

# Philosophical Faculty

## School of Humanities

### Study Guide 2018–2019

#### FINNISH LANGUAGE AND CULTURAL RESEARCH:

Finnish  
Literature  
Folklore Studies  
Cultural Studies  
Cultural Anthropology  
Ethnomusicology  
Sociology of Art  
Media Culture and Communication Studies  
Gender Studies  
Finnish as a Second Language  
Karelian Language and Culture  
Thematic Cultural Studies  
Multicultural Perspectives on Health  
Finnish Culture Study Programme  
  
Studies in Project Management  
Intercultural Competences

#### FOREIGN LANGUAGES AND TRANSLATION STUDIES:

English Language and Culture, English Language and Translation  
German Language and Culture  
Russian Language and Culture, Russian Language and Translation  
Swedish  
Linguistics and Language Technology  
Japanese Language and Culture  
French Language and Culture  
Translation Studies  
Finnish Studies for Foreigners  
Finnish for Translators and Interpreters  
  
MDP in Linguistic Sciences  
MA in English Language and Culture

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# Greetings from the Head of the School

Welcome to study at the School of Humanities!

The School of Humanities in the Philosophical Faculty of the University of Eastern Finland is the only university-level unit in Eastern Finland that offers humanistic education. We provide high-level education and conduct high-quality research in the fields of foreign languages and translation studies as well as Finnish language and cultural studies. We train language teachers, translators and other experts of languages and cultures to work in both public and private sectors in, for example, research, media, organisational and entrepreneurial activities. In the field of research, we in the School of Humanities emphasise multi- and cross-disciplinary research where the researchers have found their way into international cooperation with researchers from other schools of the faculty, as well as other faculties and universities. The School of Humanities is our shared, discussion-filled agora for students, teachers and researchers alike.

In this fast-paced modern world, the essence and sense of life are always changing and challenging the human comprehension. It is in these times that the knowledge of the humanities claims its place. According to Finnish author Veijo Meri, humanism and humanity are compassionate and down-to-earth activities – the prolific grounds of human life. Therefore, it is the duty of a modern humanist to learn, understand and interpret the sometimes contradictory phenomena of diverse human behaviours, and provide the rest of the world with answers regarding them.

Wishing you a very enthusiastic and enjoyable year of studying,

**Risto Turunen**

Professor, Head of the School of Humanities

# Study Guide Vocabulary

**Course:** The basic unit of studies, which covers a specific topic or a thematic module. A course can be further divided into partial attainments, which form one whole course when put together. The course's scope is described in ECTS credits.

**Curriculum:** A curriculum describes the purpose of the education, its scientific and professional objectives, the degree structure with its study modules and scopes, course descriptions as well as the plan on guiding and instructing students of a subject or degree programme on their PSP. Course descriptions present the objectives of teaching and studying, topics to be taught and learnt, modes of completion and execution, as well as the evaluation of study attainments. Curricula of the subjects are authorised in the Faculty Council and then released in the study guides on WebOodi.

**ECTS credits:** The studies are measured using the European Credit Transfer and Accumulation System (ECTS) credits. The scopes of degrees, study modules and courses are described in ECTS credits. The number of ECTS credits of a course is determined by the required workload. One academic year requires an average of 1,600 hours of work, which is equivalent to 60 ECTS credits. One ECTS credit equals approximately 27 hours of work. In addition to lectures, exercises and other teaching, independent work is also included in a course's workload.

**Electronic plagiarism detection tool:** Plagiarism is unauthorised borrowing — passing someone else's text, picture or other work as your own. Plagiarism can be intentional or unintentional, but it is always contrary to good academic and scientific principles and is prohibited regardless. The originality of theses and other written work is checked with the electronic plagiarism detection tool Turnitin which recognises the parts of a text that have been used in other texts. Turnitin is used as a tool for teaching and guiding scientific writing. Additionally, the originality of every thesis is checked before grading.

**Degree structure:** The structure of each degree is authorised in the faculties according to the provisions of Government Decree on University Degrees.

**Moodle:** An online learning and working environment, which is used in many courses in the University of Eastern Finland to share study materials and submit assignments etc. The UEF Moodle can be accessed with the UEF account and password at [moodle.uef.fi](http://moodle.uef.fi).

**PSP (Personal Study Plan):** The PSP is a realisable plan for completing the target degree. It usually comprises both the studies included in the degree and a preliminary schedule for their completion. The PSP is created during the first year of studies, and it updated as the studies advance.

**RPL (Recognition of Prior Learning):** Credit transfer can be received for studies included in your degree on account of earlier studies completed elsewhere, or competence acquired by other means (e.g. in working life).

**Student handbook Kamu:** The student handbook Kamu, or Kamu for short is a constantly developing information bank, in which you can find instructions, services and announcements meant for all students. The handbook contains information for new students, already enrolled students and graduating students alike. It also includes student administrative guidelines, information about different study prospects and student exchange programmes, study guides, links to various online tools and services, study-related forms, as well as tips for developing study skills and for overall well-being. Kamu can be accessed at [kamu.uef.fi/en](http://kamu.uef.fi/en).

**Study community:** These communities for students of a particular subject distribute information directed especially for them. Study communities can be accessed by logging into the O365 Environment. Your study community is the School of Humanities' study community (Humanistisen osaston opintoyhteisö, currently available only in Finnish) on SharePoint. It is also advisable to follow the study communities of your minor subjects. A list of study communities can be found on Kamu.

**Study module:** A study module comprises multiple courses of similar difficulty and which form a specific unit of studies, e.g. the basic studies of a discipline. Basic, intermediate, and advanced studies are study modules. If you complete at least 15 ECTS credits worth of studies in a subject, it is recorded in the degree certificate even if the studies do not form a complete study module.

**Subject:** A subject is a unit offering education in a specific discipline, and the studies consist of three different levels: basic, intermediate and advanced studies. Major subject refers to the subject you have been accepted to complete a degree in. You are required to complete basic, intermediate, and advanced studies in this subject. Other subjects you study are your minor subjects.

**Syllabus:** The annual, faculty-authorised programme which contains all courses and teaching organised in each subject for the academic year. The syllabi can be found in the study guides on WebOodi (Instruction and Courses > Course Catalogues).

**WebOodi:** The university's electronic student and study register. On WebOodi, you can sign up for courses, change contact information, view study attainments, browse study guides, look into degree requirements, create a PSP, give feedback on teaching and plan the studies etc. WebOodi can be accessed at <https://weboodi.uef.fi/weboodi/>.

**Yammer:** Yammer is the main channel of internal communication for students and staff members. It complements study communities by offering an interactive environment. You can find various ready-made groups in Yammer to join. Some recommended groups are, for example, *HUM (opiskelijät)*, the group for students of the School of Humanities, and *UEF Opiskelijat // UEF Students*, the group for all students of the University of Eastern Finland, in which a lot of information concerning all students is shared.

# 1 Academic Year and Registration

## 1.1 Academic Year in the University of Eastern Finland

Academic year starts on 1 August and ends on 31 July. In the Philosophical Faculty, the teaching is divided into the following four periods.

Autumn term, 1st period	3 Sep – 26 Oct 2018
Autumn term, 2nd period	29 Oct – 18 Dec 2018
Spring term, 3rd period	7 Jan – 15 Mar 2019
Spring term, 4th period	18 Mar – 24 May 2019

A single course can extend through several periods. Teaching can also take place outside these periods, but not during holidays.

Christmas holiday is from 19 December 2018 to 4 January 2019, and Easter holiday is from 18 to 24 April 2019.

Orientation for new students is organised from 3 to 7 September 2018. Orientation for international students is organised from 3 to 5 September 2018, and from 7 to 9 January 2019. The University of Eastern Finland's opening ceremony takes place on 6 September 2018 on Kuopio Campus. There is no opening ceremony on Joensuu Campus. However, there is no teaching or tutoring during the opening ceremony. The opening ceremonies are open for all.

The University's Sports Afternoon is organised Wednesday 3 October 2018, and on Tuesday 12 February 2019, starting at 12:15 pm. There is no teaching after 12 pm.

There is no teaching on 30 April (May Day Eve).

The University of Eastern Finland's anniversary celebration takes place on Thursday 21 March 2019. There is no teaching after 12 pm.

# 1.1 Registration and Signing Up

## Registration in the University

New students register at opintopolku.fi using My Studyinfo service after confirming their study place. Registration instructions can be found on Kamu: New Students.

Already enrolled students register annually on WebOodi during the registration period. Registration instructions can be found on Kamu (Student handbook > Study right and registration).

## Signing Up for Courses

You can sign up for most of the courses on WebOodi. Compulsory lecture, exercise and online courses as well as seminars are usually organised once per academic year. Some optional courses are not offered every academic year. The registration periods can be found on WebOodi.

## Signing Up for a General Exam

You can also sign up for book examinations on WebOodi. General examinations take place once a month per subject, excluding July. The dates for general examinations can be found on WebOodi.

## Signing Up for an Electronic Exam

Some courses have an option for taking the exam electronically in exam rooms in Joensuu and Kuopio campuses. You can find out whether this option is available by reading the course description. You can sign up in the electronic exam system at <https://exam.uef.fi/>.

## Signing Up for Moodle Courses

You can sign up for Moodle courses either on WebOodi or Moodle (<https://moodle.uef.fi/>). You can usually find instructions for signing up for the course in its description on WebOodi. Many courses require a course key which you can find in the course description or acquire by asking from the teacher of the course.

ECTS credits and grades are registered on WebOodi.

# 2 Introducing the Philosophical Faculty and the School of Humanities

The Philosophical Faculty is one of the four faculties in the University of Eastern Finland. Other faculties of the University are the Faculty of Science and Forestry, the Faculty of Health Sciences and the Faculty of Social Sciences and Business Studies.

The Philosophical Faculty operates on Joensuu Campus, and it is comprised of four schools, which are the School of Humanities, the School of Educational Sciences and Psychology, the School of Applied Educational Science and Teacher Education, and the School of Theology. Additionally, the University Teacher Training Schools in Joensuu also belong to the Philosophical Faculty.

The Faculty Council and Dean, chosen according to the administrative guidelines of the University of Eastern Finland, head the faculty. The Dean of the Philosophical Faculty is professor Janne Pietarinen, the 1st Vice Dean is professor Jopi Nyman, and the 2nd Vice Dean is professor Pertti Väisänen. The Head of the School of Humanities is professor Risto Turunen, and the Vice Head of the School of Humanities is professor Jukka Mäkisalo.

