study module or minor subject that the transfer application concerns. Students applying for transfer of credits are responsible for demonstrating their knowledge.

45 § Decisions and publication of results

The Head of Subject makes the decision on transfer of credits within a subject, the Director of the Centre of Languages and Communication on transfer of credits for studies within the remit of the centre, and the Dean on courses and coursework with no Head of Subject at the faculty. A decision on the transfer of credits is made within 30 days following the submission of the application, provided that no further investigation or examination is required. The faculty office communicates the decision by registering the transferred credits in the Register of Studies. The decision maker concerned can make a principal decision that courses of a defined character

completed at a partner university can be transferred without any examination and automatically registered in the Register of Studies by the Research and Education Services.

Grades are converted to the Åbo Akademi University grading scale using templates provided by the Research and Education Services. In unclear cases, the grade is converted to the advantage of the student. If the grading scale cannot be converted for the coursework concerned, it is registered as passed.

A negative decision on the transfer of credits must be made in writing, explained and communicated to the student in accordance with section 2 above.

The Dean decides on any transfer of credits that differs from the maximum credit limit. This difference may arise within a framework for co-operation with another education provider or in cases where the admission requirements for a given profession have been increased.

Chapter 7: Lodging a rectification request

46 § Time limits for lodging a rectification request

Students

- 1) receive the examination result three days after the result has been made available to or sent electronically to the student. The date the results are published is not counted as one of the three days.
- 2) are considered to have received information on how the assessment grounds have been applied within seven days of receiving the result, if this information is not included in the examiner's communication;
- 3) may, within 14 days of having been shown the application of the assessment grounds, lodge a complaint on the assessment with the examiner.

If information on application of the assessment grounds is included with the examination results, students have 3+14 days to lodge a rectification request. If it is not included, students have 3+7+14 days to lodge a rectification request. If students have requested information on how the assessment grounds have been applied and the information is unduly delayed, the time limit for lodging a complaint will be extended by the same amount of time. For examination results that have been published during the period 1 June–31 August, the communication of results is estimated from 1 September.

47 § Master's thesis

A student may lodge a written rectification request (See Åbo Akademi University form) against the Dean's assessment of a graduate thesis with the Åbo Akademi University Examination Board within the time specified in Section 46 of the Examination and Assessment Instructions.

48 § Other courses or coursework

A student may orally or in writing lodge a rectification request (See Åbo Akademi University form) against the assessment of a course or coursework. The rectification request is to be addressed to the examiner who has made the assessment within the time limits specified in Section 46 of the Examination and Assessment Instructions.

The examiner is to make a decision on the rectification request within 10 working days and make a note of it on the examination answer or the Åbo Akademi University's form for that purpose. The examiner sends a copy of the decision by email to the student's abo.fi address together with instructions for lodging an appeal. For rectification requests lodged between 1 June and 31 August, the decision time is estimated from 1 September.

49 § Transfer of credits

A student may orally or in writing lodge a rectification request (See Åbo Akademi University form) against the assessment of credits transferred for studies completed elsewhere or for knowledge demonstrated in another way. The complaint is to be addressed to the person who has made the decision within the time limits specified in Section 46 of the Examination and Assessment Instructions.

A decision on the rectification request is to be made within 10 working days and is noted on the Åbo Akademi University's form for that purpose. A copy of the decision is sent by email to the student's abo.fi address together with instructions for lodging an appeal. For rectification requests lodged between 1 June and 31 August, the decision time is estimated from 1 September.

50 § Consideration of appeals by the Åbo Akademi University Examination Board

Students who are dissatisfied with the decision concerning a complaint they have lodged according to Sections 48 and 49 above or a decision on suspected violation of responsible conduct of research, may lodge a written appeal pertaining to this decision with the Åbo Akademi University Examination Board within 14 days of having received the decision.

The Examination Board must make a decision in the matter within 30 days, provided that it does not require further investigations.

Chapter 8: Entry into force

These instructions will enter into force on 1 August 2019, thus replacing the Examination and Assessment Instructions ratified by the Rector on 1 September 2018.