



UNIVERSITY REGULATIONS ON EDUCATION AND THE COMPLETION OF STUDIES

Approved by the vice rector for education on 22 June 2016.

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1. GENERAL PROVISIONS

University

Section 1

The university provides undergraduate, postgraduate and continuing professional education, and open university instruction.

The university arranges its activity so that a high international level is ensured in research, education and teaching by following ethical principles and good scientific practice.

Section 2

The undergraduate degrees of the university include the lower university degrees of Bachelor of Science in Technology and Bachelor of Science in Economics and Business Administration, and the higher university degrees of Master of Science in Technology and Master of Science in Economics and Business Administration. The postgraduate degrees of the university are the degrees of 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. The degrees are defined in the Universities Act (558/2009), adopted on 24 August 2009, and its amendments, in the Government Decree on University Degrees (794/2009, including amendments), adopted on 19 August 2004 and referred to hereinafter as the decree on degrees, and in these university regulations.

Section 3

The languages of instruction and degrees at the university are Finnish and English. Instruction may also be provided in other languages. Instruction offered in a language other than Finnish shall be announced in the study guide. Examinations for courses lectured in a language other than Finnish are arranged in the language of instruction. Teachers may also choose to allow students to take the examination in Finnish.

Section 4

Students are admitted to degree programmes, which lead to undergraduate degrees. The university board decides which school is responsible for each degree programme.

In the field of technology, the university has degree programmes in Energy Technology, Chemical Technology, Mechanical Engineering, Electrical Engineering, Information Technology, Industrial Management, Environmental Technology, and Computational Science. In addition, the university has one degree programme in Business Administration.

The degrees are composed of general studies and intermediate, core and advanced studies in the student's field of specialisation, minor studies, a possible internship, elective studies, and a final thesis.

Education leading to a postgraduate degree is planned and organised for specific research fields. The university has one doctoral school which comprises all doctoral programmes in LUT's fields of expertise. A head of doctoral programme is assigned to each doctoral programme. The doctoral school and the university's postgraduate education are headed by the vice rector for research together with the doctoral school steering group. All of the doctoral students at the university are members of the doctoral school. The establishment of and modifications to doctoral programmes are decided by the rector or a person appointed by the rector.

Admission and study right

Section 5

The rector or a person appointed by the rector annually decides on the admission procedure and criteria for new students after hearing the schools.

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

Students are admitted to degree or doctoral programmes.

Section 6

Students dissatisfied with admissions may lodge a written appeal within 14 days of the publication of the admissions decisions. When the decision on admissions is made public, applicants shall receive information on the admission criteria applied to them and how to initiate an appeal against the decision.

Decisions made regarding appeals may be brought before the Administrative Court of Eastern Finland in accordance with the Administrative Judicial Procedure Act (586/1996). No appeals may be made against the administrative court ruling.

Decisions on appeals shall not prejudice any student accepted to the university.

Section 7

All degree programmes leading to a higher university degree may set non-degree supplementary studies (no more than 60 ECTS credits) as a prerequisite for admission depending on the student's prior education.

Section 8

A student may simultaneously be enrolled in one degree programme in technology and one degree programme in business studies at Lappeenranta University of Technology.

Section 9

Students may apply for transfer from one degree programme to another within the university

- a) before completing the Bachelor's degree or
- b) after completing the Bachelor's degree.

The rector or a person appointed by the rector annually decides on the transfer procedure and criteria after hearing the schools. The head of the receiving school decides on the admission of transfer students.

Section 10

Undergraduate and postgraduate students shall register annually as attending or non-attending in accordance with orders issued by the vice rector for education. Students who have not registered as defined by the university forfeit their study entitlement. If the student subsequently wishes to start or continue his or her studies, he or she shall submit a written application to be reinstated as a student and pay a re-enrolment fee. An appeal may be made against the rector's decision pursuant to section 6 above.

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

Section 11

The target time for the completion of a Bachelor's degree in technology or business is three academic years, and that of a Master's degree is two years.

Students accepted to complete both the lower and the higher university degree have the right to exceed the combined target time for both degrees by no more than two years.

Students accepted to complete only the higher university degree have the right to exceed its target time by no more than two years.

