



HELSINKI UNIVERSITY OF TECHNOLOGY

Unofficial translation. The Finnish original issued on 10 April 2006

Some names of administrative bodies or authorities contained in these regulations have been translated according to the organisational reform implemented on 1 January 2008. These are marked with [].

THE EXAMINATION REGULATIONS OF HELSINKI UNIVERSITY OF TECHNOLOGY

The Committee for Academic Affairs of Helsinki University of Technology has in its meeting on 10 April 2006 revised the examination regulations. The revised regulations will enter into force on 1 August 2006 and apply to all students regardless of the version of the General Degree Regulations (1995 or 2005) applied to their studies. These regulations have been prepared for both students and teachers with the aim of guaranteeing the equal and just treatment of all students.

These regulations shall apply, as appropriate, to all examinations held at TKK, unless the invigilator responsible for the examination decides otherwise on reasonable grounds. Since the regulations have been prepared for traditional written examinations, they are only partly appropriate for the more recent forms of evaluating learning outcomes. The [faculties] may prepare their own regulations based on these general regulations.

Examination arrangements

Examination halls

The examinations must be held in the designated halls and in accordance with the prepared seating plans. The halls and seating plans of large examinations will be announced prior to the examination on the notice board and/or on the 'Tänään' ('Current affairs') notice board in the main lobby, and often also outside the examination halls. Failure to locate the correct examination hall may considerably affect the time available for the candidate to complete the examination, because candidates are only allowed to transfer between halls accompanied by an invigilator when one is available for that purpose.

Entry to examination hall and examination duration

During the examination, candidates shall follow the instructions issued by the invigilator. The examination will not begin until the invigilator has given permission for it. It is forbidden to browse the examination materials prior to the start of the examination. Candidates are allowed to enter the examination hall within 60 minutes of the official commencement of the examination, excluding the so-called waiting period. The waiting period typically lasts 10- 15

minutes after the examination commencement and is aimed at guaranteeing a smooth start for the examination. A note on the examination hall door will notify candidates of the waiting period. Those arriving after the waiting period should ask the invigilators to show them their seats and have their names recorded in the examination hall log. The candidates may leave the examination hall with the permission of the invigilators when a minimum of 65 minutes has passed since the official commencement of the examination. The invigilators will notify the candidates separately of the end of the examination, and the precise time is also written on the board or overhead transparency.

Examination aids

Candidates shall use the answer sheets issued by the invigilator. All the sheets issued must be turned in at the end of the examination. Failure to do so will be considered as use of unfair means and will lead to disciplinary measures. The final answer sheets must be marked and set apart from any rough work. Candidates may request additional sheets by raising a hand. As a rule, candidates are only allowed to bring a proof of identity and essential writing equipment into the hall, and will be informed in advance of other permissible aids. All instruments must be visible at all times and cannot be borrowed to others. Separate instructions will be issued during the course regarding the calculators permissible in the examination, if any. For instance, any papers, pen cases, electronic devices for note-taking or communication or mobile phones etc. are not allowed. Snacks may be allowed in longer examinations at the discretion of the invigilators.

As a rule, bags and coats should be left on racks outside the hall. If there is no surveillance at the racks, coats should be left in designated areas in the hall. Any mobile phones left in bags should be switched off for the duration of the examination. The University assumes no responsibility for the safekeeping of personal belongings brought into the examination hall or for any loss or damage to them. Hence, candidates should not leave their wallets, money or other valuables unattended with their personal belongings. If needed, such valuables may be left, for instance, at the front of the lecture hall from where candidates may pick them up upon their exit from the hall, provided they can prove ownership of the item.

Examination hall log and attendance sheet

The invigilators shall keep an examination hall log containing at least the following details: the start and end time of the examination, the time of departure of the first candidates, the names of those arriving late, the names of those turning in their papers late, observed uses or attempted uses of unfair means, missing answer sheets or other problems occurred during the examination. During the first hour, an attendance sheet is circulated in the hall. The candidates are to write their names and student numbers ('student book numbers' in the Finnish original) as well as the course name and code on the attendance sheet, which is appended to the examination hall log.

Identity verification

The identity of the candidate shall be verified automatically and without exception as they turn in their answer sheets. Candidates may prove their identity by producing either an official identity card or their student card. Candidates without any proof of identity may be arranged another possibility to prove their identity at a later time. In such cases, the candidates must wait until the end of the examination and follow the invigilators' instructions. Candidates who fail to prove their identity will in most cases fail the examination.

Inquiries by candidates in the examination

Oral inquiries regarding the examination assignments are answered, provided it does not compromise the equal treatment of all students. Candidates may address the inquiry to the invigilators, but the answer will be provided by the assistant in charge of the examination; the invigilators do not have discretion over the issue. Candidates who wish to attract the invigilators' attention should raise a hand.

Toilet visits during the examination

Candidates have a restricted right to visit the toilet during an examination. However, the invigilator is obligated to accompany them to the toilet and supervise the toilet area. The candidate shall leave the toilet door unlocked. The intimacy of the student shall be respected.

Examination-related rights and responsibilities of teachers and students

Providing opportunities for examinations

If the degree requirements of the course involve a written or oral examination, a minimum of two possibilities must be arranged for taking it each year. To that end, the Rector will decide on the examination periods, which are confirmed annually in connection with the scheduling of the teaching periods and Saturday examinations. Additional opportunities for taking examinations may be provided at the discretion of the teacher. Examinations of extensive courses may consist of two or more parts. As regards courses with a large number of students, it is recommended that examinations are held four times a year. (General Degree Regulations, section 58 subsections (1) and (2))

Examinations are organised according to the valid degree requirements specified at the beginning of the course. Students shall be offered possibilities to take examinations for courses to be removed from the curriculum at least in the academic year following the removal. If the requirements in question are no longer valid at the time of the examination, the student shall agree on the examination with the teacher.

