



DEGREE REGULATIONS OF THE LAPPEENRANTA–LAHTI UNIVERSITY OF TECHNOLOGY LUT

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1. GENERAL PROVISIONS

Section 1 Mission

The Lappeenranta–Lahti University of Technology LUT (LUT University) specialises in scientific research and researcher education in its fields of specialisation in technology and business and provides research-based higher education. LUT University promotes life-long learning and cooperates closely with high-level universities, companies and the surrounding society, creating a competitive edge and well-being with its expertise in technology and business.

Section 2 Degrees

The lower university degrees that students can complete at LUT University are Bachelor of Science in Technology and Bachelor of Science in Economics and Business Administration. The higher degrees are Master of Science in Technology and Master of Science in Economics and Business Administration (undergraduate education) and the postgraduate degrees are Licentiate of Science in Technology, Licentiate of Science in Economics and Business Administration, Doctor of Science in Technology, Doctor of Science in Economics and Business Administration, and Doctor of Philosophy (postgraduate education). The postgraduate degree that students most commonly complete is the doctoral degree.

The study attainments included in Bachelor's and Master's degrees may date back no more than seven years. On special grounds, the vice rector may decide to approve older study attainments based on the proposal of the head of the degree programme. However, language and supplementary studies included in the degree will not expire.

Students complete the degrees in accordance with the Universities Act (558/2009, including amendments), which entered into force on 24 August 2009, the Government Decree on University Degrees (794/2004, including amendments), which entered into force on 19 August 2004, and these degree regulations.

Section 3 Arrangement of education leading to a degree

In the field of technology, LUT University offers the degree programmes of Energy Technology, Chemical Engineering, Mechanical Engineering, Electrical Engineering, Software Engineering, Industrial Engineering and Management, Environmental Technology, and Computational Engineering. In addition, LUT offers one degree programme in Business Administration. The LUT board decides which school is responsible for each degree programme.

LUT University's education leading to an undergraduate degree takes place in Bachelor's and Master's programmes in technology and business administration under the umbrella of the degree programmes above.

Education leading to postgraduate degrees is designed and arranged for specific research fields. The university has a general doctoral school that includes doctoral programmes in all of LUT's fields of science. All of LUT's doctoral students belong to the doctoral school.

The university's doctoral school and postgraduate education are headed by the vice rector for research and innovation in cooperation with the steering group of the doctoral school.

The rector or a person assigned by the rector decides on the establishment of doctoral programmes and changes to them and appoints heads of doctoral programmes. The schools in charge of the doctoral programmes decide who are responsible for the research fields of the doctoral programmes.

Education leading to a degree may also be arranged in the form of a collaborative domestic or international programme.

Section 4 Languages of education and degrees

The languages of the university's education and degrees are Finnish and English. Education may also be provided in other languages. The language of education for each course is mentioned in LUT's study guide. If a course is taught in a foreign language, the study attainments are also completed in that language. However, teachers may also provide an opportunity to complete the study attainments in Finnish.

Section 5 Open university instruction

University instruction that is open to the public is arranged as separate courses or integrated into undergraduate education.

The university's range of undergraduate courses is, as a rule, available as open university instruction, excluding final theses and related seminars.

Section 6 Other education

Continuing professional education is arranged based on needs expressed by customers and the world of work or as topical continuing education programmes and courses. Each school's academic council decides on the arrangement of continuing education programmes and their ECTS credits.

The university may organise tailored degree programmes subject to a fee for specific student groups.

Participation or completion certificates are issued for other education.

2. STUDENT ADMISSIONS

Section 7 Admission to degree programmes

The rector or a person assigned by the rector decides annually on the admission process and criteria after hearing the schools.

The rector or a person assigned by the rector approves the admission of new degree students.

Students are admitted to Bachelor's, Master's or doctoral programmes.

Section 8 Admission of transfer students

The rector or a person assigned by the rector decides annually on transfer processes and criteria after hearing the schools. The rector or a person assigned by the rector decides on the admission of transfer students after hearing the schools.

The transfer process also applies to transfers between LUT's business and technology programmes.

Section 9 Cancellation of admission

Student admission is contingent on applicants providing their original school and work certificates for review. LUT University may cancel an admission decision if the applicant has not submitted these certificates within the timeframe set by the university or if the applicant's application contained false information. The cancellation decision is made by the rector or a person assigned by the rector.

Section 10 Transferring to another specialisation, Bachelor's programme or Master's programme

The head of a degree programme makes decisions regarding transfers to other specialisation studies and related grounds and processes.

Undergraduate students may apply for transfer from one technology degree programme to another within the university. The rector or a person assigned by the rector decides on the transfer processes and grounds annually after hearing the schools. Actual degree programme transfers are decided by deans.

Students may apply for transfer between Mechanical Engineering, Energy Technology, Electrical Engineering, Environmental Technology, and Chemical Engineering Bachelor's or Master's programmes. The head of the degree programme makes decisions concerning transfers between programmes.

Section 11 Appeals against admission decisions

Applicants dissatisfied with an admission or transfer decision may lodge a written appeal with LUT University's rector within 14 days of the release of the decision. When the decisions are released, applicants must be provided information on how the admission or transfer criteria were applied to them and how they can appeal the decision.

Decisions regarding appeals may be brought before the Administrative Court of Eastern Finland in accordance with the Administrative Judicial Procedure Act (808/2019). No appeals may be made against an administrative court ruling.

Admission decisions cannot be changed to the disadvantage of any admitted student.

Section 12 Supplementary studies

All degree programmes leading to a Master's degree may require admitted students to complete supplementary studies depending on their education background. The supplementary studies may amount to a maximum of 60 ECTS credits and will not be included in the degree.

