

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

### ***with the addition of provisions that apply during the pandemic***

*The provisions that apply during the exceptional circumstances because of the corona pandemic are marked with italics. These provisions may be revoked with a rector's decision when the situation has been normalised and they are found unnecessary.*

In accordance with the Degree Regulations of Hanken School of Economics, approved by the Board in 2005 and last revised on 8 December 2020, the Rector has approved the Rules of procedure concerning studies and examination at Hanken School of Economics on 21 December 2020. The rules of procedure enter into force on 1 January 2021.

### ***Chapter 1 Right to study and registration for the academic year***

#### **1 § Registration for the academic year**

The academic year begins on 1 August and ends on 31 July. Teaching and examination is arranged according to annually stipulated teaching and examination periods.

The right to pursue degree studies at Hanken or at a partner university requires having registered as present for the academic year or the semester in question.

Students must be registered as present in order to be able to register for courses and examinations, complete courses, apply for transfer of credits or apply for a degree certificate. Students who carry out exchange studies within the framework of Hanken's co-operation agreements must also be registered as present at Hanken during their stay abroad. In order to be able to study at another university within the framework of an agreement on collaborative studies, a student must be registered as present at the home institution.

Non-degree students obtain the right to study specific courses during a limited time-period. During this time, the non-degree students have essentially the same rights and responsibilities as degree students registered as present.

*The teaching will be offered remotely for non-degree students. Non-degree students will not obtain a key to Hanken and may not use the Hanken premises. As long as Hanken remains closed to the public, separate arrangements will be made in case non-degree students need to participate in on-site teaching or visit Hanken for other reasons.*

Annually, students must register as present or absent no later than 31 August for the autumn term and 15 January for the spring term.

A student who has failed to register and later wants to resume his or her studies must apply for a renewed right to study. A re-matriculation fee will be charged in connection with the application.

## **2 § Right to use Hanken's IT system**

Both degree students and non-degree students at Hanken have the right to use Hanken's IT system.

## **3 § Right to participate in courses**

Degree students have the right to participate in courses offered according to the curriculum, however observing the required prerequisites.

The number of participants in a course may only be limited for specific reasons, such as the course being held as a project course in collaboration with a company or another university. At the master's level, the right to participate may also be restricted based on the student's main subject. The Education Council must approve such limitations to the number of participants.

The course description should indicate whether the number of participants is limited and how the right to participate in the course is decided. During an academic year, degree students should always be given the opportunity to participate in courses that, according to the study plan, are compulsory for all students or within their major subject.

Non-degree students have the right to participate in courses within their right to study. Separate quotas for non-degree students may be allocated for each course.

The students must register for the courses within the stipulated time. A confirmed registration may be a prerequisite for the right to participate in and take the course in question.

Registration for courses and examinations can be done from 1 August for the autumn term and from 1 December for the spring term. The course registration is usually closed one week before the teaching starts, except for teaching period 1 in the autumn when the course registration is closed the day before the teaching starts.

If a course has received fewer than ten registered participants, the head of department may decide to cancel the course. Students who have registered for a course that is cancelled can, regardless of the expiry of the course registration period, be registered for replacement courses.

*If in-class teaching sessions are arranged within a course, students nevertheless have the right to complete the course without participating in these sessions or to participate in corresponding teaching sessions remotely.*

## **4 § Change of the right to study and major subject**

Students with the right to study for a degree at Hanken may, outside the admissions process, request for a change of their right to study:

1. Change of the major subject within the bachelor's degree programme can be made at any time based on new approved study plan. Separate rules may apply for students who have been admitted directly to the major subject economics.