Registration for exams

Students shall register for an examination one week before the examination unless the teacher accepts later registration. Registration is interpreted as participation in the examination unless it is cancelled before the start of the examination. Students who have failed an examination three times shall negotiate with the teacher on completing the course. (General Degree Regulations, section 58 subsection 6)

Language of examination

The [faculties] may also decide to use other languages of instruction than Finnish and Swedish. In examinations, students have the right to use both oral and written Finnish or Swedish or the language in which the course was given if the course was lectured in a third language.

The right to use a third language shall be decided by the [faculty]. (General Degree Regulations, section 62, subsections (2) and (3)). Students who wish to have their examination questions in the second official language of Finland (Finnish or Swedish) regardless of the language of instruction should agree on the arrangements with the teacher in good time, a minimum of two weeks before the examination.

Grading

The general regulations on the grading of study attainments shall apply to examinations, which will be graded by the teacher in charge of the course in an unbiased and just manner. The provisions regarding the disqualification of an official shall apply to the person grading the study attainment (Administrative Procedure Act 434/2003, section 27). In the event of the person in charge of the grading being disqualified or temporarily absent, the [Head of Department] must assign the responsibility of grading to another member of staff.

The teacher has the duty to ensure that the results of accepted study attainments, and if possible, the primary evaluation criteria, are available on the notice board within one month of the examination date. For special reasons, the [Head of Department] may allow them to be made available on a later date. On reasonable grounds, the teacher may use other means to provide the information within one month. (General Degree Regulations, section 59 subsections (2) and (3))

The [faculty] shall ensure that the course grades are entered in the study attainments register without delay. When a course consists of independent parts, students must be informed at the beginning of the course, at the latest, on how the independent parts of the course are weighed when grading the whole course. The grade shall be entered in the study attainments register at the conclusion of the whole course. The date marked in the study attainment record shall be

date on which the final part of the course has been completed (General Degree Regulations, section 59, subsection (4)).

Rights of students to be informed of grading criteria

Students are entitled to know the evaluation criteria applied to their study attainments, and be given an opportunity to see the evaluated study attainment saved in writing or in another format (General Degree Regulations, section 59 subsection (5)). Study attainments must be saved in writing or another form and kept for a minimum of six months after the publication of the results (Universities Decree 115/98 section 16).

Appealing against a grade

Students dissatisfied with the grade of a study attainment may appeal against it either orally or in writing to the teacher in charge of the grading. In case of disagreement, the student may appeal the decision of the teacher to the [Faculty Council] (Universities Act, section 33, Universities Decree, section 17 and the TKK Administrative Regulations [section 30]). The appeal shall be filed within 14 days of the date on which the students have been offered the opportunity to see the results and the evaluation criteria applied to their study attainment. Those dissatisfied with the decision of the teacher in charge may appeal the decision to the [Faculty Council] for deliberation within 14 days of the decision of the teacher (General Degree Regulations, section 61). The decision by the [Faculty Council] may not be appealed against (Universities Act 1271/2001, section 35, subsection (2)).

Breaches of regulations and disciplinary action

Breaches of examination regulations

Students shall follow the instructions of the invigilators during the examination. Failure to do so will be considered a serious offence, which might lead to failing the examination and disciplinary action.

The invigilators shall mark the offences of the candidate on the answer sheets or an appended sheet as well as on the examination hall log. If the invigilators have reason to suspect use or attempted use of unfair means they are entitled to interrupt the examination in order to clarify the situation. The views of all parties will be recorded immediately to the examination hall log, and the account will be signed by the parties and possible eye witnesses. If there is clear proof of the use of unfair means, the student may be removed from the examination hall. Otherwise the student may finish the examination, and the decision upon the failure or acceptance of the examination and possible penalties is to be made after the matter has been duly looked into. The candidate is entitled to read the log entries regarding his or her behaviour on request. He

or she will be asked to write a statement on the events for the [faculty], and the invigilator will also write a report on it.

The penalty for breaching these regulations shall be the failure of the examination. The [faculty] shall decide whether the breach will also lead to formal a reprimand or whether the offence is serious enough to require such disciplinary action as provided by the Universities Act (645/1997).

The use of unfair means in the examination may also have consequences later on, if it is noticed after the entry of the study attainment into the study attainment record. Using unfair means may only lead to failing such study attainments as have been gained as a result of them.

Disciplinary action

Students may be penalised by issuing a caution or suspending them for a fixed term of no longer than one year. Issuing a caution requires a decision by the Rector, whereas a fixed-term suspension is decided on by the University Council. Prior to the proceedings, students must be formally notified of the offence in writing and offered an opportunity to be heard in the matter. (Universities Act 645/1997, section 19, University Decree 115/1998, section 20)

If needed, the use of unfair means may lead to disciplinary action in accordance with the Universities Act and Decree. This is recommended in cases where the use of unfair means may be regarded as a serious offence or the student has repeatedly committed similar offences.

Dissatisfied students may appeal against the disciplinary action decided upon by the TKK Rector and Council as provided by the Administrative Judicial Procedure Act (586/1996).