Professors, other staff and students are represented in the Faculty Council. The University Services produce the faculty's administrative and other support services.

## 2.1 School of Humanities

The School of Humanities in the University of Eastern Finland is the only higher education unit in Eastern Finland that offers education in arts and humanities. We offer excellent study facilities, especially in languages and cultures, and courses are offered at either Bachelor, Master or Doctoral level. Our graduates often proceed to find employment in societal positions such as subject teachers or specialists in their own field. Additionally, the School of Humanities practices versatile international research in its fields. Both our education and research incorporate the perspectives and requirements of the local area as well as those of the wider society.

Humanistic education in Joensuu started in 1969, and over the years the scope and standard of the education provided has developed remarkably. In 1981, the degree programme in Cultural Studies was established, and the Savonlinna School of Translation Studies was incorporated into the University of Joensuu as a translation unit. The Faculty of Humanities was established in 1984. As of 2010 the university has been known as the University of Eastern Finland (UEF), which then changed the Faculty of Humanities into School of Humanities operating under the Philosophical Faculty. School of Humanities operates entirely at Joensuu campus.

**One Degree — A Thousand Careers**

You can tailor your individual study plan and schedule from the extensive and versatile range of subjects offered by the School of Humanities. You can freely choose minor subjects from the syllabus offered by the School of Humanities or any other syllabi offered by other departments and faculties of the University of Eastern Finland. Additionally, studies completed at other universities may be credited as minor subjects. Your minor subjects have an impact on your future career prospects and it is advisable to keep your career expectations in mind while choosing them. Therefore, we recommend you take an advantage of the wide array of subjects on offer at the University of Eastern Finland: broad-mindedness may lead to a remarkable future

As a humanities graduate you will be able to identify areas of your own expertise, develop these further when you enter working life and evaluate information related to your own discipline from a professional perspective. During your studies you learn how to apply acquired knowledge and practical skills in diverse professional roles. You also learn how to do research and process your findings critically. As a humanities graduate you will have developed excellent communication and team working skills, and you will know how to do project work effectively.

A degree in arts and humanities provides ample opportunities to work in a variety of specialist roles. Our alumni are positioned in a multitude of different specialist positions such as researchers, reporters, translators, interpreters or public information officers. It is possible to work in the field of education, at archives, associations or in the EU, or work for a municipality or the state in different cultural tasks.

## 2.2 Contact Information

The School of Humanities is located in the Agora building. A map of the campus and lecture rooms can be found at [www.uef.fi/en/yhteystiedot/joensuu](http://www.uef.fi/en/yhteystiedot/joensuu).

**Street address:** Agora building, Yliopistokatu 4, FI-80100 JOENSUU  
**Postal address:** University of Eastern Finland, Joensuu Campus / School of Humanities  
P.O. Box 111, FI-80101 JOENSUU  
**Email address:** `firstname.lastname(at)uef.fi`  
**Phone:** +358 (0)294 45 1111 / switchboard  
**Head of the School:** Professor Risto Turunen, tel. +358 (0)294 45 2100  
(room 170, Agora building)  
**Vice Head of the School:** Professor Jukka Mäkisalo, tel. +358 (0)294 45 2138  
(room 231, Agora building)

**University Services, contact information for the School of Humanities administrative and office staff:**

[www.uef.fi/en/web/hum/yhteystiedot/hallinto-ja-toimistohenkilosto](http://www.uef.fi/en/web/hum/yhteystiedot/hallinto-ja-toimistohenkilosto)

**Contact information for the School of Humanities teaching and research staff:**

[www.uef.fi/web/hum/yhteystiedot](http://www.uef.fi/web/hum/yhteystiedot)

## 3 Student Guidance and Counselling

Every staff member is committed to providing students with guidance and counselling. The aim of the student guidance and counselling service is to make sure that students are committed to their studies and the university community. Additionally, the aim is to help students to advance in their studies in an appropriate manner and to graduate in target time. However, the responsibility for planning and advancing in your studies lies with you.

Study planning takes place all throughout the studies. The basis of a successful plan is to integrate the degree objectives with personal study goals. Working life skills are practiced during the studies, and you have a possibility to tailor your degree to fit your own expectations and goals for the future working life.

More information about the studies can be found in this guide and on Kamu ([kamu.uef.fi/en](http://kamu.uef.fi/en)). Moreover, information regarding the subjects and courses can be found in the study guides on WebOodi. Information regarding language and communication studies is available at the Language Centre office and at [www.uef.fi/en/web/kielikeskus](http://www.uef.fi/en/web/kielikeskus).

### 3.1 Guidance and Counselling Provided by the Student and Learning Services

Student and Learning Services serve university applicants, students, staff and the departments providing education, as well as UEF affiliates. The services are divided into those that are available to everyone and services that are specific to each school or faculty. All of the services provided by the Student and Learning Services work in close cooperation and to execute Student and Learning Services. The most essential services for students are:

- Services related to study rights, enrolment and student and study register
- Services related to international mobility, e.g. student exchange, international traineeship and internationalisation at home
- Career and counselling services, i.e. services related to study planning, career planning, practical training and finding employment
- Educational psychologist services
- Oppari study environments (located inside the UEF Library in the Carelia building) that offers study facilities equipped with modern technology, as well as IT support services at the Oppari Help Desk.
- Educational Services provides training and support related to academic study skills and study related ICT skills (Kamu: Student handbook > Study skills – training and support)

You may request help regarding any of the subjects above from the staff of Student and Learning Services. Staff contact information can be found at [www.uef.fi/web/opintopalvelut](http://www.uef.fi/web/opintopalvelut)

**The customer service point of Joensuu Campus Student Administration** is located on the ground floor of the Aurora building. The email address for the Student and Learning Services is [opiskelu\(at\)uef.fi](mailto:opiskelu(at)uef.fi).

## **3.2 Guidance and Counselling Provided by the School of Humanities**

### **Study Planning and Guidance**

Studying at university comes with academic freedom and independence. However, academic freedom also includes the responsibility for learning.

At the School of Humanities every new student group gets a designated teacher. Your designated teacher is there to support and supervise your group. They will arrange group meetings during the first three years of your Bachelor studies. The aim is to ensure fluency and progress from the beginning.

Your designated teacher is also your Personal Study Plan (PSP) supervisor during your Bachelor studies. Later on, during your Master's studies, student guidance and counselling is the responsibility of your Master's thesis supervisor.

The responsibilities of the student and the staff are as follows.

#### **Student**

- has the primary responsibility for finding the up-to-date information regarding the studies, planning the studies and making sure to advance in the studies
- chooses their major and minor subjects within the limitations of the degree structure
- creates their Personal Study Plan (PSP) and updates it when deemed necessary
- gets to know WebOodi in order to find necessary information
- follows the information channels of the study subjects (such as UEF student email, O365 study community, Yammer, Moodle) and the information channels of the UEF and the Philosophical Faculty (such as student handbook Kamu, Yammer groups and the UEF website)
- carefully reads through instructions, announcements, study guides and other material
- participates in information sessions organised by the school and study subjects
- completes the studies and degrees while following ethical guidelines
- keeps track of the student and study register and, if mistakes are spotted, notifies the appropriate staff member to rectify the situation
- seeks guidance and counselling when needed

#### **Amanuensis**

- provides general announcements, guidance and study counselling
- provides counselling related to the degree structure
- enters the completed study modules in the student and study register

- provides counselling related to practical training and international student exchange
- registers RPL (recognition of prior learning) applications (except for language and communication studies)
- provides counselling related to degree applications
- approves the study plans in applications for the extension of the study right

#### **Designated Teacher**

- introduces new students to university studies during the first year
- provides Personal Study Plan (PSP) counselling and approves the PSPs
- organises study counselling meetings during the second and third year

#### **Teaching Staff**

- provides guidance and counselling related to their own subject and the courses they teach
- makes decisions related to RPL (recognition of prior learning)
- manages the content of study modules related to their own subject

#### **Departmental Secretary / Study Secretary**

- registers the study attainments
- provides official study certificates and transcripts of academic records (also available through Student and Learning Services)
- issues degree certificates

#### **Departmental Secretary (School of Theology)**

- assists with the examination process of the Master's thesis
- does the preliminary work regarding decisions on student selections and study rights in the School of Humanities (dealing with study right applications for minor subjects, choosing a major in English and Russian studies, changing a major)
- flexible study rights (JOO)

#### **Academic Affairs Coordinator**

- takes care of any special arrangements
- acts as the substance abuse contact person for students

#### **Director of Student and Learning Services**

- does the preliminary work on decisions regarding students:
  - approves the applications for the extension of the study right
  - processes any breaches of discipline
  - makes alterations to students' language study requirements
  - exempts students from language studies or study periods abroad
  - processes applications for conversion of the right to study when Bachelor and Master's degrees are conjoined into just a Master's degree

### **3.3 How to Create Your Personal Study Plan (PSP)**

Participation in guided study planning is compulsory for all new students. You are required to attend the course 2110039 Personal Study Plan (1 ECTS). The course consists of lectures, exercises and personal guidance with your designated teacher, as well as independent work. The aim of the course is to assist you with planning and scheduling your studies so that the allocated study time and the financial aid for students would suffice to cover both your Bachelor and Master's degrees. Your study plan outlines the studies to be completed and the schedule for completing them. The PSP should be updated every time your plans change, or modifications are made to the curriculum.

The PSP is created with the completion of your entire degree and graduation in mind. During the first year of your Bachelor's degree the PSP is created for the duration of your Bachelor studies. You will have a PSP appointment with your designated teacher, they will assist you with the process and once your PSP is complete, they will approve it. Your designated teacher will also meet you for guidance counselling appointments during your second and third year of studies. At the end of your Bachelor studies it is advisable to create a new PSP for your Master's degree.

The PSP is created electronically on WebOodi. If you are a new student, you will receive information and guidance on the PSP during the autumn semester and on the PSP course. If you are a returning student, you may contact the amanuensis with any questions regarding your PSP. More information about the PSP can be found at School of Humanities' study community (Humanistisen osaston opintoyhteisö) on Kamu.