The time of completion shall not include absence due to voluntary or compulsory military service, or to maternity, paternity or parental leave. However, if a student registers as attending during the course of such leave, it shall be included in the completion time. Other periods of absence that last no more than two semesters and for the duration of which the student has registered as non-attending shall not be included in the time of completion of the degree.

In addition, semesters during which the above-mentioned grounds for absence originate or terminate, but for the beginning or end of which the student has registered as attending, shall not be included in the completion time of the degree if the student invokes the above-mentioned grounds and if the university can consider them to have disrupted the student's studies during that semester. Similarly, if the student has registered as non-attending for the beginning or end of such a semester, the university may deem that the semester not be included in the two semesters allowed for absence.

If a student neglects to register for the academic year, the completion time for his or her degree shall continue to elapse.

The head of the degree programme may, upon application, grant an extension to students who have not completed their studies in the time specified above. Granting an extension requires that the student presents a realistic plan, including a schedule and goals, for the completion of his or her studies. University-wide instructions have been issued on the granting of an extension.

Section 12

The study entitlement of a degree student ends when he or she has completed the degree based on which the entitlement was granted.

Students may give up their study entitlement by submitting a written notification. The notification is binding. The study entitlement ends on the receipt date of the notification. An entry thereof will be made to the university records. In such cases, students may regain their study entitlement only by applying to the university through the regular admissions process.

Duties of a head of degree programme

Section 13

A head of 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 to specialisation fields and on the grounds and procedures for changing them
- 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
- may delegate his/her duties.

Curriculum

Section 14

The vice rector for education provides instructions that apply to the university as a whole on the preparation of curricula. The curricula shall be prepared in accordance with the university strategy. The academic council makes decisions regarding the curriculum according to instructions. The curriculum for language studies is confirmed by the vice rector for education.

A curriculum presents the learning outcomes and organisation of the degree programmes, and the course descriptions and learning outcomes of courses in the degree.

The academic council decides on the inclusion or exclusion of courses to or from the curriculum during the course of the academic year.

Courses included in the undergraduate degrees may be compulsory, optional or elective.

Intermediate specialisation studies in the Bachelor's degrees correspond to general and/or intermediate studies, and core specialisation studies in the Master's degrees are advanced studies.

The modes of study are determined in the curriculum. In individual cases and for just cause, the teacher responsible for a course has the right to determine an alternative mode and date of completion.

Measurement of studies

Section 15

Studies are measured in credits, which indicate the input required for each course. The average annual workload of a student is 1600 hours of work, which is worth 60 ECTS credits. One credit refers to an average input of 26 hours of work by a student.

The number of credits for a course shall be a whole number.

Study guidance and personal study plans

Section 16

Each student has the right to study guidance, and the provost and director of study and international affairs are responsible for organising it.

Section 17

The personal study plan of undergraduate students supports the goal-oriented completion of studies within the target time set for the degree. The plan contains the courses included in the student's degree and their position in the degree structure in accordance with the requirements in the curriculum and within the limits of the student's freedom of choice. Students prepare the personal study plan at the beginning of their studies and are responsible for maintaining and updating it.

Study Services are responsible for providing guidance related to the personal study plan. Personal study plans are revised at three points during the studies:

- in the first year of studies
- when the Bachelor's degree is finished

- when the student's Master's thesis topic is confirmed.

The personal study plan of a postgraduate student is the postgraduate study plan prepared at the application stage. The student is responsible for maintaining and updating it. Postgraduate study plans are revised during studies according to the LUT Doctoral School's instructions.

Language skills

Section 18

Students shall, for their lower or higher university degree, demonstrate a knowledge of

1. Finnish and Swedish required of state personnel in bilingual authorities under the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003), section 6, subsection 1, and that is necessary in the performance of one's professional duties, and of
2. at least one foreign language that allows following developments in one's own field and operating in an international environment.

The head of degree programme defines the required language skills referred to in subsection 1.

Students who have obtained their compulsory education in a language other than Finnish or Swedish, or who have received their compulsory education abroad, shall in connection with their lower or higher university degree or in another way demonstrate only the language skills referred to in paragraph 2 above.

