

Rules of Procedure concerning Studies and Examination at Hanken School of Economics

In accordance with the Degree Regulations of Hanken School of Economics, approved by the Board in 2005 and last revised on 31 March 2025, the Rector has approved these Rules of procedure concerning studies and examination at Hanken School of Economics on 7 April 2025. The rules of procedure enter into force on 1 August 2025. Measures for their enforcement may be taken before their entry into force.

Chapter 1 Right to study and registration for the academic year

1 § Registration for the academic year

The academic year starts on 1 August and ends on 31 July. Teaching and examination are organised during times determined annually.

The right to pursue degree studies at the university or at a partner university requires having registered as present for the academic year or the semester in question. Registering as present requires that degree students who are liable to pay fees for English-language programmes have paid the academic year fee or have been exempted from the fee for the semester or academic year in question.

Degree students must be registered as present at the university to be able to make their study plan, register for courses and exams, complete studies and be entitled to supervision, apply for transfer of credits or apply for graduation.

The right to study for a non-degree programme entitles the student to take courses for a limited period, during which time they hold essentially the same rights and obligations as degree students who are registered as present at the university.

Degree students must register as present or absent at the university no later than 31 August each year, or 15 January for the spring semester. In order to register as present, bachelor's and master's students must pay the student union fee. Registering as absent does not require payment of the student union fee.

A degree student who has neglected to register for the academic year will be dismissed. A dismissed degree student who wants to resume their studies must apply for re-enrolment. A re-enrolment fee is charged in connection with the application. A student who has not completed their studies within the time limit laid down in section 41 § of the Universities Act may, on application, be granted extra time to complete their studies, provided that the student submits a goal-oriented and feasible plan for completion. In cases where the application is submitted after the study period has already expired, a re-enrolment fee is charged.

2 § Right to use Hanken's IT system

A student with the right to pursue degree studies or with the right to study for non-degree studies at Hanken has the right to use Hanken's IT system for the semesters during which the study right is active.

3 § Right to participate in courses and exams

Degree students have the right to take the course units offered at their study location, in accordance with the course offering and taking into account the entry requirements and target groups specified for each course. If a student has completed a study attainment (course) with a passing grade, they may not

take the same or equivalent course again at a later time. Section 28 § stipulates the right to attempt to raise the grade of an achievement during the same course implementation.

The number of participants in a study programme may be limited for special reasons, such as cooperation with a company or other university. Limits on the number of participants must be approved by the Education Council.

The course information shall state whether the number of participants is limited and how the right to participate is determined. Degree students shall always be given the opportunity to complete courses included as compulsory, for all or within the major subject, in the study plan, during an academic year.

Students holding study rights for non-degree programmes are entitled to take courses covered by their study rights. Spots for these students may be allocated separately for each course implementation.

Students must register for courses by the deadline. Confirmed enrolment in the Sisu study system is a prerequisite for the right to participate in courses and complete the courses in question. The examiner has the right not to register a grade for a student whose registration for the course has not been confirmed in the study system.

As a rule, registration for courses and examinations opens on 1 August for the Autumn semester and on 1 December for the spring semester. As a rule, registration closes one week before the start of the teaching, except in teaching period 1 in the autumn, when registration closes the day before the teaching starts. Registration for courses where the number of participants is limited closes two weeks before the teaching starts.

If a course implementation has fewer than ten confirmed registrations at the end of the registration period, the Head of Department or the Director of the Centre for Languages and Business Communication will generally decide to cancel the course. Students who have been registered for a cancelled course implementation may, notwithstanding the expiry of the registration period, be offered replacement studies. Announced courses which are compulsory in a registered degree student's study plan cannot be cancelled.

