

Decision

Vice-rector's instructions on applying for an additional exam retake
Entry into force 1.1.2011, updated 14.12.2015

According to LUT's regulations on education and the completion of studies, section 65, students may take the final examination for a course three times. 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 exam retake procedure is in line with the university strategy and its aim to develop education and studying. Both students and teachers are encouraged to promote high-quality learning: students are better prepared and motivated for examinations, and bottlenecks in education are eliminated. The retake procedure is not meant to prevent the progress of studies.

If a student does not pass the examination after taking it three times, he or she may apply for an additional retake. In order to be granted permission to take the examination again, the student must improve his or her knowledge of the topic area by completing additional assignments or other tasks assigned by the teacher. The assignment may be a discussion with the teacher during the teacher's office hour, answering questions from a previous examination, taking part in an examination feedback session, or any other task considered suitable for the purpose by the teacher. The aim is that the teacher and student together discuss why the student has not been able to complete the course successfully, and to determine how the student's knowledge of the topic area could be enhanced.

For students who wish to improve their grade, these exam retake instructions are observed where applicable. Students are automatically allowed to attempt to improve their grade twice. For additional retakes, these students must contact the teacher, who will then determine the suitable method for revising or enhancing knowledge of the topic before the exam. On reasonable grounds, the teacher may also deny the possibility for an additional retake or refuse to approve an attempt to improve a grade under false pretences.

If a student is dissatisfied with teacher's decision, he or she may request correction as defined in LUT's regulations on education and the completion of studies, section 71. A correction request shall be submitted within 14 days of the date the decision was made known

Jaana Sandström
vice-rector

APPENDICES Application form and filling instructions