The head of degree programme may, for a special reason, exempt a student from the language requirements set in section 6, subsection 1 of the above-mentioned act either fully or partly. The grounds for the decision must be given in writing. A special reason may, for example, be that the student's upper secondary education did not include Swedish.

Degree certificates

Section 19

The formulations of lower and higher university degree certificates and postgraduate degree certificates are confirmed by the university rector. The rector signs the higher university degree and postgraduate degree certificates. Lower university degree certificates are signed by the rector or a vice rector.

Section 20

Lower and higher university degrees include the following information:

1. the degree and field
2. the degree programme and major subject/specialisation field or Master's programmes
3. minor subjects /minor subject modules

In addition, the degree certificate shall include the title and grade of the final thesis. The degree certificate includes the overall grade for the degree, which is defined on the basis of all courses included in the degree.

The student's skills in Finnish and Swedish shall also be mentioned in the degree certificate. The certificate shall mention the language of the graduate's compulsory education and maturity test, if it is either Finnish or Swedish, and grades for speaking and writing skills in the second official language of Finland.

The overall grade of the higher university degree is calculated when at least 40 ECTS credits (not including the final thesis) have been completed at LUT and evaluated on a scale of 1-5. The overall grade of the lower university degree is calculated when at least 80 ECTS credits (not including the final thesis) have been completed at LUT and evaluated on a scale of 1-5.

The degree certificate includes a transcript of records that lists all of the courses completed by the student and included in the degree, as well as their grades.

The degree certificate may be given to the student only after he or she has fulfilled all obligations toward the university and the student union. When the student continues on to complete the higher university degree after the lower one, the fulfilment of the obligations is confirmed in connection with the higher degree.

A transcript of supplementary studies completed by the student are annexed to the degree certificate.

Students may apply to have extra courses excluded from their degree certificate and printed out as a separate transcript.

In collaborative degree programmes organised with other universities, this section is observed as separately agreed.

Section 21

For students who complete their degree in a language other than Finnish or Swedish, the title of the degree is given in English in accordance with the appendix to the Government Decree on University Degrees (794/2004).

In such cases, degree certificates are given in both Finnish and English. A translation into English will be provided of the degree certificate in Finnish.

Section 22

The postgraduate degree certificate includes

1. the degree title and doctoral programme
2. the research field
3. the title and grade of the final thesis.

In addition, the doctoral degree certificate includes information on the public examination of the dissertation, the opponent and the custos.

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

Section 23

The university includes a Diploma Supplement in English in its undergraduate and postgraduate degree certificates. The supplement is targeted especially for use in an international context. The supplement includes information on the university, the studies and completed courses referred to in the degree certificate, as well as their level and how they compare to other studies within the education system.

Section 24

The higher university degree may receive the special mention "with distinction". The mention may only be accorded to students who have completed at least 40 ECTS credits of studies at LUT assessed on a scale of 1-5. Credits transferred from other institutions shall not affect the granting of the mention.

Students in the field of technology have completed their degree with distinction if their overall grade is at least 4 and the Master's thesis grade 5.

Business students have completed their degree with distinction if the overall grade is at least 4 and the Master's thesis grade at least *eximia cum laude approbatur*.

Also the lower university degree may receive the special mention "with distinction". The mention "with distinction" can be given to a student with no more than 10 ECTS credits of transferred studies and with an average degree grade of at least 4. Courses completed during student exchange abroad are not included in substituted studies.

Section 25

Students may graduate from LUT on days decided by the rector. Generally, there is one graduation date each month.

Graduation requires that the student has enrolled as attending. Students enrolled as non-attending due to student exchange may, nevertheless, graduate with the degree of Bachelor of Science in Technology or Economics and Business Administration.

Section 26

The precondition for receiving a Bachelor's degree certificate from the university is that at least 90 ECTS credits of studies included in the degree (including the final thesis) be completed at Lappeenranta University of Technology.

As for the Master's degree in technology or business, the minimum requirement is 70 ECTS credits, of which 45 must be advanced studies, including the Master's thesis.

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

The head of degree programme can, for just cause, make an exception to subsections 1 and 2.