4 § Change of right to study and major subject

Students who hold a degree study right at the university may request to change to another study right outside the admission procedure:

1. a change of major within a bachelor's programme at the same study location and with the same degree language may be made on a continuous basis based on a new study plan, provided that the intended new major does not have threshold conditions or quotas. Separate rules may apply to students admitted directly to the Economics major.
2. students who have completed their bachelor's degree at Hanken may change their major within a master's programme at the same study location and with the same degree language, provided that they meet the subject-specific entry requirements within their bachelor's degree at Hanken. Change of major is granted on the same grounds as external admission, within the new major. Students who have been admitted directly to a master's programme at Hanken cannot change their major or programme without an external application procedure.
3. students who have completed a bachelor's degree elsewhere and hold a study right for a bachelor's degree (180 credits) and a master's degree (120 credits) at Hanken may apply for a change of study right to only a master's degree (120 credits) within the range of majors offered at their own study location and in the same degree language. Change of study right is granted on the same grounds as external admission to the receiving major.

The receiving major may limit the number of new students admitted via the above-mentioned exchanges.

Doctoral researchers can apply for changing their major subject. The application requires approval by the receiving major subject.

Chapter 2 Study attainments

5 § Compulsory courses

The bachelor's degree includes compulsory basic courses in economic sciences totaling 60 credits, a compulsory introductory course comprising 2 credits and a module in self-leadership and interaction skills comprising 6 credits.

The common studies in methodology, data analytics and corporate responsibility (a total of 18 credits) within the compulsory studies are included in the major subject module within the bachelor's degree. The major subject module comprises at least 60 credits, and it includes the subject's basic course, intermediate studies in the subject 26-32 credits and the bachelor's thesis 10 credits.

The bachelor's degree includes a uniform stay abroad of at least three months in the form of studies or an internship. In the bachelor's degree programme in English, the stay abroad may be replaced by an integration study module if the student has not received their school education in Finnish or Swedish in Finland. In the bachelor's programme in Swedish, students who received their school education in a Nordic country other than Finland can replace an internship abroad with an internship in Finland.

In the 2-year master's degree (120 credits), all major subject studies include a master's thesis (30 credits), a seminar (5 credits), a methodology course (at least 5 credits) and studies in global competence (5 credits).

In 1-year (60 credits) or 1.5-year (90 credits) master's programmes, advanced studies are included in the major subject. For a 1-year master's degree, these comprise at least 30 credits, including a thesis comprising a minimum of 10 and a maximum of 20 credits. The advanced studies for a 1.5-year master's degree comprise at least 45 credits and include a thesis comprising a minimum of 15 and a maximum of 30 credits.

6 § Completion of courses and registration

In order to pass a course, all the individual parts included in it must be passed. As a rule, the completed individual parts are valid for one academic year, after which the entire course unit must be completed again.

Courses are completed and recorded in the study register in accordance with the number of credits that has been decided for each individual course unit.

Completed study attainments must be entered in the study register within one week, excluding weekends, of the publication of the results for that course. Study attainments are dated on the last date of completion, which may be the day of the exam or, for example, the deadline for submitting work. Completed study attainments are not deleted from the study record. A numerical grade for an attainment is not changed to a pass only.

Study attainments expire after ten years, unless the degree or a study module that includes the attainment has been completed before then. Degrees do not expire, nor do approved theses or compulsory stays abroad.

7 § Grading

Study attainments are assessed with a numerical mark on a scale of 1-5 or as pass/fail. The grading scale is fixed, is shown in the course description and applies to all attainments within the same course unit. The threshold for a pass and a grade of 1 is 50 % of the total points of the course.

If different forms of examination are used within the same course unit, equal treatment of the students must be ensured, and the assessment must be made equally, based on how the learning goals of the course unit have been met.

8 § Transfer of credits

A student may request that studies included in degree programmes at other universities or universities of applied sciences be credited for studies at Hanken, provided that the studies correspond sufficiently to each other in terms of level, learning goals and workload. Transfer of credits is always a matter of judgement.

An official transcript of records and a course description must be attached to a request for credit transfer. Credit transfers are made based on original performance and are dated according to the original date of completion.