PSP for Bachelor's degree: **2110039 Personal Study Plan (1 ECTS)**

PSP for Master's degree: **2110002 Second-cycle Study Plan, (1 ECTS)**

### 3.4 Sources of Information

**WebOodi:** The most up-to-date UEF study guides, course catalogues and course descriptions can be found on WebOodi <https://weboodi.uef.fi/weboodi>. It is recommended to familiarise yourself with your own major's degree structure. WebOodi also contains information on examinations and available teaching.

**Kamu:** The student handbook Kamu contains information on university studies, services available to students and other important matters related to student life.

**School of Humanities study community:** The School of Humanities study community contains useful study-related information for the students majoring or minoring in Arts and Humanities. The study community is located on O365 Environment on SharePoint (currently available only in Finnish).

**School of Humanities Study Guide:** The study guide contains information about study practices, theses, practical training, studying abroad etc. The study guide can be found on Kamu (New students > Study guides).

**Yammer:** Yammer is the main channel of internal communication for students and staff of the University of Eastern Finland. It is an interactive communication environment that complements the official communication channel offered by Kamu. School of Humanities communicates in group *HUM (opiskelijat)*.

**Smart Start:** A guide for new students that contains important information for a new student.

**Noticeboards:** The School of Humanities noticeboard is located on the ground floor of the Agora building, next to room 143. The noticeboards for individual subjects are dotted around the corridors of the Agora building, while the Philosophical Faculty noticeboard can be found in the Borealis building.

## 4 Study Rights

As part of the student selection process, a student receives a study right for both Bachelor and Master's degrees in the major subject or degree programme for which they are registered.

- Many subjects of the Philosophical Faculty can freely be chosen as minor subjects. Some subjects, however, limit the number of minor students, or the study right has to be applied for in an entrance exam for the minor subject. These include languages and the pedagogical studies for teachers. For further information, please refer to Section 5 and the student handbook Kamu (Student handbook > Minor studies and other study opportunities > Minor subject studies in the UEF).

### 4.1 Degrees

With a few exceptions, university degrees are two-tiered: the students first obtain a Bachelor's degree, followed by a Master's degree. Primarily, students simultaneously receive the right to study for both the Bachelor and Master's degrees.

The scope of the **Bachelor's degree** is at least 180 ECTS credits. The normative duration of study is three academic years. The scope of the **Master's degree** is a minimum of 120 ECTS credits which corresponds to approximately two years of study after completing the Bachelor's degree. It is recommended that students complete the minimum scope of studies for the Bachelor's degree.

The aggregate normative duration of studies for both Bachelor and Master's degrees is five years. Primarily, a student must complete a Bachelor's degree before starting a Master's degree programme. However, exceptions can be made if it is justifiably beneficial for the advancement of the studies. Nevertheless, the student must have completed their Bachelor's degree prior to commencing work on their Master's thesis.

Studies included the Bachelor's degree cannot be included in the Master's degree. The advanced studies in the major subject cannot be included in the Bachelor's degree.

The Bachelor's degree of the Humanities is called Bachelor of Arts degree (BA), whereas the Master's degree is called Master of Arts degree (MA).

The postgraduate degrees in the study of Humanities are the Licentiate of Philosophy (PhL) and the Doctor of Philosophy (PhD) degrees. More detailed information on postgraduate studies is available on the Doctoral Program website at [www.uef.fi/en/web/quest/research/doctoralschool](http://www.uef.fi/en/web/quest/research/doctoralschool).

## 4.2 Degree Structures

If the studies are completed as a part of a separate Master's programme, the degree structure is governed by the Master's programme curriculum.

Subjects for which a student has completed at least 15 ECTS credits that do not form a complete study module are specified and graded as 'pass' in the degree certificate. However, these studies cannot form a minor subject in the Bachelor's degree. In a Master's degree, a minor subject can consist of two subjects, each of which must be worth at least 15 ECTS credits. The minor subject in a Master's degree can also consist of a thematic module that is completed abroad (25 ECTS credits).

### Cultural Studies Researcher Study Path

The following students can choose this study path:

Students chosen for the Cultural Studies degree programme majoring in Literature, Folklore Studies or Cultural Studies. There are five fields of specialisation in the Cultural Studies: Cultural Anthropology, Gender Studies, Sociology of Art, Ethnomusicology as well as Media Culture and Communication.

#### Bachelor of Arts Degree 180 ECTS, Cultural Studies Researcher Study Path

Common studies in Cultural Studies	25 ECTS
• Introduction to Cultural Studies 15 ECTS	
• Methodology 10 ECTS	
Basic studies in major subject	30 ECTS
Intermediate studies in major subject	45 ECTS
A minimum of one study module of a minor subject, e.g. basic studies	min. 25 ECTS
Language and Communication Studies	14 ECTS
• Speech Communication 2 ECTS	
• Written Communication 3 ECTS	
• Swedish 4 ECTS	
• Foreign Language 5 ECTS	
Study and Career Planning	4 ECTS
• 1131000 Orientation to University Studies 1 ECTS	
• 2110039 Personal Study Plan 1 ECTS	
• 2110041 Personal Development and Learning Portfolio 2 ECTS	

In addition, other study modules or studies so that the scope of the completed degree is at least 180 ECTS credits. It is recommended that study modules of a minor subject or subjects are completed as other studies.

#### Master of Arts Degree 120 ECTS, Cultural Studies Researcher Study Path

Advanced studies in Major Subject	80 ECTS
Minor Studies for the minimum of 25 ECTS	
• EITHER a study module of a minor subject at least 25 ECTS	
• OR at least 15 ECTS of two different minor subjects (15 ECTS + 15 ECTS)	

- OR 2 x 15 ECTS in Cultural Studies Thematic Module

Career Orientation 12 ECTS

- 2110042 Professional Portfolio 2 ECTS
- 2110043 Traineeship relevant to student's field of study 10 ECTS

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

## **Finnish Language and Literature Teacher Study Path**

The following students can choose this study path:

Students majoring in the Finnish language and Literature programme.

The BA and MA degree studies include both Finnish Language and Literature Studies. The student chooses one of them as their major subject and the other as their minor subject. In addition, the degree includes compulsory pedagogical studies for subject teachers.

### **Bachelor of Arts Degree 180 ECTS, Finnish Language and Literature Teacher Study Path**

Basic Studies in Major Subject 30 ECTS

Intermediate Studies in Major Subject 45 ECTS

Subject Teacher's Pedagogical Studies 25 ECTS

Basic Studies in Minor Subject 30 ECTS

Intermediate Studies in Minor Subject 30 ECTS

Language and Communication Studies 14 ECTS

- Speech Communication 2 ECTS
- Written Communication 3 ECTS
- Swedish 4 ECTS
- Foreign Language 5 ECTS

Study and Career Planning 4 ECTS

- 1131000 Orientation to University Studies 1 ECTS
- 2110039 Personal Study Plan 1 ECTS
- 2110041 Personal Development and Learning Portfolio 2 ECTS

In addition, other study modules or studies so that the scope of the completed degree is at least 180 ECTS credits.

### **Master of Arts Degree 120 ECTS, Finnish Language and Literature Teacher Study Path**

Advanced Studies in Major Subject 80 ECTS

Subject Teacher's Pedagogical Studies 35 ECTS

Career Orientation 2 ECTS

- 2110042 Professional Portfolio 2 ECTS

In addition, other study modules or studies so the scope of the completed degree is at least 120 ECTS credits.

## **Finnish Language or Literature Specialist Study Path**

The following students can choose this study path:

Students majoring in the Finnish language and Literature programme.

### **Bachelor of Arts Degree 180 ECTS, Finnish Language or Literature Specialist Study Path**

Basic Studies in Major Subject	30 ECTS
Intermediate Studies in Major Subject	45 ECTS
A minimum of one study module of a minor subject, e.g. basic studies for the Language and Communication Studies	min. 25 ECTS 14 ECTS
• Speech Communication	2 ECTS
• Written Communication	3 ECTS
• Swedish	4 ECTS
• Foreign Language	5 ECTS
Study and Career Planning	4 ECTS
• 1131000 Orientation to University Studies	1 ECTS
• 2110039 Personal Study Plan	1 ECTS
• 2110041 Personal Development and Learning Portfolio	2 ECTS
Compulsory BA studies for students majoring in Finnish Language	15 ECTS
• 2131934 Introduction to Linguistics	5 ECTS
• 2122112 Introduction to Literature	5 ECTS
• 2133209 Multilingual Communication	5 ECTS

In addition, other study modules or studies so that the scope of the completed degree is at least 180 ECTS credits. It is recommended that study modules of a minor subject or subjects are completed as other studies.

### **Master of Arts Degree 120 ECTS, Finnish Language or Literature Specialist Study Path**

Advanced Studies in Major Subject	80 ECTS
Minor Studies for the minimum of 25 ECTS	
• EITHER a study module of a minor subject at least 25 ECTS	
• OR at least 15 ECTS of two different minor subjects (15 ECTS + 15 ECTS)	
• OR 2 x 15 ECTS in Cultural Studies Thematic Module	
Career Orientation	2–12 ECTS
• 2110042 Professional Portfolio	2 ECTS
• 2110043 Traineeship Relevant to Student's Field of Study	10 ECTS

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

### **English, Swedish or Russian Subject Teacher's Study Path**

The following students can choose this study path:

Students majoring in English Language and Culture, Swedish or Russian Language.

### **Bachelor of Arts Degree 180 ECTS, English, Swedish or Russian Subject Teacher's Study Path**

Basic Studies in Major Subject	30 ECTS
Intermediate Studies in Major Subject	40 ECTS
Subject Teacher's Pedagogical Studies	25 ECTS

Minor Subject: Subject Teacher's Basic and Intermediate Studies in the other subject taught*	60 ECTS
Language and Communication Studies	14 ECTS
<ul style="list-style-type: none"> <li>• Speech Communication 2 ECTS</li> <li>• Written Communication 3 ECTS</li> <li>• Swedish 4 ECTS</li> <li>• Foreign Language 5 ECTS</li> </ul>	
Study and Career Planning	4 ECTS
<ul style="list-style-type: none"> <li>• 1131000 Orientation to University Studies 1 ECTS</li> <li>• 2110039 Personal Study Plan 1 ECTS</li> <li>• 2110041 Personal Development and Learning Portfolio 2 ECTS</li> </ul>	
Common Studies in Foreign Languages 15 ECTS:	
<ul style="list-style-type: none"> <li>• 2131934 Introduction to Linguistics 5 ECTS</li> <li>• 2122112 Introduction to Literature 5 ECTS</li> <li>• 2133209 Multilingual Communication 5 ECTS</li> </ul>	

In addition, other study modules or studies so that the degree comprises of 180 ECTS points.