Recognition of prior learning

Section 27

If a student carries out studies at another Finnish or foreign university or other educational institution, he or she must submit an application for credit transfer to the head of degree programme. The Language Centre decides on the recognition of language learning in other than formal education. The university also allows students to transfer credits or substitute courses included in their degree by recognising other types of learning. In such cases, the student's knowledge may be demonstrated through an oral or a written examination or e.g. with a portfolio based on which the student's performance can be evaluated.

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

Students may apply to have higher university degree courses that are not part of the curriculum included in the advanced studies of their core and specialisation studies. Students may apply to have applicable courses completed at other higher education institutions included in their Bachelor's degree.

Maturity test

Section 28

Students must take a written maturity test to demonstrate their language skills in Finnish or Swedish (language maturity test) and how well they know the topic of their thesis (content maturity test). The maturity test is taken in the language in which the student has received his or her education in Finland.

The Bachelor's level maturity test is evaluated only in terms of content if the student has received his or her compulsory education abroad or in a language other than Finnish or Swedish in Finland. In such cases, the head of degree programme decides the language of the maturity test. In addition, if the student has demonstrated his or her language skills in a previous university degree, the language of the Bachelor's level maturity test will not be evaluated, only the contents.

The abstract of the Bachelor's thesis serves as the maturity test.

The maturity test is assessed by the supervisor of the Bachelor's thesis and a language consultant assigned by the university. The supervisor ensures that the student is familiar with the topic of the thesis, and the language consultant assesses the language skills.

The Master's degree requires a maturity test in which the students prove that they know the topic of their Master's thesis. The abstract of the Master's thesis serves as a maturity test in terms of the thesis content.

Finnish or Swedish skills are not evaluated in the Master's degree if they have been proven in a previous degree or if it is not required of the student (compulsory education completed abroad or in a language other than Finnish/Swedish in Finland). If the student must demonstrate his or her skills in Finnish or Swedish in the Master's degree, the abstract of the final thesis is accepted as the maturity test as in the Bachelor's degree.

The university will issue more detailed instructions to students on taking the maturity test.

2. LOWER UNIVERSITY DEGREE

Aims

Section 29

Studies leading to the lower university degree shall provide students with

1. knowledge of the basics of major and minor subjects or equivalent modules or studies included in the degree programme, as well as the competencies required to follow the development of the field
2. a capacity for scientific thinking and the application of scientific working methods
3. the knowledge and skills required in education leading to the higher university degree and in life-long learning
4. the ability to apply their knowledge and skills in the world of work, and
5. sufficient communication and language skills.

The education is based on scientific research and practices in the relevant professional field.

Scope and structure

Section 30

The studies leading to the lower university degree amount to 180 ECTS credits. The university shall arrange the education so as to allow full-time students to complete the degree in three academic years.

The Bachelor's degree in technology or business includes

1. general studies, at least 70 ECTS credits
2. intermediate specialisation studies, at least 40 ECTS credits
3. minor studies, at least 20 ECTS credits
4. elective studies, at least 10 ECTS credits.

Language and communication studies are included in general studies. The Bachelor's thesis and the related seminar (10 ECTS credits) are included in the intermediate specialisation studies in the student's field of specialisation.

An internship in the Bachelor's and Master's degrees in business and technology may be worth no more than 12 ECTS credits. Degree programmes set their own minimum requirements for internships.

Section 31

To obtain their degree, students shall complete the studies referred to in section 30 above, depending on their field of study.

Students shall demonstrate having reached the aims set for the degree, studies and final thesis, as well as the language proficiency referred to in section 18.

Students may apply to transfer from one specialisation to another. The transfer, its grounds and procedures are decided on by the head of degree programme.

Bachelor's thesis

Section 32

The Bachelor's thesis in the lower university degree is completed as a course included in the student's intermediate specialisation studies. The supervisor of the thesis is the instructor of the course in question or someone else assigned by the head of the degree programme. The supervisor must have a higher university degree.

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

The Bachelor's thesis is evaluated on the scale excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and failed (0).

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

The vice rector for education decides on issuing general, university-wide instructions concerning final theses. Schools may issue more detailed instructions.