Studies completed within Hanken's exchange programmes at Hanken's partner universities are credited in full. When crediting studies completed abroad, the number of ECTS is considered equivalent to the number of credits. Studies completed at Finnish universities and higher education institutions are generally transferred in accordance with their original scope and assessment/grade. Other studies, including those completed as part of the Hanken exchange programme, will normally be credited as approved only.

For the compulsory basic courses in economic sciences, the basic principle is that basic courses in economic subjects taken at university level in Finland are recognised as corresponding basic courses at Hanken. The decision whether to transfer credits for basic courses in economic sciences is made by the person in the respective subject appointed by the Head of Department, in consultation with the study administration. Other studies directly corresponding to a course at Hanken are credited by the person appointed by the Head of Department or the Director of the Centre for Language and Business Communication. Other studies not directly corresponding to a course at Hanken are credited by the study administration, which, if necessary, consults the Dean of Education. The crediting of studies that form the basis for formal admission via transfer is approved by the study administration.

In the PhD programme, decisions on credit transfer are made by the degree supervisor, who may also decide on the assessment of the attainment.

As a rule, studies completed more than ten years ago are not transferred. Transferred credits expire ten years after the date of attainment. However, an approved credit transfer is generally valid until the end of the study right.

Introductory studies, dissertations, maturity tests or studies that correspond to studies already completed cannot be transferred. Studies included in a degree with which the student has been admitted to Hanken are not transferred.

A bachelor's degree may include a maximum of 90 and a 2-year master's degree a maximum of 60 credits of transferred credits. This restriction does not apply to transfer students, students admitted based on open university studies or degree students who, within the framework of a joint study programme, have completed studies at one or more international partner universities involved in the cooperation.

9 § Internship

An internship can be included in both the bachelor's and 2-year master's degrees. Internships at master's level can comprise 5 or 10 credits and are part of the major subject.

An internship included in the bachelor's degree must be completed during the validity period of the study right. An internship included in the master's degree must be completed within the total validity period of the study right for those admitted to both the bachelor's and master's degrees at Hanken. For those admitted to a 2-year master's degree, the internship must be completed no more than three years before admission to the master's programme.

An internship report must be approved by the examiner. Internships are assessed as passed or failed.

10 § Bachelor's thesis

The bachelor's thesis is written in Swedish or English according to the language of the degree. The thesis is a public document as soon as it has been approved.

The recommended scope of the bachelor's thesis is 30-35 pages of factual content.

The bachelor's thesis is assessed by two examiners, who may represent the same subject.

11 § Master's thesis

The master's thesis is written in Swedish or English according to the language of the degree. The thesis is a public document as soon as it has been approved.

A student in the Swedish-language master's programme may write their master's thesis in English only if the requirements for proficiency in English are met. If the thesis is written in English but the degree language is Swedish, an abstract in Swedish must be included in the thesis. The recommended scope of the master's thesis in a 2-year master's degree is 60-70 pages of factual content.

The master's thesis is assessed by the Education Council on the proposal of two examiners. The examiners must represent different subjects and at least one of them must hold a doctoral degree.

12 § Maturity test

According to the Government Decree on University Degrees, students must write a maturity test for both bachelor's and master's degrees¹. The maturity test consists of a supervised essay on a topic related to the thesis. The maturity test is usually written at least in the language of the thesis.

Through the maturity test, the student demonstrates their familiarity with the subject area of the bachelor's or master's thesis. In addition, students who have received their school education in Finland in Swedish or Finnish demonstrate their knowledge of Swedish or Finnish.

A student who has demonstrated language proficiency in a maturity test for a previous higher education degree does not need to do so again in connection with the maturity test for a second higher education degree.

Students whose school language is Finnish or Swedish must demonstrate excellent command of their school language in a maturity test for a higher education degree. Students who have received their school education in Swedish write the maturity test in Swedish, while students who have received their school education in Finnish write the maturity test in Finnish.

Students who have received their school education in Finnish but are studying for a degree in Swedish must also demonstrate good knowledge of Swedish through a maturity test in Swedish, if this has not been demonstrated in a previous higher education degree.