The above also applies to admissions to scientific postgraduate studies.

3. RIGHT TO STUDY AND ENROLLMENT

Section 13 Right to study

All students admitted to and enrolled at the university have a right to study.

Students may simultaneously hold a study right to one technology degree and one business degree.

Section 14 Enrollment

To maintain their right to study, degree students must annually enroll as attending or non-attending in a manner decided by the vice rector for education.

In their first year of studies, students may enrol as non-attending only because of compulsory or voluntary military service, maternity, paternity or parental leave, or their own illness or disability.

Only attending students may complete studies, have study attainments entered into their student file, and graduate. However, students enrolled as non-attending due to student exchange may graduate as Bachelor of Science (Technology/Economics and Business Administration). Only attending students are covered by the university's insurances.

Section 15 Duration of undergraduate studies

The normative duration of a Bachelor's degree in technology or business is three academic years, and that of a Master's degree in technology or business is two academic years.

Students who have been admitted to complete both the Bachelor's and Master's degrees have a right to exceed the aggregate normative duration of the studies by two years.

Students who have been admitted to complete only the Master's degree have a right to exceed the normative duration of the Master's studies by two years.

The duration of the studies starts when the student first enrolls for studies at the university.

The duration does not include absences due to compulsory or voluntary military service or maternity, paternity or parental leave. However, such leaves will be included in the duration of the studies if students enroll as attending during them. The duration of the studies will also continue to elapse if the student is absent during the first year due to the student's own illness or disability. An absence of no more than two semesters will not be included in the total duration of the studies if the student enrolls as non-attending for the duration of the absence.

For students who fail to enroll for the academic year, the normative duration will continue to elapse.

Section 16 Extension to studies

The head of a degree programme may grant undergraduate students an extension if they have not been able to complete their studies within the prescribed normative time. An extension requires that the student presents a goal-oriented, realistic plan for completing the studies and meets the requirements for an extension. The university has issued general guidelines for granting an extension.

Section 17 Forfeiture of a right to study

Students who have not enrolled in the manner determined by the vice rector or enrol as non-attending for their first academic year without a statutory reason forfeit their right to study. If such students wish to restart or continue their studies at a later date, they must apply for the reinstatement of their study right in writing and pay a re-enrollment fee. The decision may be appealed in accordance with section 11.

If students obligated to pay a tuition fee do not pay the fee in the manner declared by the university or by the deadline, they forfeit their right to study. If such students later wish to restart or continue their studies, they must apply for the reinstatement of their study right in writing after paying the tuition fee and a re-enrollment fee.

Students who have not completed their degree in the time laid down in the Universities Act or during an extension to it forfeit their right to study. However, students have the opportunity to continue their studies through LUT's open university instruction or through a right to complete non-degree studies and graduate when the missing study attainments are completed.

Students who accept a place in a programme to which they are transferring will forfeit their right to study in the previous programme at the end of the preceding semester.

Section 18 Expiration of a right to study

A degree student's study right expires when the student has completed the related degree.

Section 19 Waiving the right to study

Students may waive their right to study by submitting a written notification. The notification is binding. The right to study is considered terminated as of the receipt date of the notification. Students who wish to restart or continue their studies later must apply to the university through the regular admissions process.

4. STUDIES AND TEACHING

Section 20 Curriculum

The vice rector for education confirms the teaching and examination periods. The teaching and examination periods are announced one academic year at a time, no later than the 30th of November the preceding academic year.

The vice rector for education issues university-wide instructions regarding the preparation of curricula. Curricula are prepared following the university's strategy. The academic council decides on a school's curricula in accordance with the instructions issued.

The curriculum presents the learning outcomes and structure of a degree programme and the descriptions and learning outcomes of courses included in the degree.

The academic council decides on whether to add courses to or remove them from the curriculum during the academic year.

Undergraduate courses may be compulsory, alternative or elective.

The intermediate specialisation studies in the Bachelor's degree correspond to the general and/or intermediate studies in the Government Decree on University Degrees (794/2004), and the core studies in the Master's degree correspond to intermediate or advanced studies and advanced specialisation studies to advanced studies.

The curriculum defines how students complete courses. For justified reasons, the teacher in charge of a course has the right to employ other modes and schedules of completion.

Undergraduate students follow the curriculum in force when they first enroll as attending. Students may also follow curricula that enter into force subsequently. When the curriculum or study attainments expire, the student may be assigned to follow the most recent valid curriculum.

Students who have started their studies before 1 August 2013 and are still enrolled as students on 1 August 2020 or thereafter will be assigned as of 1 August 2020 to follow the curriculum that best corresponds to their studies.

Section 21 Scope of studies

The scope of studies is measured in ECTS credits. Courses are assigned a number of ECTS credits depending on the workload they require. One ECTS credit corresponds roughly to 27 hours of work by the student. Completing a degree in its prescribed normative time requires an annual workload of 1600 hours, which corresponds to 60 ECTS credits.

The scope of a course is given whole numbers.

Section 22 Credit transfer and recognition of prior learning

Undergraduate students completing studies in another Finnish or foreign university or educational institution must apply for the transfer of the credits to their LUT degree. Credits for studies completed more than five years ago will not be transferred. As a rule, studies exceeding the degree's credit requirement will not be transferred to the degree. The Language Centre decides on the accreditation of language skills obtained in other than formal language education.

The university has decided that students may have prior learning accredited and degree credits substituted. Students must prove these skills with an oral or written test or in another manner (e.g. portfolio) that enables the assessment of the skills.

The head of the degree programme decides on courses included in the degree and approves personal study plans that deviate from the curriculum.