3. HIGHER UNIVERSITY DEGREE

From the lower to the higher university degree

Section 33

Students have a right to complete the higher university degree in the degree programme in technology or the Master's programme in business administration to which they have been admitted.

If the student completes an applicable lower university degree when he/she is entitled to study at LUT or has previously completed such a degree, he/she may apply to be transferred to a corresponding Master's programme. With regard to eligibility and aptitude, the separate application requirements of Master's programmes shall apply. Depending on the student's previous studies, supplementary studies may be required. The transfer decision is made by the head of degree programme.

Aims

Section 34

The studies shall provide students with

1. a good knowledge of the core and advanced studies and basic knowledge of the minor studies
2. a capacity for applying scientific knowledge and for critical thinking
3. the ability to take on duties as an expert in and developer of their professional field,
4. the capacity to carry out scientific postgraduate studies,
5. good communication and language skills, and
6. good presentation, cultural and leadership skills.

The studies are based on research and professional practices in the field in question, and promote team and project work skills.

Scope and structure

Section 35

The studies leading to the higher university degree amount to 120 ECTS credits. The university shall arrange the education so as to allow full-time students to complete the degree in two academic years.

The basic structure of the degree of Master of Science (Technology) is the following:

1. core studies 0-47 ECTS credits
2. advanced studies 50–95 ECTS credits
3. minor studies 20-24 ECTS credits/0 ECTS credits
4. elective studies (0 - 30 ECTS cr)
5. language and communication studies 0-10 ECTS credits.

The basic structure of the degree of Master of Science (Economics and Business Administration) is the following:

1. core studies 36-66 ECTS credits
2. advanced studies 36–48 ECTS credits
3. minor studies 0-25 ECTS credits
4. language and communication studies 5-6 ECTS credits.

The advanced studies include a Master's thesis worth 30 ECTS credits.

In collaborative degree programmes organised with other universities, this section is observed as separately agreed.

An internship in the Bachelor's and Master's degrees in business and technology may be worth no more than 12 ECTS credits. Degree programmes set their own minimum requirements for internships.

Master's thesis

Section 36

A Master's thesis is a course that resembles a research project and is worth 30 ECTS credits.

It is part of the higher university degree, is included in the advanced studies and prepared on a topic agreed on by the supervisor and student. The approval of the topic remains in force for two years from the date of approval.

The Bachelor's degree and possible supplementary studies must be completed before the approval of the Master's thesis topic. The instructions for preparing a Master's thesis give detailed guidelines on the prerequisites for the approval of a thesis topic.

The topic of a Master's thesis is approved by the first examiner of the thesis, who is an LUT professor, docent, or associate professor on the tenure track. The first examiner must represent a field closely related to the student's thesis. The first examiner is also the supervisor of the thesis at the university.

The first examiner also appoints a second examiner for the thesis. The second examiner must have at least a higher university degree and may be from outside of the university.

Master's theses are public documents.

Section 37

The thesis can be prepared in Finnish, Swedish or English. Permission for using other languages is granted by the head of the degree programme.

Section 38

Students are entitled to present their work to the first examiner as the Master's thesis progresses and receive feedback on it. The first examiner may also request that students report on the progress of the thesis.

Section 39

The Master's thesis is approved and assessed by the head of school. If the head or deputy head of the school are unable to perform this duty, the vice rector for education appoints another person to assess the thesis

The examiners of the thesis may give a collective statement on the thesis.

Section 40

The Master's thesis in technology is evaluated on the scale excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and failed (0).

The Master's thesis in business is evaluated on the scale laudatur, eximia cum laude approbatur, magna cum laude approbatur, cum laude approbatur, non sine laude approbatur, lubenter approbatur, approbatur, improbatur (failed).

Section 41

If both examiners propose the grade 0 or improbatur, the the head of school fails the thesis, and the student must start over. If the examiners propose different grades for the thesis, the evaluation is left to the academic council, which may request a statement from a third examiner.

4. SCIENTIFIC POSTGRADUATE DEGREES

The right to complete a postgraduate degree

Section 42

Applicants are eligible for postgraduate studies referred to in section 3 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.