2. Within the bachelor's degree programme, a limited number of students can apply for the right to change their study location through a special process based on their academic success.
3. Students who have completed at least 30 credits in a subject other than their major subject within their bachelor's degree at Hanken may at any time based on a new study plan switch to this subject as their major in the Master's degree.
4. Students who have completed a bachelor's degree and have the right to study for both the bachelor's and the master's degree at Hanken can apply for an exchange to study for the master's degree only. An exchange of the right to study is granted on the same grounds as external admissions to the major subject in question and requires that the student applying for the exchange has completed studies at Hanken with good results.
5. Students who have the right to study for only the master's degree may request to change to another major. A change of major subject is granted on the same grounds as external admissions to the major subject in question and requires that the student applying for the exchange has completed studies at Hanken with good results.
6. Students who have the right to study for the doctoral degree may request to change to another major subject. An exchange of major subject is granted on the same grounds as external admissions to the major subject in question and requires that the student applying for the exchange has completed studies at Hanken with good results.

Major subjects to which students wish to transfer may limit the number of new students accepted.

## ***Chapter 2 Completed courses and other study attainments***

### **5 § Compulsory courses**

The bachelor's degree includes compulsory basic courses in economic sciences amounting to 53 credits and a compulsory 2-credit introductory course that includes study planning.

For degree students, both the general methods course (6 credits) and the basic course in corporate responsibility (6 credits) within the compulsory courses are included in the major subject courses for the bachelor's degree.

For the master's degree, the studies within all major subjects include a master's thesis (30 credits), a seminar (5 credits), a methods course (at least 5 credits) and the compulsory module Global Competences (5 credits).

### **6 § Completion of courses and registration of completed courses**

In order to receive a passing grade for a course, a student must pass all separate parts of the course. The separate parts of a course are generally valid for one academic year, after which the entire course must be repeated.

Courses are completed and entered in the study register with the number of credits set by the Education Council or the Research Council.

Completed courses shall be entered in the study register within one week, excluding holidays, after the results have been published. The completion date of a course is the date of the final student performance for the course, either the examination date or the final submission date for assignments. Completed courses will not be deleted from the study register. A grade for a completed course will not be altered to merely a “pass”.

Courses expire after ten years unless they have been included in a degree before that. Degrees do not expire, nor does an approved thesis or a compulsory study or work experience abroad.

### **7 § Grading**

Completed courses and theses (study attainments) are graded on a scale of 1-5<sup>1</sup>. The limit for passing and for the grade 1 is 50% of the total points on the course.

In special cases, a course or other study attainment may be assessed with the grade pass or fail.

If different types of examination are applied within the same course, equal treatment of the students must nevertheless be ensured and the assessment made on an equal basis based on how the learning goals for the course have been met.

### **8 § Transfer of credits**

A student can apply to have studies completed as degree studies at other universities or universities of applied sciences transferred to Hanken if the level, the learning goals and the content correspond to Hanken courses. Transfer of credits is always a question of judgment.

An application for transfer of credits must be supplemented with an official transcript of records and a description of the course or study module. Transfer of credits is based on the course as it was originally completed and is registered with the original completion date. When studies completed abroad are transferred to Hanken, ECTS credits are considered equivalent to credits completed at Hanken. Other courses are generally transferred with the grade “pass”.

Courses completed within Hanken’s exchange programme at Hanken’s partner universities are fully credited. Courses completed at Finnish universities or universities of applied sciences are transferred to the extent and, as a rule, with the grade originally received. When studies completed abroad are transferred to Hanken, ECTS-credits correspond to credits at Hanken.

Studies completed at another university within a joint study programme are not considered to be transferred credits.

Basic courses in economic sciences completed at a university in Finland may be transferred by the study administration, in consultation with the examiner. Decisions on transfer of credits of other courses within the economic sciences and language studies are made by a person appointed by the Head of Department or the Language Centre. Other

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<sup>1</sup> Applies to study attainments completed as of 1 January 2021.

decisions on transfer of credits are made by the study administration, in consultation with the Dean of education if necessary.

Within doctoral studies, the degree supervisor decides on transfer of credits and may also decide on the grading.

Studies completed more than ten years ago are generally not transferred. Transferred credits expire ten years after the completion date. However, when the duration of the student's right to study is limited, a decision on transfer of credits is generally considered valid for the duration of the studies.