\* It is recommended that students pursuing the Subject Teacher's Study Path study two different subjects. However, the students can choose other subjects as their minor studies.

### **Master of Arts Degree 120 ECTS, English, Swedish or Russian Subject Teacher's Study Path**

Advanced Studies in Major Subject	80 ECTS
Subject Teacher's Pedagogical Studies	35 ECTS
Career Orientation	2 ECTS
<ul style="list-style-type: none"> <li>• 2110042 Professional Portfolio 2 ECTS</li> </ul>	

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

### **English, Swedish or Russian Language Specialist Study Path**

The following students can choose this study path:

Students majoring in English Language and Culture, Swedish or Russian Language.

### **Bachelor of Arts Degree 180 ECTS, English, Swedish or Russian Language Specialist Study Path**

Basic Studies in Major Subject	30 ECTS
Intermediate Studies in Major Subject	40 ECTS
A minimum of one study module of a minor subject, e.g. basic studies for the minimum of 25 ECTS	
Language and Communication Studies	14 ECTS
<ul style="list-style-type: none"> <li>• Speech Communication 2 ECTS</li> <li>• Written Communication 3 ECTS</li> <li>• Swedish 4 ECTS</li> <li>• Foreign Language 5 ECTS</li> </ul>	
Study and Career Planning	4 ECTS

- 1131000 Orientation to University Studies 1 ECTS
- 2110039 Personal Study Plan 1 ECTS
- 2110041 Personal Development and Learning Portfolio 2 ECTS

Common Studies in Foreign Languages 15 ECTS:

- 2131934 Introduction to Linguistics 5 ECTS
- 2122112 Introduction to Literature 5 ECTS
- 2133209 Multilingual Communication 5 ECTS

In addition, other study modules or studies so that the scope of the completed degree is at least 180 ECTS credits. It is recommended that study modules of a minor subject or subjects are completed as other studies.

### **Master of Arts Degree 120 ECTS, English, Swedish or Russian Language Specialist Study Path**

Advanced Studies in Major Subject	80 ECTS
Minor Studies	min. 25 ECTS
<ul style="list-style-type: none"> <li>• EITHER a study module of a minor subject of at least 25 ECTS</li> <li>• OR at least 15 ECTS of two different minor subjects (15 ECTS + 15 ECTS)</li> <li>• OR 2 x 15 ECTS in Cultural Studies Thematic Module</li> </ul>	
Career Orientation	2–12 ECTS
<ul style="list-style-type: none"> <li>• 2110042 Professional Portfolio 2 ECTS</li> <li>• 2110043 Traineeship Relevant to Student's Field of Study 10 ECTS</li> </ul>	

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

### **Translator's Study Path**

The following students can choose this study path:

- Bachelor's degree: students majoring in English Language and Translation.
- Master's degree: students majoring in English Language and Translation, Russian Language and Translation or Swedish.

The compulsory studies in the Translator's Study Path include

- The compulsory Translation Studies Study Module 15 ECTS
- Finnish Language Studies for translators and interpreters 15–25 ECTS:
  - either Finnish for Translators and Interpreters 15–25 ECTS (2110030 Finnish for Translators and Interpreters, Compulsory Studies 15 ECTS or 2132900 Finnish for Translators and Interpreters, Basic Studies 25 ECTS)
  - or Basic Studies in Finnish Studies for Foreigners 25 ECTS.

These compulsory studies can be included either as a part of the Bachelor's degree or the Master's degree. If one of the compulsory study modules is included in the Bachelor's degree, studies of at least 15 ECTS in a subject other than the major subject must be completed.

### **Specialising in Translation in the Bachelor's Degree, English Language and Translation**

Bachelor of Arts degree 180 ECTS, including Translation Studies and Finnish Language Studies:

Basic Studies in Major Subject	30 ECTS
Intermediate Studies in Major Subject	40 ECTS
Minor Studies of	min. 30 ECTS
<ul style="list-style-type: none"> <li>• Compulsory Translation Studies Study Module 15 ECTS</li> <li>• Finnish for Translators and Interpreters 15–25 ECTS (2110030 Finnish for Translators and Interpreters, Compulsory Studies 15 ECTS or 2132900 Finnish for Translators and Interpreters, Basic Studies 25 ECTS) OR Finnish Studies for Foreigners, Basic Studies 25 ECTS</li> </ul>	
Language and Communication Studies	14 ECTS
<ul style="list-style-type: none"> <li>• Speech Communication 2 ECTS</li> <li>• Written Communication 3 ECTS</li> <li>• Swedish 4 ECTS</li> <li>• Foreign Language 5 ECTS</li> </ul>	
Study and Career Planning	4 ECTS
<ul style="list-style-type: none"> <li>• 1131000 Orientation to University Studies 1 ECTS</li> <li>• 2110039 Personal Study Plan 1 ECTS</li> <li>• 2110041 Personal Development and Learning Portfolio 2 ECTS</li> </ul>	
Common Studies for BA students of Foreign Languages 15 ECTS:	
<ul style="list-style-type: none"> <li>• 2131934 Introduction to Linguistics 5 ECTS</li> <li>• 2122112 Introduction to Literature 5 ECTS</li> <li>• 2133209 Multilingual Communication 5 ECTS</li> </ul>	

In addition, other study modules or studies so that the scope of the completed degree is at least 180 ECTS credits. It is recommended that study modules of a minor subject or subjects are completed as other studies.

### **Master of Arts Degree 120 ECTS, English Language and Translation**

Advanced Studies in Major Subject	85 ECTS
Minor Studies for the	min. 25 ECTS
<ul style="list-style-type: none"> <li>• EITHER a study module of a minor subject of at least 25 ECTS</li> <li>• OR at least 15 ECTS of two different minor subjects (15 ECTS + 15 ECTS)</li> <li>• OR 2 x 15 ECTS in Cultural Studies Thematic Module</li> </ul>	
Career Orientation	2–12 ECTS
<ul style="list-style-type: none"> <li>• 2110042 Professional Portfolio 2 ECTS</li> <li>• 2110043 Traineeship Relevant to Student's Field of Study 10 ECTS</li> </ul>	

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

### **Specialising in Translation in the Master's degree, Russian Language and Translation or Swedish**

Bachelor's degree: see *Bachelor of Arts degree 180 ECTS, English, Swedish or Russian Language Specialist Study Path*. It is recommended that foreign students complete the Finnish Studies for Foreigners study module as part of their Bachelor's degree.

### **Master of Arts Degree 120 ECTS, Russian Language and Translation or Swedish**

Advanced Studies in Major Subject	80 ECTS
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Minor Studies of	min. 30 ECTS
<ul style="list-style-type: none"> <li>the compulsory Translation Studies Study Module 15 ECTS</li> <li>Finnish for Translators and Interpreters 15–25 ECTS (2110030 Finnish for Translators and Interpreters, Compulsory Studies 15 ECTS or 2132900 Finnish for Translators and Interpreters, Basic Studies 25 ECTS) OR Finnish Studies for Foreigners Basic Studies 25 ECTS*</li> </ul>	

Career Orientation	2–12 ECTS
<ul style="list-style-type: none"> <li>2110042 Professional Portfolio 2 ECTS</li> <li>2110043 Traineeship Relevant to Student's Field of Study 10 ECTS</li> </ul>	

In addition, other study modules or studies so that the scope of the completed degree is at least 120 ECTS credits.

\* If the Finnish Studies for Foreigners study module or the compulsory Translation Studies study module 15 ECTS is completed as part of the Bachelor's degree, the student must complete at least 15 credits of studies in another subject.

## Master's Degree Programmes at the School of Humanities

### MA in English Language and Culture

Major Subject Studies	80 ECTS
Other studies	40 ECTS

Other studies may include extra studies in English, other studies offered by the University, or a work placement.

### Master's Degree Programme in Linguistic Sciences

Courses Common to All Three Sub-programmes	min. 15 ECTS
Major Subject Studies (one of the following)	min. 80 ECTS
<ul style="list-style-type: none"> <li>Linguistics and Language Technology (80 ECTS)</li> <li>Sociolinguistics: Language Contacts and Language Policy (80 ECTS)</li> <li>Translation Studies and Translation Technology (80 ECTS)</li> </ul>	
Elective Studies	min. 25 ECTS

### Optional Studies for Bachelor and Master's Degrees

- Studies that are not included in any study subject, for example
  - 2110021 Work Experience 1–10 ECTS,
  - 8034004 Information and Communication Technology Skills in Learning 2 ECTS,
  - 8031001 Academic Study Skills 2 ECTS,
  - extra language studies arranged by the subjects
  - extra Language Centre studies
- Tutoring:
  - 1131010 Course for Peer Tutoring 2 ECTS,
  - 1131011 Acting as a Peer Tutor 1 ECTS,

- 1131017 Participation in Student Organisation and Student Club's International Activities 2 ECTS,
  - 1131012 Acting as a Peer Tutor for International Master's Degree Students 2 ECTS,
  - 1131013 Course for Peer Tutoring for Exchange Students 1 ECTS,
  - 1131014 Acting as a Peer Tutor for Exchange Students 2 ECTS,
  - 1131015 Acting as a senior Peer Tutor 1-2 ECTS
- Practical training if not included in compulsory studies
  - 2110043 Traineeship Relevant to Student's Field of Study 10 ECTS
- Courses in career planning and job application offered by Career Services
  - 1130008 Career Planning Group 1 ECTS,
  - 1130006 Career Planning and Portfolio 3 ECTS,
  - 1130003 Studies in Applying for Jobs 3 ECTS
- Additional studies in major or minor subject that are not included in any study modules
- ECTS credits for positions of trust in the university (the Student Union makes a proposal of the number of ECTS credits to be awarded. The proposal is delivered to the Student and Learning Services, who add the credit to the study register):
  - 1131018 Participation in Student Organisations and Student Clubs (1–5 ECTS),
  - 1131016 Participation in Administration and Working Groups (1–10 ECTS);
- Quest lectures
- 2110002 Second-cycle Study Plan (1 ECTS)
- Courses for foreign students
  - 1131003 Orientation for International Students, 1 ECTS
  - 8031003 University study skills 1 ECTS,
  - 8031004 University computing skills lectures 1 ECTS,
  - 8031005 University computing skills exercises 1 ECTS,
  - 1130007 Career planning – international students seeking a job or traineeship in Finland 2 ECTS
- Sports Academy Studies (1132001–22132003)

## 4.3 Degrees and Major Subjects

The major subject of the BA degree can be one of the following: English Language and Culture, English Language and Translation, Swedish, Russian Language, Finnish language, Literature, as well as Folklore Studies or Cultural Studies, where fields of specialisation include Ethnomusicology, Cultural Anthropology, Media Culture and Communication, Gender Studies, and Sociology of Art.