Section 43

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 applicant has not completed major studies in the research field in question, the doctoral programme shall decide on the supplementary studies depending on the case. The supplementary studies shall be completed before the preliminary examination process of the dissertation is started.

A background in scientific studies in technology is required in order to complete a doctoral degree in technology at LUT. If the student lacks skills in the field of research or technology in question, separately assigned supplementary studies shall be completed. If the applicant does not have a Finnish Master's degree in technology or an equivalent technology degree completed abroad, the applicant may alternatively apply for the right to complete a doctoral degree in philosophy.

Section 44

The rector decides on the admission of a postgraduate student after receiving a favourable 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 doctoral students 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.

The first supervisor of postgraduate studies may be an LUT professor, docent or associate professor on the tenure track.

The first supervisor is responsible for proposing preliminary examiners and the opponent(s), acting as the custos and seeing to the arrangements related to the public examination of the dissertation. The second supervisor may be a person with a doctoral degree.

The possible decision to change or add supervisors is made by the doctoral programme. Both above-mentioned decisions are made based on the student's application unless the change or addition is made because the supervisor previously assigned no longer works for LUT or is otherwise prevented from carrying out his/her duties, in which case the doctoral programme may make the decisions without the application or consent of the student.

Duties of heads of doctoral programmes

Section 45

A head of doctoral programme

- heads and develops the doctoral programme
- 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 on applications to postgraduate studies, decides on possible supplementary studies, approves postgraduate study plans and assigns supervisors
- decides on changing or adding supervisors
- decides on the right to publish a dissertation or Licentiate thesis in a language other than Finnish, Swedish or English.

The head of doctoral programme has an appointed deputy.

Aims of scientific postgraduate education

Section 46

The aim is for the postgraduate student to

1. acquire in-depth knowledge of his or her 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 his or her research field,
2. get acquainted with the development, basic problems and research methods of his or her field, and
3. obtain a knowledge of fields of science related to his or her research field that allows following their development.

Doctoral degree

Section 47

The doctoral degree, on the other hand, requires approximately four years of full-time studies.

To complete the doctoral degree, the postgraduate student shall

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

Students who have previously completed a doctoral or licentiate degree in another field of science shall complete supplementary studies in accordance with section 43, subsection 2. In addition, the student shall complete a sufficient amount of studies in the field of research for the postgraduate degree.

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

Licentiate degree

Section 48

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

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

In the licentiate thesis, the student demonstrates a good knowledge of his or her 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 student has independently and demonstrably prepared a part of it.

Requirements for scientific postgraduate degrees

Section 49

In connection with applying for the study entitlement to postgraduate studies, the applicant prepares a postgraduate study plan with his or her supervisor. The plan is then approved by the doctoral programme. The postgraduate study plan presents a brief outline of the research and studies included in the degree, and a plan for publication, financing and

internationalisation. The implementation of the postgraduate study plan is overseen by the supervisor.

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

Section 50

Postgraduate studies amount to 40 ECTS credits, at least half of which shall be studies in the research field. Postgraduate studies are measured in ECTS credits and in whole numbers.

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

Studies in the research field are postgraduate-level studies. Studies supporting the field of research also include advanced university studies which are not included in other degrees.

Dissertation, preliminary examination and permission to defend the dissertation

Section 51

The dissertation shall contribute new scientific knowledge to its field. The author shall explicitly explain 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 Lappeenranta University of Technology. LUT independently assesses whether a dissertation sufficiently differs from a dissertation submitted for examination at another university. An exception are the dissertations prepared within the framework of double degree agreements with other universities.

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

Section 52

The dissertation committee gives a statement on the dissertation manuscript and makes the decision to initiate the dissertation process and appoint preliminary examiners. A proposal regarding the preliminary examiners is presented to the dissertation committee by the first supervisor of the postgraduate studies.

Two preliminary examiners are appointed, and the second one must have the right to supervise dissertations in his/her own university. The person 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 may also act as an opponent. However, it is advisable that three outside actors take part in the examination process.

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. Also the opponent may be changed, in which case the decision is made by the academic council.

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

Section 53

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.