The introduction to the studies, theses, maturity tests and studies that correspond to studies already completed may not be transferred.

The bachelor's degree may include a maximum of 90 and the master's degree a maximum of 60 transferred credits. This restriction does not apply to transfer students or students admitted based on open university studies.

### **9 § Internship**

An internship may be included in the studies in all major subjects, as stipulated in the general course descriptions for internships. Internships may be included in both the bachelor's and the master's degree. Master-level internships may comprise 5 or 10 credits.

The internship is to be completed during the course of the studies, or no more than three years before admission to the degree in which the internship is to be included. Students who have been admitted for both the bachelor's and the master's degree at Hanken must complete an internship for the master's degree during the course of their studies.

An internship report shall be approved by the examiner. An internship is assessed as either "pass" or "fail" with no qualitative grade.

### **10 § Bachelor's thesis**

The bachelor thesis is to be written in Swedish. The thesis becomes a public document as soon as it has been approved.

The guideline for the scope of the thesis is 30-35 pages of content.

The bachelor thesis is assessed by two reviewers, who can represent the same subject.

### **11 § Master's thesis**

The master's thesis is to be written in Swedish a degree in Swedish and in English a degree in English. The thesis becomes a public document as soon as it has been approved.

A student within the Swedish-language degree programme may write the master's thesis in English only if the set requirements for proficiency in English are met. A summary in Swedish must then also be included in the thesis.

The guideline for the scope of the master's thesis is 60-70 pages of content.

Master's theses are assessed by the Education Council on the proposal of two reviewers. The reviewers should represent different subjects and at least one of them must hold a doctoral degree.

## **12 § Maturity test**

The maturity test, which is intended to show the student's familiarity with the subject area of the bachelor's or master's thesis, consists of an essay written under supervised conditions on a subject relating to the thesis.

A student who has been educated in Swedish or Finnish shall in the maturity test show excellent grasp of that language. For a Swedish-language degree, students who have been educated in Finnish shall also demonstrate good written skills in the Swedish language through a maturity test.

A student who has been educated in Swedish or Finnish and who writes the maturity test for an English-language degree must, through a maturity test in the language of their school education, show that they have an excellent grasp of that language. Other students within the English-language degree programme shall, in connection with the thesis, take a test in English that corresponds to the maturity test according to subsection 1.

A student who has demonstrated language proficiency in a maturity test for a previous academic degree need not do it again in conjunction with the maturity test.

The maturity test is assessed as either "pass" or "fail".

*During the exceptional circumstances, a login with a personal user ID in Moodle can be interpreted as supervised conditions for the maturity test.*

## **13 § Licentiate seminar and assessment of licentiate thesis**

The licentiate thesis manuscript should be discussed publicly at a licentiate seminar before submission for assessment, and be made available to the public at least ten days prior to the licentiate seminar.

The degree supervisor determines the time of the seminar, manages the arrangements and appoints one or more opponents. Both the reviewer of the licentiate thesis manuscript and the opponent should hold a doctoral degree.

Credits are not awarded for the licentiate seminar.

The licentiate thesis is assessed as either "pass" or "fail".

## **14 § Review of doctoral thesis / Doctoral thesis examination**

The Research Council, at the request of the doctoral student and on the proposal of the degree supervisor as chair of the doctoral student's thesis committee, nominates at least two pre-examiners to give their assessment on the scientific value of the manuscript.

The Research Council, on the proposal of the degree supervisor, appoints one or more opponents as well as a public examination chair (custos). The public examination chair should be a full-time professor, assistant professor, associate professor or professor emeritus at Hanken. Co-authorship is not an obstacle to acting as custos.

The pre-examiners and the opponent should hold a doctoral degree or be appointed professor. A person who has acted as thesis supervisor for the doctoral thesis or is employed by Hanken cannot be appointed pre-examiner or opponent.

The licentiate thesis is assessed as either “pass” or “fail”.