Students who have received their school education in a language other than Swedish or Finnish will write the maturity test in the language of their thesis.

The maturity test is assessed with the grade pass or fail.

13 § Licentiate seminar and assessment of licentiate thesis

The manuscript of the licentiate thesis must be publicly discussed at a licentiate seminar before it is submitted for assessment. The manuscript should be made available to the public at least ten days before the licentiate seminar.

The degree supervisor determines the time of the seminar, makes the arrangements and appoints one or more opponents. The examiner and opponent must hold a doctoral degree.

No credits are awarded for licentiate seminars. The licentiate thesis is assessed with the grade pass or fail.

¹ <https://www.finlex.fi/sv/laki/alkup/2004/20040794> Government Decree on University Degrees § 16

14 § Doctoral thesis examination

At the request of the doctoral researcher and on the proposal of the degree supervisor as chair of the doctoral researcher's thesis committee, the Doctoral Studies Council appoints at least two pre-examiners to give a reasoned opinion on the scientific value of the manuscript.

The Doctoral Studies Council, on the proposal of the degree supervisor, appoints one or more examiners and a chair. The chair should be a tenured professor, assistant professor, senior lecturer or professor emeritus at Hanken. Co-authorship is not an obstacle to serving as a chair.

The pre-examiner and the opponent should hold a doctoral degree or be appointed as professors. A person who has been a thesis supervisor for the defendant or who is employed at Hanken cannot be appointed as a pre-examiner or opponent.

The doctoral thesis is assessed with the grade pass or fail.

Chapter 3 Language skills and language studies

15 § Use of language in teaching and examinations

Guidelines for the use of languages in degree programmes are included in Hanken's language policy guidelines.

As a rule, students must use the language of instruction specified for a course implementation during their studies. In foreign language studies, the examiner decides which language to use. In other cases, the Rector decides on the right to use another language.

16 § Language studies in bachelor's and master's degrees

Studies comprising at least 25 credits in one and the same language may constitute a minor subject within the degree. The minor subject Swedish may also include studies in other Nordic languages. A minor can also consist of studies in business communication in different languages, which in total comprise at least 25 credits.

The bachelor's programme includes a total of 18 credits of compulsory studies in languages and business communication.

In the bachelor's programme in Swedish the students must complete at least 5 credits in Swedish, at least 5 credits in Finnish or more studies in Swedish or Finnish so that the requirement of knowledge of the second national language of the Decree on University Degrees is met, 3 credits in business communication in English and 5 credits in another foreign language. Students who are not obligated to fulfil the language requirements of the Decree on University Degrees may replace Finnish studies with other language studies.

In the bachelor's programme in English, students who received their school education in Finland in Swedish or Finnish must complete at least 5 credits in Swedish and 5 credits in Finnish, or more studies in Swedish or Finnish so that the requirement of the Decree on University Degrees for proficiency in the second national language is met; as well as 3 credits in business communication in English and 5 credits in another foreign language. Other students must complete either 15 credits in Finnish or 15 credits in Swedish and 3 credits in business communication in English.

The master's programme (120 credits) includes 5 credits in language and business communication studies. However, a master's degree arranged through international cooperation can be completed without language studies. Short master's programmes (60 or 90 credits) may, but need not, include language and business communication studies.

Students who have received their school education in Finnish or Swedish in Finland and who have not demonstrated the language skills required under section 6 § of the Decree on Degrees in their previous higher education degree must demonstrate such language skills in the master's degree programme also when the study programme is arranged through international cooperation.

Chapter 4 Examiners and supervisors

17 § Examiners and supervision

The examiner in charge of a course unit shall be a natural person and shall be appointed by the department or the Hanken Centre for Languages and Business Communication. The latter shall check that the examiner has the necessary competence. In case of conflict of interest or temporary absence of the examiner, the Head of Department appoints another competent person to handle the examination.

The examiner is responsible for ensuring that the content and examination correspond to the objectives of the course unit and decides how the examination is conducted.