The major subject of the Master of Arts degree can be one of the following: English Language and Culture, English Language and Translation, Swedish, Russian Language and Translation, Linguistics, Finnish Language, Literature, as well as Folklore Studies or Cultural Studies, where fields of specialisation include Ethnomusicology, Cultural Anthropology, Media Culture and Communication, Gender Studies and Sociology of Art.

## Choosing a Major Subject or a Specialisation at the Beginning of Studies

The major subject or the chosen specialisation is documented in the student and study register. Students in the Finnish Language and Literature, Cultural Studies degree programme as well as in English Language and in Russian Language should inform of their chosen major subject as instructed below:

- **Finnish Language and Literature students** choose either Finnish Language or Literature as their major subject and inform the Student and Learning Services of their choice.
- **Cultural Studies degree programme students** choose one of the subjects in the degree programme as their major subject for their Bachelor's degree and inform the Student and Learning Services of their choice.
- **Russian Language students** contact the Departmental Secretary (School of Theology) Tuula Nissinen of their choice via email. The student can choose either Russian Language and Culture or Russian Language and Translation as their major subject. The selection must be made during the Bachelor's Seminar.
- **English Language students:** the basic studies are the same for students of English Language and Culture and English Language and Translation. For their intermediate studies, the students choose either the English Language and Culture study path or the English Language and Translation study path. The Bachelor's degree major subject depends on the chosen study path: either English Language and Culture or English Language and Translation. If the student does not separately apply for the English Language and Translation study path, they are automatically enrolled in the English Language and Culture study path. English subject teachers can graduate only by completing the English Language and Culture study path. Students can apply for the English Language and Translation study path in the spring semester of their first year, having completed the English Language basic study module (30 ECTS credits).
  - Up to 25 major students are selected for the English Language and Translation study path annually. Students can apply via WebOodi (Applying for the English Language and Translation study path). The application period is from 3 to 7 June 2019.
  - If there are more than 25 applicants, the selection of students is based on the following criteria:
    1. the basic studies study module in English Language has been completed
    2. the grade of the basic studies study module in English Language
    3. the weighted grade point average of the basic studies study module in English LanguageIf the students have not completed the basic studies study module, the selection is based on the number of accumulated major subject ECTS credits and the grade point average of completed courses.

Translation studies require excellent Finnish competency. If an applicant of the English Language and Translation study path lacks the Finnish education or otherwise certified sufficient Finnish competency required by the studies (National Certificates of Language Proficiency level 5), they must participate in the language competence test organised by the School of Humanities.

## 4.4 Language and Communication Studies

A student's language of schooling affects the language requirements of a degree completed within the Philosophical Faculty, the language of the maturity test in both Bachelor and Master's degrees, and teaching qualifications.

More information on the definition of language of schooling can be found on Kamu.

### 4.4.1 Language and Communication Studies of Students Whose Language of Schooling Is Finnish or Swedish (14 ECTS)

Students whose language of schooling is Finnish or Swedish are required to take courses on their native language (5 ECTS), their second domestic language (4 ECTS) and oral and written skills in a foreign language (5 ECTS). The UEF Language Centre arranges these courses, and is also in charge of the accreditation of prior studies in the Language Centre.

#### Finnish Studies 5 ECTS:

- Speech Communication 2 ECTS
  - 8011001 Speech Communication in Finnish for Students of Humanities 2 ECTS OR
  - 8010150 Speech Communication in Finnish - Distance Learning Course 2–3 ECTS OR
  - 8010154 Speech Communication in Finnish 2–3 ECTS OR
  - 8010157 Confidence to Interaction 3 ECTS
- Written Communication 3 ECTS:
  - 8011002 Written Communication in Finnish for Students of Humanities 3 ECTS OR
  - 8010104 Written Communication in Finnish - Distance Learning Course 2–4 ECTS

#### Swedish Studies 4 ECTS:

- 8012003 Swedish for Students of Humanities 4 ECTS OR
- 8010202 Swedish Distance Learning Course 3–5 ECTS

The Language Centre offers supplementary studies for students whose skills in Swedish are not sufficient enough to complete studies in the second domestic language: 8010201 Remedial Course in Swedish 3 ECTS.

### Academic English Studies 5 ECTS:

- EARS 3 ECTS:
  - 8013007 English Academic Reading Skills for Humanists 3 ECTS OR
  - 8010304 English Academic Reading Skills Distance Learning Course 2–3 ECTS
- EAPC 2 ECTS:
  - 8013008 English Academic and Professional Communication for Humanists 2 ECTS OR
  - 8010306 English Academic and Professional Communication Distance Learning Course 2–3 ECTS

### Exemption from Compulsory Language Studies

The Head of the School of Humanities may grant an exemption from compulsory language studies for justifiable reasons either partially or completely to a student whose language of schooling is Finnish or Swedish. The exemption must be applied for immediately at the beginning of studies.

Exemption from Swedish or foreign language studies may be justified with either a lack of prior studies of the language in question, injury or illness, or with another compelling reason. Exemption from *Speech Communication in Finnish* and *Written Communication in Finnish* may be justified with either illness or injury or another compelling reason.

Free-form applications for exemption are submitted to the Head of Student and Learning Services Satu Kouki. The application must include details of the topic of the application, the student's name, student ID number, contact information, and the reasons for exemption. A degree certificate of prior studies is required as an appendix to the application.

### 4.4.2 Language and Communication Studies for Students Who Have Received Their Schooling in a Language Other Than Finnish or Swedish (2–14 ECTS)

Students who have been educated in a language other than Finnish or Swedish (see Section 4.4.3 Definition of language of schooling) and students who have received their education abroad **must apply for a decision from the Head of the School on which language studies are required of them.** The application must be submitted immediately at the beginning of studies.

- Applications are submitted to the Head of Student and Learning Services Satu Kouki.
- The application must include details of the topic of the application, the student's name, student ID number and their contact information.
- A **copy of graduation certificates in basic education and upper secondary level education** (for example comprehensive school and general upper secondary school.)

If the decision by the Head of the School states that the student's language of schooling is a language other than Finnish or Swedish or that they have received their education abroad, the student is required to complete the following language and communication studies:

- the Language Centre's courses Finnish I–III (12 ECTS), completed with a passing grade and

- a minimum of 2 ECTS of studies in a foreign language.

Finnish I—III courses are not required from a student whose degree includes Finnish Language Studies as a major or minor subject (*Finnish Language, Finnish as a Second Language, Finnish for Translators and Interpreters, Finnish Studies for Foreigners*) or from a student who is able to otherwise prove they are proficient enough in the Finnish language.

#### 4.4.3 Definition of Language of Schooling

A student's language of schooling affects the language requirements of a degree completed within the Philosophical Faculty, the language of the maturity test in both Bachelor and Master's degrees, and teaching qualifications. As language of schooling has an effect on a student's studies, the matter should be taken into account when making a personal study plan. The definition for the language of schooling can be found on Kamu and the decree by the academic rector ([decree 1003/12.00.01.01/2017](#)).

The Head of the School may grant an exemption from compulsory language studies for justifiable reasons either partially or completely. The exemption must be applied for immediately at the beginning of studies. Free-form applications for exemption are submitted to the Head of Student and Learning Services Satu Kouki. More information on the language requirements of a degree can be found in the decree by the academic rector ([decree 1003/12.00.01.01/2017](#)) and on Kamu.

The Head of the School may grant a student the right to write their maturity test in a language other than Finnish or Swedish within the framework established in the Government Decree on University Degrees. Free-form applications for the language of the maturity test are submitted to the Head of Student and Learning Services Satu Kouki.

The language of schooling, the language of the maturity test, and the language studies included in the degree are recorded in the degree certificate.

#### 4.4.4 Language Skill Requirements for Teachers

Qualification requirements for municipal education professionals are imposed in the Government decree 986/1998 as follows:

Staff Member	Language Skill Requirements
Rector	Excellent oral and written skills in the language of teaching of the educational institution
Rector as stated in the Act on Vocational Upper Secondary Education, the Act on Liberal Adult Education, and the Act on Basic Art Education	Proficient skills in the language of teaching of the educational institution

Comprehensive school or preschool teacher	Excellent oral and written skills in the language of teaching of the educational institution. If the teaching language of a subject is a language other than that of the educational institution, the teacher must have proficient skills in the language used in teaching.
General upper secondary education	Proficient skills in the language used in teaching.
Native language and literature teacher	Excellent oral and written skills in the language in question.

Excellent oral and written skills in the language of teaching require the person to have the same language of schooling as the language of teaching, and to have written their maturity test in the language in question.

Advice on matters relating to the language of schooling is available from amanuenses and coordinators of the Student and Learning Services.

#### 4.4.5 Accreditation of Language Studies

It is possible to complete language studies by taking the courses provided by the Language Centre or by recognition of prior learning (RPL) demonstration tests. The student applying for RPL demonstration tests must already possess the language and communication skills required by the degree requirements. Students considering the RPL demonstration test are encouraged to familiarise themselves with the degree requirements and evaluate their own skills, for example, by using the self-evaluation instructions on the Language Centre website.

The UEF Language Centre organises education in a foreign language required in a degree and the related RPL demonstration tests only for the English language courses.

Language studies may also be accredited by prior studies or studies of the language in question in the University of Eastern Finland.

While planning for studies, it is advisable to take into account that language studies are required already in the Bachelor's degree; sometimes a course by the Language Centre or an RPL demonstration test is a better solution for the timing of studies than applying for accreditation. Accreditation of language studies is applied for at the UEF e-services ([asiointi.uef.fi](http://asiointi.uef.fi)).

More information: [www.uef.fi/fi/web/kielikeskus/aiemmin-hankittu-osaaminen](http://www.uef.fi/fi/web/kielikeskus/aiemmin-hankittu-osaaminen) (currently only in Finnish).