### ***Chapter 3 Language skills and language studies***

#### **15 § Use of language in teaching and examinations**

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

For all course work, the students are usually expected to use the language of instruction set for the course. Within the studies in foreign languages, the examiner decides which language is to be used. In other situations, the Rector decides on the possible right to use another language.

#### **16 § Language studies as a minor subject**

Studies in a particular language comprising at least 25 credits may constitute a minor subject within a degree. Studies and courses at other universities in Finland or abroad may be included in these credits. The minor subject Swedish may also include studies in other Scandinavian languages.

### ***Chapter 4 Examiners and supervisors***

#### **17 § Examiners and supervision**

The examiner responsible for a course must be a natural person. The examiner is appointed by the department or by Hanken's Centre for languages and business communication, who should ensure that the examiner has the necessary qualifications. In the event that an examiner is declared disqualified or is temporarily prevented from serving, the Head of Department appoints another qualified person to conduct the examination.

The examiner is responsible for ensuring that the content and the examination correspond to the objectives of the course, and may decide, within the framework of what has been set for the course, how the examination is to be conducted.

*The examiner has the right and obligation to adapt the teaching and examination in accordance with the guidelines for offering studies remotely provided by Hanken, in such a way that the learning goals are met. The changes must be notified to the Education Council via the Unit for Studies and Admissions, and directly to the students attending the course.*

Study modules that are not included in a major subject of a degree programme shall have an appointed examiner responsible for the module.

When writing a bachelor's or a master's thesis, the student shall receive supervision from at least one supervisor appointed for the task.

In addition to the teaching sessions, the examiners and the supervisors should be available to the students through, for example, the regular office hours.

### **18 § Degree supervisors and thesis supervisors within the PhD programme**

A degree supervisor shall be appointed for a doctoral student in connection with the admission to the PhD programme. The degree supervisor should be a person who has been appointed professor at Hanken and has a full-time permanent employment contract.

By the end of the second year at the latest, the Department Council, on the proposal of the head of subject and after hearing the doctoral student, appoints a thesis committee consisting of at least two thesis supervisors for the doctoral student. The degree supervisor, who may also be one of the thesis supervisors, serves as chair of the thesis committee.

A professor emeritus can usually continue for a maximum of three years as thesis supervisor for the doctoral students whom he or she has been appointed to supervise before his or her retirement, provided that this is explicitly stipulated in his or her contract with Hanken.

The Department Council discusses and decides on the change of a degree supervisor or a thesis supervisor, on the proposal of the head of subject and after hearing the doctoral student.

## ***Chapter 5 Curriculum management***

### **19 § Study plans and study modules**

The courses required for the degree in different major subjects or corresponding study modules (study plan) are determined for two years at a time.

A study module may consist of a single subject or be multidisciplinary and consist of several subjects. A study module may consist of both compulsory and elective courses. The extent of the compulsory courses may not be increased while the study plan is valid.

The study plan must contain information on the name, content and scope of the study module as well as any specialisations within the study module.

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

### **20 § Curriculum**

The academic year is divided into four teaching periods with associated exam weeks, as well as two summer teaching periods. The Education Council annually approves the curriculum. The Unit for Studies and Admissions coordinates the teaching schedule.

### **21 § Course descriptions**

Each course must have a course description containing at least the name of the course, the course category, the number of credits, learning goals, learning objectives, level, prerequisites and any limitations as to the right to participate in the course, the

department and subject responsible for the course, the examiner, the language of instruction, course literature, the estimated total workload for students expressed in hours and divided into scheduled contact hours and non-scheduled student work, teaching methods, forms of examination and their share, as well as assessment.

*The teaching methods and forms of examination, as well as the distribution of the student's estimated total workload may deviate from what is stated in the course description. Up-to-date information is available on the course pages in Moodle.*

## **22 § Course design standards**

The courses may be in-class courses, online courses or courses with blended learning environments, seminars, literature courses, internships or language courses, as stated in the course description. The students' estimated workload is 26.7 hours per credit.