Students may apply to have applicable courses completed in other institutions included in their Bachelor's degree.

In the Master's degree, students may apply for the inclusion of Master's level studies deviating from the curriculum into their core and advanced specialisation studies. If the Master's degree contains language studies, they may also be completed at a university of applied sciences, provided that they have not been included in a degree from a university of applied sciences.

Bachelor's level studies can be recognised as a Master's degree's minor, language or elective studies, provided that they have not been included in a previous Bachelor's degree.

Section 23 Study guidance

All students are entitled to study guidance. The Director of Administrative Services and the Director for Study and International Affairs are responsible for organising study guidance.

Section 24 Personal study plan

Students' personal study plans (PSP) support goal-oriented studying and graduation according to the target schedule. The PSP outlines which courses are included in the degree and how they situate in the degree structure according to the curriculum. Students prepare their PSP at the early stages of their studies and review and update it.

Student Services are responsible for guiding the preparation of the PSP. The PSP is officially revised at three stages of the studies:

- the first year of studies
- the completion of the Bachelor's degree
- the approval of the Master's thesis topic.

Section 25 Registration for courses

Students must register for the courses they plan to complete. If less than fifteen (15) students register for a course, the university re-evaluates how the course will be arranged. Students must be provided the possibility to complete the courses included in the curriculum.

Registering for a course entitles a student to complete the course in accordance with the curriculum in force at the time of registration for as long as the curriculum is in force.

Students may register for a course no more than thrice. Students who after three registrations have failed to complete the course must contact the study counsellor. Students may not re-register for a course they have already completed. Registrations for examinations take place separately from course registrations.

The number of course participants may be restricted for justified reasons, which along with the selection criteria are to be included in the course description.

Section 26 Arrangement of examinations

The university arranges examinations of courses according to the prevailing examination schedule. In addition, teachers may arrange other examinations, such as in Moodle or in the electronic examination system Exam. Students have three opportunities to take a course examination regardless of the examination mode.

In open university instruction, examinations of courses integrated with undergraduate education are arranged according to the university's examination schedule. The university's degree regulations apply also to these examinations.

For intensive courses, open university instruction provides two examinations, which require registration at least eight days in advance.

For continuing professional education courses, at least one and no more than three examinations are arranged in accordance with these degree regulations. The completed courses are recorded in the university's student data file.

If aids other than ones meant for writing are allowed in an examination, it must be mentioned in the examination instructions.

Documented learning disability diagnoses will be taken into consideration in examination arrangements.

Section 27 Right to take part in an examination

Students who have enrolled as attending or students who have enrolled as non-attending due to student exchange are entitled to take part in examinations. Students have the right to take part in three examinations for each course they take. Students who fail to pass an examination after taking it three times may apply for an additional retake. This limitation to the number of retakes applies to all examinations regardless of how they are arranged.

Students are entitled to take part in one examination in the examination schedule at a time. In special cases and for justified reasons, students may be given an opportunity to complete two examinations simultaneously.

The university aims to provide students who have been absent due to illness, military service, maternity or parental leave or studies abroad the same rights to take part in examinations as they had when they left. The rights will remain in force until the end of the following semester.

Section 28 Registration for examinations

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

Registrations can be cancelled two working days before the examination.

Registrations for Exam and Moodle examinations take place following the teacher's instructions.

Teachers are not obligated to hold an examination for a student who has not registered for one.

Students must prove their identity when they take part in an examination.

Section 29 Retaking a passed examination

Students may attempt to raise the grade for a course by retaking its possible final examination. Students have the right to retake a passed examination once. Mid-term examinations or other assignments cannot be completed more than once. For justified reasons and if resources allow, a teacher may allow students to attempt to raise their grade by other means than an examination. Such decisions apply to all students on the course, and the teacher must specify in writing at the start of the course to what type of assessed assignment the retake opportunity applies.

Section 30 Bachelor's thesis

The Bachelor's thesis is the final thesis of the Bachelor's degree and included in intermediate specialisation studies. The teacher of the thesis seminar or another person assigned by the head of the degree programme is the supervisor of the thesis. The supervisor must have a Master's degree.

During the thesis project, the supervisor must provide students with the possibility to present the progress of their thesis and receive feedback. The supervisor may also request a progress report from the student.

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

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

The vice rector for education decides on issuing university-wide thesis guidelines. Schools may give more detailed instructions.

Section 31 Master's thesis

The Master's thesis is a course resembling a research project. It is included in advanced specialisation studies and accounts for 30 ECTS credits.

Students write the thesis in Finnish, Swedish or English. The head of the degree programme decides on the use of other languages.

Master's theses are public-access documents.

Section 32 Supervisors of Master's theses

The primary supervisor of a Master's thesis must have a doctorate and be one of the following:

- a professor at LUT
- an associate professor on the LUT tenure track
- a docent at LUT
- an LUT employee with a docentship at another university.

The primary supervisor must specialise in a field closely related to the student's thesis and is in charge of the supervision of the thesis at the university.

During the thesis project, the primary supervisor must provide the student an opportunity to discuss the progress of the thesis and receive feedback. The primary supervisor may also request a progress report from the thesis student.

The primary supervisor confirms the appointment of a secondary supervisor, who must have at least a Master's degree but does not need to be an LUT employee.

Section 33 Approval of a Master's thesis topic

The supervisor and student agree on a topic for the student's Master's thesis. The topic is approved by the primary supervisor and is valid for two years of its approval.

The Bachelor's degree and possible supplementary studies must be completed before the approval of the Master's thesis topic. LUT's thesis guidelines provide more detailed instructions on the acceptance criteria for a thesis topic.