#### Accreditation on the Grounds of Studies in the Finnish Language or Finnish for Translators and Interpreters

Students of the Philosophical Faculty may apply for accreditation of the *Academic Written Finnish* (3 ECTS) course on the grounds of basic studies in Finnish or Finnish for Translators and Interpreters. Additionally, accreditation is granted to students who have completed the compulsory studies in Finnish for Translators and Interpreters (*Finnish for Translators and Interpreters: Compulsory Studies*, 15 ECTS). The course code for the RPL application is *8015137 Academic Written Finnish*.

#### **Accreditation on the Grounds of Studies in Swedish as a Major or Minor Subject**

The degree-required courses in oral and written skills in Swedish (4 ECTS in total) may be accredited by the Language Centre on the grounds of basic studies in Swedish (grade requirement: satisfactory) or intermediate studies in Swedish (grade requirement: good) The course code for the RPL application is *8015131 Academic Swedish: Written and Oral Skills*. If your Bachelor's degree studies will only include basic studies in Swedish, complete the Language Centre studies by taking a demonstration test. More information: [www.uef.fi/kielikeskus/ahot-kokeet](http://www.uef.fi/kielikeskus/ahot-kokeet) (currently only in Finnish).

#### **Accreditation on the Grounds of Studies of a Foreign Language as a Major or Minor Subject**

The degree-required course on academic language (5 ECTS) may be accredited by the Language Centre on the grounds of basic studies in the English, German, Russian or French Language.

**8015132** Academic English 5 ECTS

**8015134** Academic German 5 ECTS

**8015135** Academic Russian 5 ECTS

**8015133** Academic French 5 ECTS

## **4.5 Normative Duration for Completing Degrees, Restricting Study Time, and Study Right After Graduation**

Restrictions to the study time apply to the study rights that have been granted for Bachelor and Master's degrees starting on or after 1 August 2005. The main principles of study rights are stated in the Universities Act 558/2009. The legislation is supplemented by the University of Eastern Finland's code of conduct.

The combined target time of completing Bachelor and Master's degrees in the School of Humanities is five academic years. The target time for completing a Bachelor's degree in the School of Humanities is three academic years, and two academic years for a Master's degree.

The student is considered to have started their studies on the day they accept their study place in the university. A student can see the duration of their study time on WebOodi under *Personal data* and *PSP*.

More information about absences can be found on Kamu (Student handbook > Study right and registration > Registration > Registration as being present or absent).

### 4.5.1 Applying for an Extension

If a student runs out of study time and they have no legitimate reason for being absent, they must apply for an extension of study right from the Dean of the Philosophical Faculty. It is possible to apply for an extension of the normative duration when the study time is about to expire. If the normative duration expires on 31 July, the extension must be applied for by 31 May. If the normative duration expires on 31 December, the extension must be applied for by 31 October.

The extension is applied for by filling an electronic application form at the UEF e-services under *Student services* (<https://asiointi.uef.fi>). The required appendices to the application are an amanuensis-approved and semester-based study plan, and a short report explaining the delays.

### 4.5.2 Study Right After Graduation

After graduation, a student may pursue studies until the end of the semester during which they graduated (Degree Regulations, Section 15). The study right of a student completing their Bachelor and Master's degrees expires at the end of the semester in which they complete their Master's degree studies. After completing a degree, further studies can be pursued **as continuing education and as Open University studies**. Additionally, the Dean of the Philosophical Faculty has decreed (68/2011) that in studies that produce qualification and competence within the Philosophical Faculty, the study right expires at the end of the semester in which the UEF degree student completes their Master's degree. For example, the study right of pedagogical studies for subject teachers expires at the end of the semester in which the student completes their Master's degree.

## 5 Minor Subject Studies

Many subjects of the University of Eastern Finland can freely be chosen as minor subjects, meaning that starting studies in a minor subject does not require applying for a study right in the subject. Some subjects, however, limit the number of minor students, or the study right has to be applied for in an entrance exam for the minor subject. These subjects are, for example, languages and pedagogical studies for teachers. More information on different minor subjects is available at the faculty in question.

### 5.1 Minor Subjects in the School of Humanities

All major subjects in the School of Humanities also feature minor subject study modules (see Section 4.3 Degrees and Major Subjects). The basic studies are the same for both major and minor subject students. When studied as a minor subject, the intermediate and advanced studies have fewer courses than the studies for major subject students.

Subjects that are only available as minor subjects in the School of Humanities are the Multicultural Perspectives on Health study module, Finnish as a Second Language, Karelian Language and Culture, German Language and Culture, French Language and Culture, Japanese Language and Culture, Finnish for Translators and Interpreters, Finnish Studies for Foreigners, Translation Studies, General Linguistics and Language Technology, the Studies in Intercultural Competences study module, and the Studies in Project Management study module.

More information on minor subjects, entrance exams, and the admission criteria for minor subjects in the School of Humanities can be found in the study community of the School of Humanities.

#### Translation as a Minor Subject

Completing the **Compulsory Module in Translation Studies (2133211, 15 ECTS)** and the compulsory courses in the basic studies of **Finnish for Translators and Interpreters (15 ECTS in total)** is recommended for minor subject students of English Language and Translation as well as students of Russian Language and Translation.

#### Guidance Counselling:

amanuensis Minna Surakka (minna.surakka@uef.fi; tel. +358 294 45 2027)

### 5.2 Minor Subjects for the Students of the School of Humanities

The students of the School of Humanities can freely choose their minor subjects. The only exceptions are teacher students and translation students. Possible minor subjects are, for example, other subjects available in the School of Humanities, subjects in other schools in the Philosophical Faculty, subjects in the university's other faculties and subjects studied via the

Open University. A minor subject can be chosen from another university as JOO-studies as well, see Section 5.4 JOO – Flexible Study Right Studies.

Always ensure whether the minor subject of your choice is a subject that can be freely studied or if a study right is required (an application or the minor subject's entrance exam). Guidance counselling inquiries should be directed to the organisers of the studies in question.

The study module 1131020 Studies in Internationalisation 25–35 ECTS can be freely chosen as a minor subject by all students. Studies that are linked to the following four modules can be linked to the study module: Internationalisation at home, International practical training, Studies abroad and Cultural diversity and language studies. More details can be found on Kamu and WebOodi's study guides.

Study modules that meet the requirements of another university are accepted as minor subjects. Minor subject options include, for example, UniPID virtual studies ([www.unipid.fi](http://www.unipid.fi)), CNS or Co-op Network Studies ([www.helsinki.fi/en/ruralia-institute/education/co-op-network-studies](http://www.helsinki.fi/en/ruralia-institute/education/co-op-network-studies)) or Gender Studies at the Hilma network ([blogs.helsinki.fi/hilma-verkosto/in-english/](http://blogs.helsinki.fi/hilma-verkosto/in-english/)).

More information on minor subjects can be found on Kamu (Student handbook > Minor studies and other study opportunities > Minor subject studies in the UEF).

### 5.2.1 Minor Subjects in Subject Teacher's Degree

**Teacher's qualification requirements for the basic education level** include a Master's degree, Teacher's Pedagogical Studies (minimum of 60 ECTS) and basic and intermediate studies in each teaching subject (minimum of 60 ECTS). It is recommended for anyone studying to become a subject teacher to choose another teaching subject as a minor subject (basic and intermediate studies). In the Finnish Language and Literature teacher's degree the minor subject is basic and intermediate studies (30 ECTS + 30 ECTS) in either Finnish Language or Literature.

**Teacher's qualification requirements for the upper secondary school level** also include advanced studies on one teaching subject. Finnish Language and Literature teachers are required to choose advanced studies from either Finnish Language or Literature.

Compulsory minor subject modules for teachers:

BA – 2310210 Teacher's Pedagogical Studies (25 ECTS)

MA – 2310230 Teacher's Pedagogical Studies (35 ECTS)

#### **Subject Teacher's Pedagogical Studies (60 ECTS)**

According to the decree (A 986/1998) regarding the qualification requirements for the municipal educational administration's staff members, the Teacher's Pedagogical Studies study module (60 ECTS) is a part of a teacher's qualification requirements. According to the Government Decree on University Degrees (A 794/2004), Pedagogical Studies are part of a teacher's degree studies and their particular goal is to provide the student with the ability to work independently as a teacher, a career counsellor and an educator. The decree determines the contents of the

**Pedagogical Studies:** The Pedagogical Studies are educational studies that have a didactical emphasis and include guided training sessions. The studies may be specifically oriented towards work in the basic education, general or vocational upper secondary education or adult education.

Teacher's Pedagogical Studies provide qualifications for wide-ranging work as a teacher, including teaching and instructing children, the youth and adults alike, along with supporting the students' growth in different types of educational establishments regardless of the level of education the teacher's studies are oriented towards.

In the Philosophical Faculty of the University of Eastern Finland, in both the School of Applied Educational Science and Teacher Education and School of Educational Sciences and Psychology, the Pedagogical Studies are divided into four thematic categories based on their contents: interaction; learning community; culture, agency and expression; involvement and society. The studies are intended to bridge the gap between practical training periods and theoretical and conceptual studies by means of learning assignments and by encouraging students to reflect on their own teaching and instruction experiences. Approximately one third of the Pedagogical Studies consist of guided training sessions, which are divided into four separate training periods. Supervised practical training takes place in the Teacher Training School of the University of Eastern Finland, in other educational institutions or working environments. These may vary based on different studies.

The goal is to provide the student with the qualifications to teach, instruct and educate students of various ages, backgrounds, objectives and learning levels in accordance with the goals of the education. After completing the Teacher's Pedagogical Studies, the student has the skills to plan, execute and critically evaluate versatile and integrative teaching that is in accordance with the curriculums by taking into account the ethical foundation of teaching and education as well as the demands set by the students' diversity, their varying life situations, and the educational environment. They are familiar with the basics of educational psychology, developmental psychology and psychology of learning and pedagogies and are able to apply these skills in their work. The teacher student uses pedagogical interaction skills in diverse ways to support the students' learning, development, well-being and study paths, applies ICT (information and communication technologies) in their work and builds learning environments that support expression and creativity. The student is motivated and capable of evaluating and improving their own work and the way of teaching by adapting to the demands of the changing society with creativity and by basing it on research. The student is aware of the possibilities and challenges of multiculturalism and internationalisation in education and training as a part of a sustainable future. The student is capable of participating in a multi-professional co-operative environment, abiding the principles of shared expertise and is familiar with different forms of activities of stakeholder collaboration and educational partnership.