When writing bachelor's and master's theses, students must be supervised by at least one supervisor appointed for the task.

Examiners and supervisors must also be available to students outside of teaching situations. This can be done, for example, through regular reception hours.

18 § Degree supervisors and thesis supervisors within the PhD programme

A degree supervisor must be appointed for the doctoral researcher in connection with admission to the PhD programme. The supervisor should be a person who is permanently employed within the research-oriented career path at Hanken.

During the second year of study at the latest, the Department Council appoints a thesis committee consisting of at least two thesis supervisors for the doctoral researcher, on the proposal of the heads of subject and after consultation with the doctoral researcher. The degree supervisor, who may also be one of the thesis supervisors, acts as chair of the thesis committee.

As a rule, a professor emeritus can continue, for a maximum of three years, as a thesis supervisor for the doctoral researchers they were appointed to supervise before retirement, provided that their personal contract with Hanken explicitly stipulates this.

The Department Council considers and decides on the change of degree supervisor and thesis supervisor, on the proposal of the head of subject and after consultation with the doctoral researcher.

Chapter 5 Curriculum management

19 § Study plans and study modules

The curriculum period at Hanken is two years. The curriculum is determined by the Education Council. A study module may consist of a single subject or be multidisciplinary and consist of several subjects. A study module may consist of compulsory and optional parts. The compulsory parts may not be changed during the period of validity of the curriculum.

The syllabus states the name, content, scope, organisation of responsibility, person responsible and any specialisations within the study module.

The head of department or head of subject is entitled to approve individual deviations from the plan for individual students.

20 § Curriculum and teaching periods

The curriculum is determined annually by the Education Council and the teaching hours are coordinated by the Office of Education and Digital Services.

The academic year is divided into four teaching periods with associated exam weeks, and two summer teaching periods.

21 § Course descriptions

For each course unit, the name, scope in credits, grading scale, level, responsible organisation, responsible persons, language of instruction, learning goals and expected learning objectives, as well as any prerequisites, are determined.

For a teaching implementation, the responsible person, language of instruction, type of teaching implementation, target groups and number of participants, literature and study materials, student workload divided into scheduled and unscheduled work, teaching methods, examination methods and their percentages, and assessment are determined.

22 § Course design

The form of teaching can be contact teaching, online teaching, blended teaching, seminar, independent project or internship, as indicated in the teaching information. The estimated workload for students is 26.7 hours per credit.

A course unit has the same learning goals and the same expected learning objectives regardless of the form of instruction and location. In addition, the compulsory basic courses in economic sciences should have the same (main) literature and study materials.

Chapter 6 Examination

23 § Examination

Examination means, unless otherwise specified, any examination for the completion of a study attainment. The forms of examination and the grounds for assessment shall be specified in the teaching information.

The examiner is entitled to organise alternative examinations for students with special needs.

24 § Examination schedule

After the curriculum has been approved by the Education Council, the Office of Education and Digital Services draws up an examination schedule for the following academic year, in consultation with the departments. The Office of Education and Digital Services organises traditional paper exams and digital hall exams in Hanken's facilities. Exams can only be taken on the examination dates set for the teaching implementation in question.

Examiners can organise exams during class time, take-home exams or e-exams themselves. The Office of Education and Digital Services coordinates the timing of all examinations.

25 § Registering for examinations

Registration for the traditional paper exams or the digital hall exams organised by the Office of Education and Digital Services must be made at least one week before the exam. After the registration period has ended, students may be placed on a wait list. A student on the wait list may be given a place in the exam if no one else shows up, but the wait list does not guarantee the right to take the exam.

For e-examinations in Exam, the student registers and books a time for the examination in the Exam programme. The wait list does not apply to e-exams and tardiness is not allowed. Registration for other examinations is decided by the examiner.

A valid registration for an exam requires that the student has registered for the teaching implementation in Sisu and that their spot in the implementation has been confirmed.

26 § Examination procedures for traditional written and digital on-site examinations

Students participating in a traditional paper exam, digital hall exam or other equivalent examination must prove their identity and be able to prove their right to take the exam.