If one or both of the preliminary examiners take a negative stand, the academic council interrupts the process. The revised manuscript shall be submitted to the dissertation committee to restart the process within one year of the decision to interrupt the process. The dissertation committee shall be provided a separate summary of the changes made.

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

The academic council appoints one or two opponents to review the dissertation. 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.

Public examination and assessment of a dissertation

Section 54

The dissertation shall be available at the university to the public for at least ten days before the public examination.

The doctoral candidate shall take part in a public examination of his or her dissertation. The defence 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 within four weeks of its 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 approved with distinction, approved, or failed. The university aims to give the grade approved with distinction to no more than 10-15% of dissertations.

Any proposals against the acceptance of the dissertation shall be made in writing. Such claims can be made by the opponent(s) or an authorised member of the academic council.

Assessment of a licentiate thesis

Section 55

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 shall, within four weeks, provide the academic council with a written statement on the thesis. The statement may also be collectively prepared by the examiners.

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

Conferment

Section 56

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.

5. ADULT EDUCATION

Section 57

Open university instruction is university education which is open to anyone. It may be completed as individual courses or modules or integrated into undergraduate education.

As a general rule, all of the university's instruction is available as open university instruction, excluding final theses and related seminars.

Section 58

Continuing professional education is organised as open or tailored continuing education programmes or courses of different lengths, depending on the needs of customers or the

labour market. The academic council decides on how many ECTS credits each of its continuing professional education programmes is worth.

Students of continuing education programmes at the university are issued a certificate on their attendance in or completion of the programme.

6. ARRANGEMENT OF EDUCATION

General matters

Section 59

The vice rector for education confirms the dates of instruction and examination periods. The instruction and examination periods are announced for one academic year at a time by the 30th of November the preceding academic year.

Section 60

Students must register for courses. If less than fifteen (15) students register for a course, the method of teaching may be reconsidered depending on the case. Students shall be provided an opportunity to complete the courses in the curriculum.

Registration for a course entitles students to complete the course in accordance with the curriculum in force at the time of registration for the duration of the validity of the curriculum. Students register separately for examinations.

The university may restrict the number of participants for a course for just cause. The grounds for the limitation and selection of participants shall be included in the course description.

Arranging examinations

Section 61

The university arranges examinations for courses in accordance with the examination schedule in force. Each course has three scheduled examination sessions. In addition, the teacher may arrange examinations at other times in e.g. Moodle or the electronic examination room.

Section 62

Examinations for open university courses integrated into undergraduate education are arranged according to the university examination schedule. The university-wide provisions in these regulations for education and the completion of studies apply to such examinations.

Students who take an intensive open university course are given two possible dates to take the related examination. These dates are independent from the university examination

schedule. Students shall register for these examinations at least eight days before the examination date.

The provisions in these university regulations for education and the completion of studies apply to the assessment of students in open university instruction. Study attainments are recorded in the university student information system.

Section 63

Continuing professional education programmes have at least one but no more than three examination dates. The university-wide provisions in these regulations apply to the examinations. Study attainments are recorded in the university student information system.

Section 64

All teachers prepare and grade examinations in the subjects under their responsibility as determined by the head of degree programme.

If a teacher is disqualified or temporarily incapacitated, the head of the degree programme appoints another person to carry out and grade the examinations.

If students are allowed to use other tools in the examination than those meant for writing, it must be mentioned in the examination paper.

Section 65

Students who have enrolled as attending or students who have enrolled as non-attending due to student exchange have the right to take part in examinations. Students are entitled to take part in three scheduled examination sessions for a course they take. If a student does not pass the examination after taking it three times, he or she may apply in writing for an additional retake. The restriction in retakes applies to examinations in the examination schedule.

The vice rector for education gives university-wide guidelines for taking part in additional examinations.

The aim is to provide students who have been absent due to illness, military service, maternity or parental leave, or studies abroad the same rights upon their return as they did when they left. The rights shall remain in force until the end of the following semester.

Section 66

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

Students may cancel their registration two working days before the examination in question.

Teachers have no obligation to arrange an examination for a student who has not registered for it in advance.

In examination events listed in the examination schedule, students have the right to take only one examination at a time. On special grounds, students can be given the opportunity to take two examinations simultaneously.

Students taking part in an examination must provide proof of identity.