**For more information:** [www.uef.fi/en/web/skope/aineenopettajan-pedagogiset-opinnot](http://www.uef.fi/en/web/skope/aineenopettajan-pedagogiset-opinnot) or in WebOodi's guidebook **Minor subject: Subject Teacher's Pedagogical Studies** (School of Applied Educational Science and Teacher Education).

### **Solutions for Unsuitability to Study (SORA legislation)**

The SORA legislation aims to increase the possibilities of the higher educational establishments and the organisers of education to interfere in situations regarding students' unsuitability and safety issues. The Universities Act (558/2009) articles regarding revocation and restoring of the study right, obstacles in accepting a student as well as drug testing and disciplinary issues, came into effect on 1 January 2012 (so called SORA legislation). In the Philosophical Faculty these restrictions apply to the teacher and the psychology education.

### **Inspection of Criminal Record Extract**

A student's criminal record extract is viewed when the education or practical training in teaching or psychology involve working with minors to a substantial degree. The request to present a criminal record extract is applied to students who have obtained their right to study after 1 January 2012.

The Legal Register Centre issues the student a criminal record extract free of charge for this specific purpose. More information on the criminal record extract and on ordering one can be found on [www.oikeusrekisterikeskus.fi/en/index.html](http://www.oikeusrekisterikeskus.fi/en/index.html). The information regarding the inspector of the criminal record extract for each practical training is listed in the training's description on WebOodi.

The criminal record extract is viewed before the first practical training period once during BA studies and once during MA studies. If the student takes separate qualification studies, the criminal record extract is viewed once before the first practical training period. Furthermore, in some special cases a criminal record extract may also be viewed separately in case a valid criminal record extract has not been presented to the university six months prior to the start of the practical training period. A student who has not presented a criminal record extract may not participate in studies or practical training that involves working with minors.

## **5.2.2 Minor Subjects in Translation Degree**

Translation students are students who major or minor in English Language and Translation or Russian Language and Translation and students who orient towards translation in Swedish.

Compulsory minor subjects for translation students are Translation Studies and Finnish for Translators and Interpreters / Finnish Studies for Foreigners.

The same language subject cannot be chosen as both the major and minor subject, i.e. a student majoring in English Language and Translation cannot choose English Language and Culture as their minor subject.

**Translation Studies** can be chosen as a minor subject by all students. The compulsory module of Translation Studies (15 ECTS) can be taken during either BA or MA studies. In addition, each language subject (English, Russian and Swedish) has its own language-specific translation and research methods courses that operate together with the general translation communication skills courses of Translation Studies.

**A translation student whose native language is Finnish** is required to complete the minimum of 15 ECTS credits of compulsory Translation Studies (2133211 Compulsory Module in Translation Studies 15 ECTS) and the minimum of 15 ECTS credits of minor subject studies in Finnish for Translators and Interpreters (2110030 Finnish for Translators and Interpreters, basic studies 15 ECTS or 2132900 Finnish for Translators and Interpreters, basic studies 25 ECTS). The students who have taken the Native Language (Finnish) exam in their Finnish Matriculation Examination are considered native Finnish speakers.

**The translation students who are not native Finnish speakers** are required to study the minimum of 15 ECTS credits of compulsory Translation Studies (2133211 Compulsory Module in Translation Studies 15 ECTS) and as a compulsory minor subject the module 2132800 Finnish Studies for Foreigners, basic studies (25 ECTS). Satisfactory basic skills in the Finnish language are a requirement for the study right to the minor subject Finnish Studies for Foreigners. Basic level courses in Finnish are organised by the Language Centre.

### **5.3 Studying in the Open University as a Degree Student of the University of Eastern Finland.**

Degree students have two possible alternatives for participating in the Open University studies.

1. Degree students may participate on any studies offered by the Open University by **paying a fee of 10 euros per ECTS credit for the study right**, as is stated in the price list. Degree students may also enrol into a partner institution. Partner institutions determine their own prices.
2. Degree students **may apply for study right of a minor subject free of tuition fees as per the current procedure** in certain available subjects in the UEF Open University. The university supports this possibility annually with a separate grant. Education offered by partner institutions is not free of tuition fees.

However, the aforementioned grant cannot be used to study one's major subject studies in the Open University. The grant is allocated to the minor subject studies to be included in the student's degree. The studies are offered to students when there is no available contact teaching on the subject in question at their own campus or it is available only in the Open University.

**The application periods are as follows:** in the autumn semester from 1 to 30 October, when applied to the study rights beginning on 1 January, and in the spring semester from 1 to 31 March, when applied to the study rights beginning on 1 August. The student must take the teaching schedule of the applied subject into account in their personal study plan.

The student shall apply for the free study right via the faculty. The application and its instructions can also be found on WebOodi (AYKOKHAKU) during the application period. The faculty makes the decision to either approve or deny the study right based on the student's PSP.

More information and a list of the applicable minor subject study rights can be found on Kamu (Student handbook > Minor studies and other study opportunities > Open university minor studies for degree students).

## 5.4 JOO – Flexible Study Right Studies

Flexible study right studies (JOO) offer more alternatives as minor subjects. According to the national agreement on flexible study rights, degree students (BA and MA) and postgraduate students have the possibility to apply for a fixed-term study right in another Finnish university for studies that will be included in their degree.

The applicable JOO studies require approval at the student's own faculty. On principle, JOO studies can be approved only when the studies being applied for are not available at the student's own university. The scope of the JOO studies must not exceed the minimum scope of the student's degree that is being studied for together with the student's other studies. In the approval processing of the application, the suitability of the JOO studies in regard to the studies as a whole are evaluated from the perspective of the student's future employment prospects. In general, students may apply for JOO studies for the maximum scope of approximately one basic study module, i.e. 25 ECTS. More information regarding the criteria for the approval of JOO study rights can be found on Kamu (Student handbook > Minor studies and other study opportunities > JOO – flexible study right studies).

The study right is applied for on a paper form. An approved PSP (personal study plan) and an official transcript of academic records must be included as appendices to the application. In the University of Eastern Finland, the application period for the approval processing ends every year on 31 March and 30 September. It is the student's own responsibility to find out the application periods of the target university, which may vary. In case it is necessary to hasten the processing time due to the target university's application schedule, this should be mentioned when applying.

The application form shall be submitted to the contact person of the JOO studies at the Philosophical Faculty, the Departmental Secretary Tuula Nissinen, email: tuula.nissinen(at)uef.fi, tel. +358 294 45 2030.

More information on JOO studies can be found on Kamu, and at haeyliopistoon.fi (currently only in Finnish), www.joopas.fi and from the Student and Learning Services. NB! Only the printed paper form of the JOO application is accepted in the University of Eastern Finland.

# 6 Instructions for Studies

In general, teaching begins at quarter past the hour (academic quarter) in the Philosophical Faculty. Exams usually start sharp on the hour.

As decided by the faculty, study materials are given to students mainly in electronic form. Information about printing possibilities can be found on Kamu.

## 6.1 Modes of Completion

All modes of completion of studies are presented in the course descriptions in the curriculum. Each course is completed all at once unless the curriculum states otherwise. Other modes of completion can only be negotiated if there is a compelling reason; see section 6.3 Accessible Studies and Special Arrangements.

Studies include, among other things, lectures, self-directed learning through literature, literature exams, exercises, essays, learning diaries, study groups and seminar reports as well as online learning. Not all of the courses included in the curriculum can be offered every academic year. Annually held education is recorded in the study guides on WebOodi.

Participating in certain courses requires the completion of earlier compulsory studies. The prerequisite studies can be found in the course descriptions in the study guides on WebOodi. The student must check the requirements before taking an exam or participating in teaching.

**It is very important that the student is present in the first lecture of new courses** because the content of the study unit, principles of grading, attendance requirements, and other practicalities are discussed during that time. If participating in the first class is impossible, the student must check the matters discussed, for example, from other students or the course Moodle. If the course is a training course or a seminar, the student must inform the teacher of any absences. In some courses, for example the education organised by the Language Centre, also the course registration is confirmed in the first lecture.

### Residence Abroad

Residence abroad is a part of the **compulsory** courses in the Intermediate Studies of Swedish, Russian and French both for major and minor subject students. In the English and German languages, the residence is a special course in the Intermediate Studies. Residence abroad is an important part of the foreign language studies because it gives the student the opportunity to enhance their practical language skills and become acquainted with the people and culture of the country of destination.

The best way to advance one's studies through residence abroad is to plan the period carefully. There are several different options for completing the course: the student may, for example, study in a foreign university as an exchange student, complete practical training, volunteer, or participate in a language course abroad. More information can be found in the course description, the School of Humanities' study community, as well as from the teacher responsible for the course.

### **Applying for an Exemption from the Residence Abroad**

In exceptional cases, an exemption may be granted from the residence abroad on so-called study-related social grounds. Exemption on study-related social grounds can happen

**a. through special arrangements** if the reason is medical. More information on applying for special arrangements can be found in section 6.3 Accessible Studies and Special Arrangements.

**b. for a compelling reason**, such as a difficult life situation or a serious illness of the student or their next of kin. Normal family life, owning a pet or a house, working, hobbies or participation in student association activities are not considered acceptable reasons.

The exemption is applied for with a free-form application which is submitted to the Head of Student and Learning Services Satu Kouki. The decision is made by the Dean. A student who has been exempted from participating in the residence abroad must compensate for the course by completing a corresponding amount of other intermediate or advanced studies according to the instructions given by the teacher who oversees the residence abroad.

### **Lectures**

During the first lecture, the content of the study unit, principles of grading, attendance requirements, and other practicalities are discussed. The teachers plan their teaching around the expectation that students attend the lectures regularly. The knowledge accumulates from lecture to lecture so absences make it more difficult to understand the whole of the course. Students must listen actively and take notes during the lectures. At the end of the course, there is usually an exam and, if needed, a resit. Sometimes the students are required to keep a lecture diary.

### **Exercises**

Exercises are for rehearsing in practice what has been learnt during lectures or in independent studies. Language studies include plenty of different training courses and their completion requires both attendance (at least 80% of contact hours) and passing the given assignments. Training courses can also have an exam.

### **Lecture and Training Courses**

In some courses, the lectures and exercises are held at the same time which means that, in practice, the attendance requirements concern the whole teaching period.