*Physical attendance during teaching may not be compulsory.*

A course offered at both locations should have the same learning goals and learning objectives. The compulsory basic courses in economic sciences must also essentially have the same course literature.

## **Chapter 6 Examination**

### **23 § Examination**

Unless otherwise specified, the term examination applies to all examination relating to completing a course. The forms of examination and the assessment criteria shall be specified in the course description.

The examiner has the right to arrange alternative examinations for students with special needs.

*The examination should essentially be arranged so that the studies can be conducted remotely. If the examination is arranged so as to require a physical presence, students who fall ill, are in quarantine or who have not been able to travel to Finland must flexibly be offered another opportunity for examination.*

*Changes regarding the forms of examination must be notified to the students no later than 14 calendar days before the time of the exam-like examination or the deadline for an assignment.*

### **24 § Examination schedule**

When the curriculum has been approved by the Education Council, the Unit for studies and admissions, in consultation with the departments and the student union, prepares an examination schedule for the written examinations during the following academic year. The Unit for Studies and Admissions arranges these exams, and all exams that are included in the examination schedule are arranged on the Hanken premises.

*The Unit for Studies and Admissions also coordinates the schedule for remote examination.*

The examiner is responsible for arranging any additional examinations beyond the written examinations included in the examination schedule (exams during lectures, take-home exams, etc.).

### **25 § Registering for examinations**

Registration for the examinations included in the examination schedule must be made no later than one week before the examination. When the registration period has expired, students can be placed on a waiting list. A student who is on the waiting list may be able to take the examination if someone else fails to attend, but the waiting list does not guarantee the right to sit the exam. The examiner decides on the registration process for other forms of examination.

*The examiner decides on the possible registration for remote examinations.*

### **26 § Examination procedures**

A student taking part in an examination of any kind must prove his or her identity and be able to demonstrate his or her right to take part in the examination.

During an examination, it is forbidden to talk, to share materials and to use other aids than those mentioned on the exam paper. The supervisor has the right to terminate the examination for a student who violates the rules.

An examinee who has a valid reason for being late may enter the examination room up to 15 minutes after the start of the examination. In the event that force majeure can be proven, an examinee is entitled to join the examination up to one hour after the start of the examination. No one is allowed to leave the examination room during the first hour of the examination.

Only writing equipment, a calculator and aids that are announced in advance and mentioned on the examination paper may be brought into the examination room. It is prohibited to bring mobile phones and other means of communication not mentioned on the examination paper. Only Hanken's examination papers may be used. The question sheet may be removed from the examination room unless otherwise stated on the sheet.

The length of the examinations included in the examination schedule is four hours, unless the student administration has been otherwise informed at least two weeks before the examination date.

*The examiner provides necessary instructions on the procedure for remote examinations, including allocated time and permitted aids.*

*In all forms of examination, responsible conduct must be observed. If plagiarism, cheating, use of unauthorised aids, unauthorised cooperation or other forms of dishonesty is suspected, Hanken's action plan against academic dishonesty is applied.*

### **27 § Electronic examination**

Examinations can also be arranged as e-exams in a designated area. The waiting list does not apply to e-exams and students are not allowed to be late. The maximum time allowance for an e-exam is 2 hours and 55 minutes.

Students may terminate the examination at any time by leaving the exam room. However, students are not allowed to leave the exam room during the course of the examination. Students may not bring anything with them to the examination table, not even a lunch packet.

E-exams in the designated areas are monitored by camera surveillance and spot tests. A student taking part in an e-exam agrees to be filmed by the surveillance camera and to the fact that Hanken has the right to use the recording to analyse the course of events during an examination.

### **28 § Re-taking examinations**

In order for a student to be awarded a course grade, all the required course work must still be valid. An examiner may assess the validity of previously completed course work for a course they teach, but the main rule is that the course work is valid during one academic year.

A student may attempt to improve a received course grade only once. The better grade always applies.