Section 34 Maturity test

The Bachelor's degree requires passing a maturity tests in which students demonstrate their knowledge of the thesis topic and their Finnish or Swedish skills. Students complete the maturity test in the language in which they received their compulsory education in Finland.

The maturity test in the Bachelor's degree is assessed only in terms of its content for students who have received their compulsory education abroad or in a language other than Finnish or Swedish in Finland. In such cases, the head of the degree programme determines the language of the maturity test. In addition, for students who have demonstrated their Finnish or Swedish skills in connection with a previous academic degree, the maturity test of the Bachelor's degree is assessed only in terms of content.

The abstract of the Bachelor's thesis functions as the maturity test for the Bachelor's degree.

The supervisor of the Bachelor's thesis confirms the student's knowledge of the field of the thesis and assesses the clarity and coherence of the language. No separate language review is carried out unless the supervisor so wishes for a special reason.

The Master's thesis requires a maturity test in which students demonstrate their familiarity with the research field of their Master's thesis. The abstract of the Master's thesis functions as the maturity test in terms of content.

Finnish or Swedish skills will not be assessed in connection with the Master's thesis if the student has demonstrated them in a previous degree or if they are not required of the student (compulsory education abroad or in another language in Finland). Students who need to demonstrate their Finnish or Swedish skills in the Master's degree do so with their thesis abstract as they would in the Bachelor's degree.

The university issues more detailed instructions on completing the maturity test.

Section 35 Plagiarism detection system

An electronic plagiarism detection system can be employed in study guidance and assessment processes. If a plagiarism detection system is part of assessment or guidance

on a course, students may not decline its use if they wish to have their work assessed. All of LUT University's final theses are checked with the Turnitin plagiarism detection system. The student carries out the check and reports its result to the supervisor of the thesis.

Section 36 Study attainments

A study attainment refers to a doctoral dissertation, Licentiate, Master's or Bachelor's thesis, a written or oral test, a presentation or another work included in the university's curricula.

Section 37 Assessment and assessment scales of study attainments

Study attainments are assessed either on the scale excellent (5), very good (4), good (3), satisfactory (2), passable (1) and fail (0), or the scale pass/fail. On the five-point scale, the maximum score is 100, and the grade 5 refers to 90-100, 4 to 80-89, 3 to 70-79, 2 to 60-69, 1 to 50-59, and 0 to 0-49.

The final grade of a course is based on a set of study attainments in a manner defined in advance by the teacher.

The assessment of a Bachelor's thesis employs the scale excellent (5), very good (4), good (3), satisfactory (2), passable (1) or fail (0). Students may not rewrite or attempt to raise the grade of a Bachelor's thesis that has received a passing grade.

Master's theses are approved and assessed by the dean. If the dean or deputy dean of the school have a conflict of interest, the vice rector for education will appoint another person to assess the work.

The examiners of a final thesis may give a joint statement on the work.

The assessment of a Master's thesis employs the scale excellent (5), very good (4), good (3), satisfactory (2), passable (1) or fail (0). Students may not rewrite or attempt to raise the grade of a Master's thesis that has received a passing grade.

If the final grade of the thesis is 0, the student must restart the thesis process from the beginning. If the examiners propose differing grades for the thesis, the academic council will assume responsibility for the assessment and may request a statement from a third examiner.

Postgraduate theses (dissertation, Licentiate thesis) are assessed on the scale passed with distinction, passed, and failed.

These degree regulations also apply to the assessment of open university study attainments. The grades are recorded in the university's student data file.

Section 38 Release of assessment results

Teachers must release assessment results to students within 30 days of the completion and submission of the course's final study study attainment. For Exam or Moodle examinations which are open for several days, the grades must be made known within 30 days of the closure of the examination. The final grades of courses must be entered into the student data files in writing within 30 days of the final study attainment of the course.

For examinations or other study attainments arranged in June or July, teachers must release the grades to students within two months, but no later than by the end of August.

No changes may be made to results entered into student data files unless an error has occurred. No completed courses may be removed, and evaluation scales may not be changed.

Publicly available grade lists may contain information on the course and the student ID numbers and grades of students who took part in the examination or completed another study attainment. Public grade lists may not include students' names.

Teachers must save participant lists, examination scripts and other documents related to study attainments and examinations for at least six months of the release of the results.

Course assignments and examinations remain in force for at least one year of the end of the final teaching period of the related course.

Section 39 Appeals against grades

According to the Universities Act (558/2009), section 44, students have the right to obtain information on how assessment criteria are applied to them and be given an opportunity to see their assessed study attainments.

Students dissatisfied with the assessment of their dissertation, Licentiate thesis or other corresponding final project, or Master's thesis or other corresponding final project may lodge an appeal with the degree board within 14 days of having received the assessment decision.

Before the assessment of a study attainment, referred to in subsection 2, the author must be reserved the opportunity to comment on the statement by the preliminary examiner, examiner or opponent. The disqualification of a preliminary examiner, examiner or opponent is provided for in the Administrative Procedure Act.

Students dissatisfied with the assessment of study attainments other than those referred to in subsection 2 (e.g. Bachelor's thesis) or studies completed in another institution or the accreditation of prior learning and credit transfer may submit an oral or written appeal against the assessment to the teacher who gave the assessment or made the credit transfer decision.

The appeal must be made within 14 days of when the student had the opportunity to obtain the assessment results and information on how the assessment criteria were applied to the work. Appeals concerning credit transfer must be made within 14 days of having received the decision. Students dissatisfied with the correction decision referred to in this subsection may lodge an appeal with the degree board within 14 days of having received the decision.