A student who has a valid reason for being late may enter the examination room no more than 15 minutes after the start of the examination. Students may leave the examination room no earlier than one hour after the start of the examination.

The duration of these examinations is four hours, unless otherwise specified. Only writing utensils, calculators and other aids authorised in advance may be brought into the room. Telephones, smartwatches and other means of communication not mentioned in the exam are not allowed. Only Hanken examination papers may be used. The exam questions and any appendices may be taken out of the room unless otherwise stated on the paper.

During the exam, it is forbidden to communicate with other exam participants or outsiders, to share materials and to use other aids than those announced in advance.

More detailed practical instructions can be found in Hanken's examination rules, which are linked to in the examination registration form. The candidate is obliged to familiarise themselves with these rules and follow them and any other instructions given by the invigilator. The invigilator can cancel the exam for a student who violates the rules or is suspected of cheating. The consequences of cheating are defined in more detail in section 30 Cheating and disciplinary procedure.

27 § Electronic examination

Exams can be organised as e-exams in Examinarium. The exam time is max. 2 h 55 minutes.

Students may end the exam at any time by leaving the exam room. However, they may not leave the room during the exam. Proof of identity must be brought to the examination table. No other material, including packed lunches, may be taken to the examination table.

Examinations in the Examinarium are monitored by CCTV and random checks. A student who does not follow the rules risks having their exam cancelled and failed. A student taking an exam in the Examinarium agrees to be filmed by a surveillance camera and that Hanken has the right to use the recording to investigate the course of the exam. More detailed practical instructions can be found in the booking confirmation that the student receives in connection with the exam booking. The student is obliged to familiarise themselves with the instructions and follow them.

27 b § Other electronic examinations

Exams or other examinations may also be offered remotely. The examiner gives the necessary instructions on the procedure for remote examination, including time and authorised aids.

28 § Upgrading of passed grades

Teaching implementations in the compulsory basic courses in economic sciences generally have three examination windows, while teaching implementations in other courses have two. In the e-exam in Exam, all teaching implementations have only two exam windows.

A student may attempt to raise a pass mark only once and always during the same teaching implementation. The better grade will always apply. In the basic studies in economic sciences, students are allowed to participate in all offered examination sessions within the teaching implementation, also for the purpose of raising already passed grades. Extra examination sessions are not organised, and it is not possible to raise a pass mark after the examination period has ended.

If online examination is offered in an exam-like manner, as some form of test during a common, short and limited period, the rules on raising grades and on the number of possible sessions must be followed. For performances other than exams or direct equivalents, the examiner decides whether a student is allowed to attempt to raise an assessment.

For a student to be awarded a grade, all possible partial achievements must be valid. Examiners can decide on the validity of previously completed credits within the framework of the course unit for which they are responsible, but in general, credits are only valid during the same teaching implementation.

Thesis grades can only be increased through a correction procedure.

29 § Publication of results

Examination papers are generally public documents.

Results must be published no later than two weeks after the examination, excluding weekends, and no later than two weeks before the next examination. For practical reasons, the two-week rule does not apply to the publication of the results of any partial examinations organised by the examiner during class time or during the teaching implementation or to e-exams in Examinarium. The examiner is obliged to inform the Head of Department or the Director of the Centre for Languages and Business Communication if they are unable to publish the results by the deadline. The Head of Department or

the Director of the Centre for Languages and Business Communication may, for special reasons, decide to extend the deadline, which shall be immediately communicated to the students.

The results of courses that can be taken all year round with only e-examinations, except maturity tests, may be published on two or more predetermined dates during the academic year.

The decision on the results must be approved by the examiner and stored for 10 years. Students' achievements must be stored for six months. Students have the right to know how the assessment criteria have been applied to their study attainment.

30 § Academic dishonesty

Good academic practice must be observed in studies. If there is reason to suspect a student of academic dishonesty, Hanken's action plan for cheating in academic performance is applied.