Compulsory basic courses usually have three examination opportunities per academic year, other courses two. With regard to course work other than examinations, the examiner decides how many times a student is allowed to try to pass and whether a student is allowed to try to improve the grade.

A thesis grade can only be raised through a rectification request.

*If a remote examination is arranged in an exam-like manner (some form of test for a synchronous, short, limited time), the rules on improving a grade and on the number of examination opportunities must be followed.*

### **29 § Publication of results**

Examination questions are, as a rule, public.

The results should be published no later than two weeks after the examination, with the exception of public holidays, and no later than two weeks before the following examination opportunity. For special reasons, the head of department can decide on an extension. This must be notified immediately.

The results for courses that can be completed the year round through only an e-exam, with the exception of maturity tests, may be published at two or more predetermined times during the academic year.

The decision concerning examination results must be approved by the examiner and saved for 10 years. All student course work shall be saved for six months. A student has the right to know how the assessment criteria have been applied to his or her study performance.

### **30 § Academic dishonesty**

If a student is caught cheating, violates the rules of the examination or intentionally disturbs during an examination, the person supervising the examination may immediately

terminate the examination for the student in question. In such cases, as well as in cases of suspected cheating, the supervisor must submit a report on the course of events.

All theses at Hanken shall be subject to detection of plagiarism before being approved.

If it is discovered that a student has cheated during any form of examination, the examiner shall fail that student.

If a student has failed in an examination due to cheating, he or she loses his or her right to re-take the examination during the ongoing academic year.

A student who is guilty of cheating may be given a warning by the Rector or be suspended by the Board for a fixed period of time, for a maximum of one year. Before a decision is made regarding such a disciplinary case, the student must be informed of the charge and given the opportunity to be heard in the case.

If a visiting student is caught having engaged in serious academic dishonesty, the student's home university may be notified.

Also when it comes to remote examinations, students are responsible for not cheating. The students are responsible for being who they claim to be, for not giving out their passwords, for not using unauthorised aids and for following instructions on which assignments are to be completed individually and which as a group.

The action plan against academic dishonesty applies if there is reason to suspect dishonesty.

## ***Chapter 7 Certificates and degree certificates***

### **31 § Transcript of academic records**

Students have the right to obtain a transcript of academic records at any time. Transcripts of records are given in Swedish and English.

The transcript of records contains the completed courses that have been entered into the study register, and is not adjusted to meet various requirements. A transcript can, however, be issued separately for studies included in a degree and for studies not included in a degree.

### **32 § Final grade on the degree certificate**

For the study modules in the major and minor subjects, a final grade is calculated based on the courses assessed with a qualitative grade weighted per credit.

~~The master's thesis is not included in the weighted final grade. The grade for the thesis is stated separately.<sup>2</sup>~~

### **33 § Degree certificate**

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<sup>2</sup> Applies to weighted averages in degree certificates issued as of 1.8.2021.

If a student has completed studies beyond the degree requirements, the student shall decide on which studies should be included in the degree and stated on the degree certificate when applying for the degree certificate.

A transcript of the academic records and a Diploma Supplement in English are enclosed as appendices 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.

#### **35 § Transitional provisions**

As of 1.8.2018, study attainments at the advanced level have the weight 1 when calculating the average. As of 1.8.2020, all old advanced study attainments, which are not part of a degree, will also have the weight 1.

As of 1.10.2018, and when included in a degree certificate, the verbal assessment of the bachelor's thesis course will be converted into a numeric grade as follows: excellent will be converted to 97, very good will be converted to 87, good will be converted to 77, satisfactory will be converted to 67, and sufficient will be converted to 57. As of 1.8.2020, all bachelor's theses not already included in a degree will be graded on a numeric scale.

The grading scale for completed study attainments will change as of 1.1.2021. Previous grades will be converted according to how the current grades are converted into the five-grade verbal assessment. The degree certificates for students who graduate before 1 January 2021 will be based on the previous grading scale.