Section 40 Degree board

The rector appoints the university's degree board, which may be complemented as necessary depending on the case. The Student Union appoints its own representative to the board.

Section 41 Language skills

For their Bachelor's or Master's degree, students must demonstrate

1. skills in Finnish and Swedish required of State personnel in bilingual authorities in accordance with the Act on the Knowledge of Languages Required of Personnel in

Public Bodies (424/2003), section 6, subsection 1, and necessary in one's own professional field, and

2. skills in at least one foreign language that enable following the development of one's own field and operating in an international environment.

The head of the degree programme defines what type of language skills are necessary in one's professional field, as referred to in subsection 1.

Students who have received their compulsory education in a language other than Finnish or Swedish or who have received their compulsory education abroad must in their Bachelor's or Master's degree prove only the language skills referred to in subsection 2 above.

Students who received their compulsory education in Finnish or Swedish but have not completed the required upper secondary education in the other official language of Finland may be relieved by the head of Student Services from the demonstration of language skills referred to in subsection 1 based on lesser proof of skills in accordance with the decision regarding language skills issued by the vice rector for education.

Section 42 Requirements for awarding a degree certificate

Students must demonstrate that they have achieved the objectives set for the degree, studies and final thesis and the language skills referred to in section 41.

To receive a degree certificate from LUT University, students must have completed at least 90 ECTS credits of their Bachelor's degree (including the final thesis) at LUT University.

For the Master's degree certificate, students must have completed at least 60 ECTS credits at LUT, 45 ECTS credits of which are advanced, including a final thesis.

Bachelor's or Master's degrees completed in collaboration with other universities must include at least 60 ECTS credits of studies completed at LUT.

The head of the degree programme may, for justified reasons, decide to deviate from this section's subsections 2 or 3.

Section 43 Bachelor's and Master's degree certificates

The templates for the degree certificates are approved by the university's rector. The rector or a person assigned by the rector signs the Master's and postgraduate degree certificates. Bachelor's degree certificates are signed by the rector or the vice rector for education.

Bachelor's and Master's degree certificates include the following information:

1. degree and field of education
2. degree programme and specialisation/major studies
3. minor subjects/studies

The degree certificate will indicate the graduate's Finnish and Swedish skills. For students who have received their compulsory education in Finnish or Swedish, the certificate will mention the language of the maturity test and grades for oral and writing skills in the other official language of Finland.

The degree certificate includes a transcript of the student's records, listing all courses that the student completed for the degree as well as their grades. The transcript shows the weighted average grade of all completed courses, including the final thesis. The average grade of the degree is calculated for all passed courses assessed on a scale of 0 to 5.

If over half of the ECTS credits for a degree have been assessed on a scale other than 0–5, no grade average will be calculated.

Supplementary studies completed by the student will be presented in a separate annex to the degree certificate.

Students may apply to exclude additional courses from the degree certificate and receive a separate transcript of them instead.

Joint degree programmes organised in cooperation with other universities apply the provisions of this section where applicable and as separately agreed.

The university issues degree titles in English for degrees completed in a language other than Finnish or Swedish in accordance with the Government Decree on University Degrees (794/2004).

Graduates receive a degree certificate in both Finnish and English for degrees completed in another language. For Finnish degree certificates, the university provides an English translation.

Section 44 Undergraduate degree passed with distinction

Students can be awarded a passing grade with the mention "with distinction" for their Bachelor's degree if their average grade is at least 4 and if they have no more than 10 transferred ECTS credits. Studies completed in international student exchange are not counted as transfer credits.

The mention "with distinction" can be given to a student who has completed at least 40 ECTS credits at LUT on an assessment scale of 1 to 5 meeting the following criteria:

Students of technical sciences with an average grade of at least 4 and a Master's thesis grade of 5.

Business students with an average grade of at least 4 and a Master's thesis grade of 5.

Section 45 Postgraduate degree certificate

A postgraduate degree certificate includes the following information:

1. degree title
2. research field
3. doctoral programme.

The degree certificate is accompanied by a transcript of records indicating the student's study attainments for the degree and their grades. In addition, the transcript of records includes information on the dissertation, public examination of the dissertation, the opponents and the custos.

The degree certificate includes an annex listing any supplementary studies completed by the student.

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

Section 46 Diploma Supplement

The university issues a Diploma Supplement for international use to undergraduate and postgraduate degree recipients. The supplement provides information on the university, the studies and study attainments referred to in the degree certificate, and their level in the education system.

Section 47 Graduation

LUT students can obtain the degree of Master of Science in Technology, Master of Science in Economics and Business Administration, Licentiate of Science in Technology, Licentiate of Science in Economics and Business Administration, Doctor of Science in Technology or Doctor of Science in Economics and Business Administration or Doctor of Philosophy in a graduation ceremony, which is arranged at least once a month.

The degree of Bachelor of Science in Technology/Economics and Business Administration is, with the exception of July, awarded within three weeks of the receipt of the student's graduation application.

Graduation requires that the student has completed all studies included in the degree, has enrolled as attending, and has fulfilled all legal obligations towards the university and its Student Union. Nevertheless, students enrolled as non-attending due to student exchange may receive their Bachelor of Science degree.

5. BACHELOR'S DEGREE

Section 48 Objectives of the Bachelor's degree

Bachelor's studies must provide students with

1. knowledge of the intermediate and minor studies included in the degree, or knowledge of the basics of corresponding modules and studies in the degree programme and the ability to follow developments in the field,
2. the capacity for scientific thinking and scientific approaches to work,
3. the ability to complete Master's level studies and for continuous learning,
4. the ability to apply what they have learnt to their work,
5. sufficient communication and language skills.

The studies are based on scientific research and professional practices in the field.