If a student is caught cheating or violating the rules of conduct during an examination, or deliberately disrupting an examination session, the invigilator may immediately suspend the student's examination. In such cases, and in cases of suspected cheating, the invigilator must submit a report on the course of events.

Written coursework is usually checked for plagiarism. Rules on the use of AI in teaching and examinations have been established separately by the Rector. These are updated as necessary at the start of the academic year.

All theses at the university must undergo plagiarism detection before they are approved.

If cheating is discovered in connection with an exam or other examination, the examiner must fail the student's performance.

If a student has failed a course implementation due to cheating, they lose the right to complete the attainment during the current academic year.

A student who is guilty of cheating may be given a warning by the Rector or suspended by the Board for a fixed period, not exceeding one year. Before such a disciplinary case is dealt with, the student shall be informed of the nature of the accusation and given the opportunity to be heard on the matter.

If a visiting student is found guilty of serious cheating, the home university may be informed.

Students are also responsible for not cheating in connection with online examinations. Students are responsible for being who they say they are, not giving out their passwords, not using unauthorised tools and following instructions regarding what is individual work and what is done in groups.

Disciplinary measures may also be taken if a student disrupts teaching, behaves violently or threateningly or otherwise violates the order at the university. The student may be given a written warning. If the act or omission is serious or if the student continues to behave inappropriately after a written warning, the student may be suspended from the university for a fixed period, not exceeding one year.

Chapter 7 Certificates and degree certificates

31 § Transcript of academic records

Students have the right to receive an extract from the study register on an ongoing basis. The transcript of records is available in Swedish and English.

The transcript of records covers the achievements registered in the study register and is not adjusted for different needs.

32 § Final grade on the degree certificate

For the major and minor subjects, a final grade is calculated based on the average value of the qualitatively assessed performance weighted per credit.

33 § Degree certificate

The content of the student's individual study plan in the study system forms the basis for what is included in the degree certificate.

A transcript of records of the degree, a Diploma Supplement in English and a translation of the degree certificate into Swedish or English, depending on the language of the degree, are attached to the degree certificate.

Chapter 8 Supplementary provisions

34 § Exceptions

The Rector may grant exceptions to the provisions of these rules of procedure where there is due course.

34 b § Applying for an appeal

Appeals are governed by Chapter 10 of the Universities Act.

Requests for review of admission decisions are decided by the Rector.

Students have the right to know how the assessment criteria have been applied to their study attainment. A student may request that the assessment of their attainment be rectified by the teacher who made the assessment within 14 days of receiving the assessment results. A review of a decision made in response to a request for rectification may be requested from the Examination Board within 14 days.

Cases concerning reconsideration of the assessment of a doctoral, licentiate or master's thesis or loss of the right to study are decided by the Examination Board.

An appeal cannot lead to a worse situation for the applicant.

Decisions made by the Rector may be appealed to the Administrative Court, except in cases where the law provides otherwise.

35 § Transitional provisions

Transitional provisions for students affected by the changes in Sections 5 and 16 regarding the degree requirements for bachelor's degrees are determined separately.

36 § Fees in studies

Studies in Swedish-language programmes are free of charge for all degree students. In degree programmes where English is the language of the degree, the University Act stipulates that students liable to pay must be charged tuition fees. The University Act defines which students are liable to pay tuition fees and which are exempt from tuition fees in English-language degree programmes. Hanken's Board of Directors determines the tuition fees in English-language degree programmes. Students liable to pay fees must pay the tuition fee for the academic year to register for the academic year. The tuition fee is charged during all semesters in which a student who is liable to pay the tuition fee is enrolled. No tuition fee is charged during semesters of absence. Residence permits exempting students from tuition fees must be valid on 1 August for the autumn term and 1 January for the spring term.

Re-enrolment or extension of the period of study is subject to an administrative fee in accordance with the Decree on fees charged in university operations.

Fees for open university studies are set by the Rector. The maximum fee per credit is set in the Decree on fees charged in university operations.