If the student has a documented diagnosis for a learning disability, it can be taken into consideration in the examination arrangements.

Evaluation of study attainments

Section 67

A study attainment refers to a dissertation, licentiate thesis, a Master's thesis or a Bachelor's thesis, a written or oral examination, presentation or other completed task included in the university curricula.

Section 68

An electronic plagiarism detector can be applied to the supervision and evaluation of students' work. If the plagiarism detector is a part of the evaluation or supervision process of a course, students cannot deny its use in the evaluation of the course if they wish to have their work assessed.

Section 69

Courses are evaluated either on the scale excellent (5), very good (4), good (3), satisfactory (2), sufficient (1) and failed (0), or pass – fail. On the five-point scale where 100 points is the maximum, grade 5 requires 90–100, grade 4 requires 80–89, grade 3 requires 70–79, grade 2 requires 60–69, grade 1 requires 50–59 and grade 0 requires 0-49.

The possible coursework affects the final grade of the course together with the possible examination. The teacher determines how much the coursework is emphasised in the evaluation.

The final postgraduate theses (dissertations, licentiate theses) are graded approved with distinction, approved, or failed.

Section 70

Teachers shall inform students of the results of examinations or other study attainments within one month. The final grade for the course is recorded in the student register within one month of the final study attainment for the course.

The published lists shall include information on the course, and the student identification numbers and grades of the participants in an examination or students who have submitted a study attainment for evaluation.

Teachers shall keep examination scripts and other equivalent material, and participant lists for examinations for at least six months after the grades are published.

Partial study attainments are valid for at least a year from the period in which the teaching of the course is finished.

Correction of the assessment study attainments

Section 71

Students who are dissatisfied with the assessment of their dissertation, licentiate thesis or corresponding final project, or of their Master's thesis or corresponding assignment may request a correction to the assessment from the degree board within 14 days of the date the assessment was made known.

Students who are dissatisfied with the assessment of study attainments, studies completed in another institution or knowledge and skills tested and recognised in another manner not referred to in subsection 1 may request a correction to the assessment orally or in writing from the teacher who made the assessment or the person who made the recognition decision.

The correction may be requested from the teacher of the course.

Students shall submit the correction request for a study attainment in writing within 14 days of the day the grade was made known. They also have the right to find out the grounds for giving the grade. A correction request for skills tested in another manner shall be submitted within 14 days of the date the decision was made known. Students dissatisfied with the decision made regarding the correction request referred to in this subsection may request a correction from the degree board within 14 days the date the decision was made known.

Section 72

Pursuant to the Universities Act (558/2009), section 44, students have the right to obtain information about the application of assessment criteria to their study attainments. They shall be given the opportunity to see the assessed study attainment.

After the assessment, students have the right to receive a duplicate of the paper assessed.

Section 73

The rector appoints a degree board, the composition of which may be changed as needed. The student union appoints its own representative.

Section 74

The examiner or opponent of a dissertation, licentiate thesis or equivalent final thesis may be disqualified under section 10 of the Administrative Procedure Act (434/2003).

Before the thesis referred to in subsection 1 is assessed, the author shall be given an opportunity to respond to the statement of the preliminary examiner, examiner or opponent.

Student feedback and complaints

Section 75

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 and doctoral stages. Doctoral students are also asked for feedback during their studies.

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

Section 76

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.

7. MISCONDUCT AND DISCIPLINARY MEASURES

Section 77

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

Section 78

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 1 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 shall 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 made 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 3 above. The measures must be recorded.

The decision on the enforcement of an appealable decision and on the date on which the implementation commences shall 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 79

The invigilator of an examination must remove students suspected of an offence from the examination hall immediately and their 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 is over, the teacher who grades the examination must fail the student.

If a final thesis submitted for evaluation includes plagiarised text, the thesis shall be failed, or in the case of a Master's thesis, given a failing grade.

Disciplinary measures shall be applied pursuant to section 78 above. Suspected offences are handled according to university-wide guidelines.

Students may apply for the correction of a failing grade in accordance with section 71.

8. ENTRY INTO FORCE

Section 80

These regulations shall enter into force on 1 August 2016.