Section 49 Scope and structure of the Bachelor's degree

The Bachelor's degree amounts to 180 ECTS credits. The university must arrange the studies in a way that enables full-time students to complete it in three years.

The Bachelor's degrees in technology and business include:

1. general studies, min. 50 ECTS credits
2. intermediate specialisation studies, min. 40 ECTS credits
3. minor studies, min. 20 ECTS credits
4. elective studies, 0–10 ECTS credits.

Language and communication studies may be included in general studies. The Bachelor's thesis and related seminar are included in intermediate specialisation studies.

The Bachelor's and Master's degrees in technology and business may include an internship worth no more than 12 ECTS credits. Degree programmes may set minimum requirements for internships.

6. MASTER'S DEGREE

Section 50 Continuing one's studies from the Bachelor's degree to the Master's degree

Students have the right to complete the Master's degree in the Master's programme in technology and business to which they have been admitted. After their Bachelor's studies, students may go on to complete Master's studies when they have finished the required studies.

Students who have completed a Bachelor's degree under a valid right to study at LUT or an applicable lower university degree previously in another institution may on application be

transferred to a Master's programme corresponding to their previous studies. The Master's level admission requirements apply in terms of the student's qualification and eligibility. Students may be required to complete supplementary studies. The final decision on the transfer is made by the head of the degree programme.

Section 51 Objectives of the Master's degree

The studies should provide students with:

1. a good knowledge of the core and advanced specialisation studies, and a knowledge of the basics of the minor studies
2. the capacity for applying scientific knowledge and for critical thinking
3. the ability to operate in the professional world as an expert and developer of their field
4. the ability to complete scientific postgraduate studies
5. good communication and language skills
6. good presentation, cultural and leadership skills.

The studies are based on research and the professional practices of the field, and they promote good team and project work skills.

Section 52 Scope and structure of the Master's degree

The Master's studies amount to 120 ECTS credits. The university must arrange the studies in a way that enables full-time students to complete the degree in two academic years.

The degree of Master of Science (Technology) includes:

1. core studies 0–47 ECTS credits
2. advanced specialisation studies 50–95 ECTS credits
3. minor studies, min. 20–24 ECTS credits/0 ECTS credits
4. elective studies 0–30 ECTS credits
5. language and communication studies 0–10 ECTS credits.

The degree of Master of Science (Economics and Business Administration) includes:

1. core studies 42–78 ECTS credits
2. advanced specialisation studies 36–54 ECTS credits
3. minor studies, min. 24 ECTS credits/0 ECTS credits
4. language and communication studies 6 ECTS credits.

Advanced specialisation studies include a Master's thesis worth 30 ECTS credits.

The Bachelor's and Master's degrees in technology and business may include an internship worth no more than 12 ECTS credits. Degree programmes may set minimum requirements for internships.

Joint degree programmes organised in cooperation with other universities apply the provisions in this section where applicable and as separately agreed.

7. SCIENTIFIC POSTGRADUATE DEGREES

Section 53 Right to complete postgraduate degrees

Applicants are eligible for postgraduate studies referred to in section 2 above if they have a higher university degree in technology, business, or another field of science, or an official or recognised degree of an equivalent level in its country of origin, which the doctoral programme deems as a sufficient basis for scientific postgraduate education.

The doctoral programme has the right to require supplementary studies and set minimum requirements for grades from previous studies.

The student is required to have completed major/advanced studies corresponding to the field of research of the dissertation, or to have acquired equivalent knowledge. If the student has not completed major studies in the research field in question, the doctoral programme will decide on the assignment of supplementary studies depending on the case. The student must complete the supplementary studies before the preliminary examination process of the dissertation starts.

A background in scientific studies in technology is required in order to complete a doctoral degree in technology at LUT. Students who lack skills in the field of research or technology in question must complete separately assigned supplementary studies. Students who do not have a Finnish Master's degree in technology or an equivalent technology degree completed abroad may alternatively apply for the right to complete a doctoral degree in philosophy.

A background in business studies is required in order to complete a doctoral degree in business at LUT. Students who lack skills in the field of research or business in question must complete separately assigned supplementary studies.

The rector decides on the admission of a postgraduate student after receiving a statement by the doctoral programme. The doctoral programme confirms the postgraduate study plan and assigns one supervisor or more for the postgraduate studies. If necessary, an application for postgraduate studies may be handled by the academic council of the school in question.

The postgraduate study right entitles its holder to a normal student status at LUT. Postgraduate students hired by LUT as junior researchers also have access to the facilities, tools and other privileges related to an employment relationship, such as occupational health care, an assigned working space, a computer and a telephone.

Section 54 Postgraduate study guidance

The corresponding supervisor of postgraduate studies has a doctoral degree and is

- an LUT professor
- an associate professor on the LUT tenure track
- a docent at LUT
- an LUT employee with a docentship at another university.

In general, the corresponding supervisor is responsible for proposing the preliminary examiners and opponent(s), acting as the custos and seeing to the arrangements related to the public examination of the dissertation unless the supervisors mutually agree otherwise. The secondary supervisor may be a person with a doctoral degree.

The doctoral programme decides whether to replace supervisors.

Section 55 Aims of scientific postgraduate education

The aim is for postgraduate students to

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

Section 56 Doctorate

The doctoral degree requires approximately four years of full-time studies.

To complete the doctoral degree, postgraduate students shall

1. complete the scientific postgraduate studies
2. demonstrate independent thinking and due criticism within their research field
3. prepare a dissertation and defend it in public.

Students who have previously completed a doctoral or licentiate degree in another field of science must complete supplementary studies in accordance with section 53. In addition, the student must complete a sufficient amount of studies in the field of research of the postgraduate degree.

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

Section 57 Licentiate degree

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

Students accepted into postgraduate studies may complete the licentiate degree by completing the postgraduate studies required for the degree and preparing a licentiate thesis.

In the licentiate thesis, students demonstrate a good knowledge of their field of research and the ability to apply scientific research methods independently and with due criticism. The university may also accept as a licentiate thesis a number of scientific publications or manuscripts accepted for publication it deems sufficient, or a summary of such publications or a work that meets equivalent scientific criteria. The publications may also include collective publications if the doctoral candidate has independently and demonstrably prepared a part of it.

Section 58 Scope and structure of scientific postgraduate degrees

Postgraduate studies amount to 40 ECTS credits, at least half of which must be studies in the field of research. The postgraduate studies are measured in ECTS credits, and the number of credits is expressed in whole numbers.

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

Studies in the field of research are postgraduate-level studies. Studies supporting the field of research may also include advanced university studies which are not included in other degrees. Studies included in the degree must be completed before permission is given to defend the dissertation.

Section 59 Postgraduate study plan

In connection with applying for the right to complete postgraduate studies, the applicant prepares a postgraduate study plan with his or her supervisor following instructions from the doctoral school. The plan is then approved by the doctoral programme. The supervisor of the postgraduate studies oversees the implementation of the study plan.

The postgraduate study plan includes the student's personal study plan. The student is responsible for maintaining and updating it. The postgraduate study plan is reviewed during the studies as needed, but no later than at the preliminary examination stage of the dissertation in accordance with the doctoral school's instructions.

Doctoral programmes may issue further instructions on the preparation of postgraduate study plans.

Performance and development discussions with junior researchers set the targets for the first year and criteria for deciding the continuation of the employment relationship.

Section 60 Doctoral dissertation

A dissertation must contribute new scientific knowledge to its field. The author explicitly explains his or her own contribution to the research at the beginning of the dissertation. The dissertation may be a monograph or an article-based dissertation consisting of refereed scientific publications on the research topic and a summary of them.

A dissertation submitted for examination in another Finnish or foreign university cannot be accepted as such for examination at LUT University. LUT independently assesses whether a dissertation sufficiently differs from a dissertation submitted for examination at another university. An exception are dissertations prepared within the framework of double degree agreements with partner universities.

More detailed instructions on dissertations have been compiled and published on the university's intranet and the Uni student portal.

Section 61 Preliminary examination

The dissertation committee makes the decision to initiate a dissertation process and appoint preliminary examiners and gives a statement on the dissertation manuscript if needed. A

proposal regarding the preliminary examiners is presented to the dissertation committee by the supervisor of the postgraduate studies.

Two preliminary examiners are appointed, and one of them must have the right to act as the corresponding supervisor at his/her own university. The persons appointed shall have proven qualifications in the field of the dissertation. A person in an employment relationship at LUT or the supervisor of the doctoral candidate cannot be chosen.

Preliminary examiners can be replaced if they do not submit their statement within a reasonable amount of time (two months) and there is no acceptable reason for the delay, or if other justified grounds exist. The dissertation committee makes decisions concerning the replacement of preliminary examiners.

If the dissertation committee is not able to reach a unanimous decision on the matter or unanimously decides not to initiate the dissertation process, the matter will be decided by the academic council.

Section 62 Permission to defend the dissertation

Having received statements from the preliminary examiners, the academic council decides whether to grant permission to defend the dissertation. The statement may also be collectively prepared by the examiners.

The academic council appoints one or two opponents to review the dissertation, and if needed, decides on substituting the opponents. The supervisor of the postgraduate studies is the custos, that is, the moderator of the public examination.

The supervisor of the postgraduate studies or a person otherwise involved in the research may not be an opponent. Preliminary examiners may also act as opponents, but it is advisable for three external persons to be involved in the examination process.

If one or both of the preliminary examiners' statements take a negative stand, the academic council will interrupt the process. One negative preliminary examination statement constitutes grounds for interrupting the process. The student shall submit a revised manuscript to the dissertation committee to restart the process within one year of the decision to interrupt the process. The student must provide the dissertation committee a separate summary of the changes made.

The rector may at any point for justified reasons interrupt or cancel the examination process or have it return to an earlier process stage.

Section 63 Public examination and assessment of a dissertation

The final version of the dissertation must be available at the university to the public for at least ten days before the public examination. Minor errors discovered after printing but before the public examination of the dissertation may be listed in a so-called errata annex.

The doctoral candidate must defend his or her dissertation in a public examination. The examination may not take more than four hours.

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

The opponent(s) shall give a written statement on the dissertation and its defence to the academic council after the examination. If there are two opponents, they may each give a statement of their own or one collective one.

The academic council decides on the acceptance and assessment of the dissertation. Dissertations are assessed with the grade passed with distinction, passed, or failed. The university aims to give the grade passed with distinction to no more than 10–15% of dissertations.

Any objections to giving the dissertation a passing grade must be made in writing. Such claims can be made by the opponent(s) or an authorised member of the academic council.

Section 64 Assessment of a licentiate thesis

The academic council appoints at least two examiners for a licentiate thesis. One of the examiners may be the supervisor of the thesis. The other shall be a person from outside LUT. The examiners provide the academic council with a written statement on the thesis within four weeks. The examiners may also prepare one collective statement.

The academic council will assess the licentiate thesis. Licentiate theses are assessed with the grade passed with distinction, passed, or failed.

Section 65 Doctoral conferment ceremony

Postgraduate students who have completed the doctoral degree may be awarded regalia in accordance with the university's established practice in a conferment ceremony in recognition of their achievement.

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

8. MISCELLANEOUS

Section 66 Duties of a head of degree programme

A head of a degree programme must have a doctoral degree and be employed by LUT. The rector or a person assigned by the rector appoints heads of degree programmes.

A head of a degree programme

- heads and develops the activity of the degree programme in a profitable way in accordance with the university strategy
- decides on the admission of students into specialisation fields and on the grounds and procedures for changing fields
- decides on the admission of Bachelor's level graduates to Master's programmes and on the grounds and procedures for transfers between programmes
- decides on credit transfer
- decides on the acceptable specialisation field of substituting compulsory Swedish studies
- approves personal study plans deviating from the curriculum
- may give instructions on internships and their examination
- determines the language of the maturity test when it is not Finnish or Swedish
- determines the language of a Master's thesis if it is not Finnish, Swedish or English
- approves modifications to the curriculum on which the academic council does not decide
- appoints another person to carry out and grade examinations if a teacher is disqualified or temporarily incapacitated
- monitors that studies are conducted ethically and discusses related matters with students as necessary; gives instructions and decides on initiating investigations into misconduct on courses with the teachers responsible for the courses; teachers may, nevertheless, investigate suspected misconduct if they consider it necessary
- may delegate his/her duties.

Section 67 Duties of a head of a doctoral programme

A head of doctoral programme is a professor employed at LUT.

A head of a doctoral programme

- heads and develops the activity of the doctoral programme in a profitable way in accordance with the university strategy
- is responsible for implementing policies issued by the steering group of the LUT Doctoral School in the doctoral programme.
- sees to the quality management and functionality of the postgraduate education process in the doctoral programme (range of courses, instruction)
- prepares statements to the academic council on applications for postgraduate studies, decides on possible supplementary studies, approves postgraduate study plans and assigns supervisors
- decides on replacing, adding or removing supervisors
- decides on the right to publish a dissertation or licentiate thesis in a language other than Finnish, Swedish or English

- may delegate his/her duties.

Heads of doctoral programmes have deputies.

Section 68 Student feedback and complaints

Students are expected to contribute to the development of the university's instruction and other operations e.g. by giving feedback through the feedback channels which are part of the university quality management system. Feedback is collected on courses and at different stages of studies – at the beginning and upon graduation at the Bachelor's, Master's, licentiate and doctoral stages. Doctoral students are also asked for feedback during their studies.

Students may give informal feedback on education to, for example, the head of a degree programme, the study affairs staff or the vice rector for education. Feedback on postgraduate studies can, for example, be given to the head of the doctoral programme, staff members of the LUT Doctoral School or the vice rector for research and innovation.

Individual students or student groups dissatisfied with instruction, guidance, teaching arrangements or other teaching-related matters may submit a free-form, written complaint to the university. The complaint is addressed to the quality system manager, who will see to it that the complaint is handled and provides information on the matter to the students submitting the complaint.

Section 69 Misconduct and disciplinary measures

Students are expected to know and observe the ethical principles of academic studies. In ethically problematic situations, students will be assisted and guided to do the right thing. All cases of suspected misconduct will be investigated and any misconduct observed will lead to disciplinary measures.

Under the Universities Act (558/2009, section 45, amendment 12.8.2011/954), a student may be cautioned if he or she

- disrupts teaching,
- behaves violently or threateningly,
- acts under false pretences or otherwise breaks order at the university,
- refuses to present the drug test certificate referred to in section 43 d, or
- according to the account referred to in section 43d, has used narcotics for purposes other than medical treatment in a way which undermines his/her functional capacity.

If the act or neglect is serious or if the student carries on the inappropriate behaviour referred to in subsection 2 after having been cautioned, he or she can be suspended from the university for a fixed period of no more than one year.

A student who disrupts teaching, behaves violently or threateningly, or threatens another person's life or well-being can be removed from the teaching space or university event. A student may be banned from attending teaching for a maximum of three days where there is danger that the safety of another student or a person working at the university or in some other teaching facility is threatened as a result of the student's violent or threatening behaviour or where the disrupting conduct of the student makes teaching and associated activities unreasonably difficult.

The decision in regard of a caution in writing to a student will be made by the rector of the university, and in regard of a suspension by the university board.

Before the decision is taken, the deed or neglect causing the disciplinary measure must be specified, the necessary investigation be conducted and the student be given an opportunity to be heard in the matter.

The rector and a member of the teaching and research staff and the internship instructor may work together or separately in a matter referred to in subsection 4 above. The measures must be recorded.

The decision on the enforcement of an appealable decision and on the date on which the implementation commences will be made at the same time as the decision to revoke the student's right to study, to dismiss the student or to ban the student from studies.

Also, assistance in an offence is considered an offence.

The vice rector for education gives more detailed university-wide guidelines for cases of misconduct.

Section 70 Misconduct in an examination

Students complete their examinations individually unless otherwise instructed.

The invigilator of an examination must remove students suspected of an offence from the examination venue immediately, and the students' examination must be failed. Invigilators have been given instructions on what to do in an alleged case of misconduct.

If the offence is noticed after the examination (e.g. electronic examination) is over, the teacher who grades the examination must fail the student. Suspected offences are handled according to university-wide guidelines.

Section 71 Misconduct in a final thesis

If misconduct, such as plagiarised text, is observed in a final thesis submitted for evaluation, the thesis must be failed, or in the case of a Master's thesis, licentiate thesis or dissertation, given a failing grade.

Suspected offences are handled according to university-wide guidelines.

Disciplinary measures shall be applied pursuant to section 69 above.

9. ENTRY INTO FORCE

These regulations shall enter into force on 1 August 2020.