### **Seminars**

In a seminar, the participants each present their seminar report (presentation, thesis, summary etc.), participate in the discussion of the reports and act as opponents. Seminars are held in intermediate and advanced studies. The seminars require regular attendance (80% of the seminar classes) and they cannot be compensated in other ways.

### **Book or Lecture Exam**

Exam answers are usually essay-type texts. The purpose of the exam is to test the student's knowledge and understanding of the topic. A good exam answer can be characterised as follows:

- the student answers to what is being asked; a general description of the topic is not sufficient,

- the answer does not mechanically repeat the exam books or course materials. Remembering and understanding the information from the book or lecture material is the most important part in the answer but the student's own thoughts and examples are desirable. Rambling or spreading popular beliefs should not be included in an exam answer,
- the answer is a clear, well organised unit that is comprised of an introduction, the body of the text and a conclusion,
- the answer has been written in clear handwriting and it is formal and correct in its linguistic form.

### **Essay**

An essay is a reflective piece of writing that is based on source literature. It investigates one question that is given as the topic of the essay. An academic essay is usually based on multiple source texts and it includes the writer's own reasoning, reflection and critical observations. The discussed topic is analysed, evaluated and contrasted using different sources and at the end a synthesis is created based on the literature and the writer's own thinking. A good essay:

- is consistent, fluent and clear,
- shows the writer's familiarity with the topic,
- includes a perspective that narrows down the topic as well as a question or a proposition to which the writer tries to find an answer or solution,
- is formal and correct in its linguistic form.

### **Learning Diary**

The goal of a learning diary is to form the student's own viewpoint of the studied literature, lectures, seminars etc. The aim is to combine new knowledge to prior experiences and to what has been previously acquired. A learning diary is not a summary. In a good learning diary:

- the studied topic is reflected on the basis of the student's own experiences and previously acquired knowledge
- the topic is discussed and reflected critically,
- the student reflects on how the learning and writing process progressed, what they learnt, what is still unclear and if there was something completely new or surprising and if a need to get more information arose,
- the linguistic form is formal and correct.

More exact instructions on writing a learning diary are given during the course.

### **Summary**

A summary is a structured piece of writing that contains the main points of an oral or written presentation. The summary needs to be written in the student's own words and show the main ideas of the source presentation in a structured manner. In evaluating the summary, the teacher pays close attention to the style of the text and the formal requirements so that the content, emphasis, and point of view of the original presentation can be seen. The summary needs to clearly show which parts of the text are the student's own ideas and which have been implied in the source materials or by the teacher. A summary is not a mechanical summarisation of the original presentation.

### **Lecture Diary**

A lecture diary is similar to a summary; it contains the main points of the attended lectures. It must show the main ideas presented in the lecture with a good structure and in the student's own words. In addition, students must include their own thoughts, in a way conversing with the lecturer and perhaps challenging them or bringing up something that was left unclear. The

possible materials handed out during the lecture is not to be directly copied in the lecture diary. The lecture diary must clearly show which parts of the text are the student's own ideas and which have been implied in the source materials or by the teacher. A good lecture diary:

- is concise in its expression, extensive in its contents and presented clearly,
- creates a logical whole in which the meaning relationships of the original text stay intact even if the order of the matters changes,
- is formal and correct in its linguistic form.

### **Study Group**

A study group is a mode of studying in which a freely formed group of students completes a course as a group. The group holds meetings regularly in which the students take turns in introducing the course literature. From the introductions and the following conversations, the students produce a written final report for which they get credit. The students are responsible for assembling the study group and its meetings. A successful study group requires a motivated group of students with the ability to work together and to take responsibility for their work. The deadline for the final report is the same as the general examination day for the subject in question.

### **Online Studying**

Online studies can be completed in an online learning environment. The studies can include, for example, conversations, group work, assignments, and fact-finding.

### **Learning Assignment**

Learning assignment is an assignment completed either individually or in pairs from a given subject in a certain course that follows the course guidelines.

### **Supervised Teaching Practice**

Supervised teaching practice is done in accordance with an annually approved practice plan. The practice happens in a curriculum approved place.

### **Portfolio**

The aim of a portfolio is to compile a file on the student's know-how and expertise. The portfolio is compiled according to the specified instructions given in the course.

### **Electronic Exam**

An electronic exam can be taken in automatically supervised rooms in the Joensuu and Kuopio campuses. The possibility of taking an electronic exam is mentioned in the course description. More information about the practice of electronic exams can be found on Kamu (Student handbook > Tools for students > Electronic examination).

### **Participation in Workshops**

While participating in a workshop, the students design, prepare, and execute, for example, a pedagogically target-oriented creative project, event, etc. In workshops, it is essential that the student learns dialogue skills and methods.

### **6.1.1 Procedure in Cases of Plagiarism and Other Cheating**

A study attainment may be rejected if a student is guilty of study-related or research-related misconduct, while completing the study attainment in question. Examiners have the right to immediately remove any student guilty of cheating from the exam. The study attainment is also failed in cases where cheating is discovered after the exam. (Degree Regulations, Section 45)

A student that has committed a study-related or research-related misconduct in the district of the university can be disciplined by a written warning or they may be suspended from the university for a fixed period of one year at most. (Universities Act 558/2009, Section 45).

The decision to give a student a written warning is made by the rector of the university and the decision on suspension by the board of the university (Universities Act 558/2009, Section 45a).

### **6.1.2 The Use of Plagiarism Detection in Inspecting Originality**

Electronic plagiarism detection tool Turnitin is compulsory for all theses. In other written study attainments, the tool can be used if it is mentioned in the curriculum (course description) or at the beginning of the course. In group teaching, plagiarism detection applies to all students completing the course. If, however, there is a justified suspicion of plagiarism (or other type of cheating) the originality of an individual written work can also be inspected. If they want, students can also always check the originality of their written work without a report going to their supervisor or teacher.

According to the Degree Regulations, students are responsible for the originality of their thesis. The use of the electronic plagiarism detection tool is primarily for guidance.

Any suspicions of cheating raised by the Turnitin-report are inspected. In a case of cheating, the supervisor assesses the level of seriousness. If the found similarities are not serious, the supervisor gives the student feedback on correcting the thesis. The revised work can only be resubmitted once into the plagiarism detection tool. In serious cases the supervisor notifies the Dean and the Head of Student and Learning Services of suspected and detected cases of cheating in writing (for example through e-mail). The Dean hears the student and decides on any further measures to be taken.

The instructions of the faculty: [www.uef.fi/en/web/hum/tutkielma](http://www.uef.fi/en/web/hum/tutkielma).

The instructions of the University of Eastern Finland and additional information on the ethical guidelines for teaching and studying can be found on Kamu.

## **6.2 General Examinations, Electronic Exam and Registration**

Book exams can be taken at the faculty's general examinations or as electronic exams (<https://exam.uef.fi/>). Only students who have registered as present can participate in the examinations.

**The examinations of the School of Humanities cannot be taken outside of the campuses of University of Eastern Finland.** Usually, the general examination is taken on the UEF campus where teaching of that subject takes place. In exceptional cases, the general exam can be taken on another UEF campus. However, the student is responsible for looking up a general examination that takes place at the same time, arrange taking the exam with the examiner, and ask for permission to take the exam from the unit that arranges the exam. Exams that are in the electronic examination system can be taken on both campuses (Joensuu and Kuopio).

### **Signing Up for an Exam and Cancelling the Registration**

Signing up for a general examination takes place on WebOodi no later than 10 days before the examination. Signing up for an examination that is held on Friday happens at latest on Tuesday of the previous week before 11:55pm (Degree Regulations, Section 31). The student must cancel the registration on WebOodi or the electronic examination system if they are unable to take the exam. Signing up for a general examination is cancelled on WebOodi before the registration period ends. After the registration period, cancellations must be notified directly to the examiner (e.g. in case of falling ill).

The time for an electronic exam must be reserved at latest 24 hours before the exam day (exam times for Monday must be reserved at latest on the previous Friday before 4 pm). The student can reserve a suitable exam time or cancel it by signing in with their UEF account at <https://exam.uef.fi>. After the registration period, you must notify the examiner of cancellations directly (e.g. in case of falling ill).

### **The General Examinations in the School of Humanities in the Academic Year 2018–2019**

The courses described in the curriculum for the School of Humanities (other than lecture exams) can be taken at faculty's general examinations on the days that are reserved for the school. The courses that can be completed through the general examinations can be found from the study guides' *Exams* tab on WebOodi.

The examinations start at 1 pm sharp and they last for four hours from the moment the examiner announces that the examination has started. The general examination dates are as follows.

#### **Subject Group English Language and Culture, and English Language and Translation, Literature, Folklore Studies, Ethnomusicology, and Media Culture and Communication Studies:**

Autumn	21 Sep 2018	AU100	Friday	1pm–5pm
	19 Oct 2018	AU100	Friday	1pm–5pm
	16 Nov 2018	C1	Friday	1pm–5pm
Spring	1 Feb 2019	AU100	Friday	1pm–5pm
	1 Mar 2019	AU100	Friday	1pm–5pm
	29 Mar 2019	AU100	Friday	1pm–5pm
	10 May 2019	AU100	Friday	1pm–5pm

**Subject Group Swedish, German, Russian Language, French Language and Culture, Japanese Language and Culture, Translation Studies, General Linguistics, Finnish, Finnish Studies for Foreigners, Finnish for Translators and Interpreters, Finnish as a Second Language, Karelian Language and Culture, Sociology of Art:**

Autumn	5 Oct 2018	AU100	Friday	1pm–5pm
	2 Nov 2018	AU100	Friday	1pm–5pm
	30 Nov 2018	M100	Friday	1pm–5pm
Spring	15 Feb 2019	AU100	Friday	1pm–5pm
	15 Mar 2019	AU100	Friday	1pm–5pm
	12 Apr 2019	AU100	Friday	1pm–5pm
	24 May 2019	AU100	Friday	1pm–5pm

**In addition, an exam for any subjects can be taken on following days:**

Autumn	24 Aug 2018	M100	Friday	1pm–5pm
	18 Dec 2018	C1	Tuesday	1pm–5pm
Spring	7 Jun 2019	AU100	Friday	1pm–5pm
	19 Jun 2019	AU100	Wednesday	1pm–5pm

The exam papers are given out starting from 12:50pm. The examinations last for four hours.

C1 = Carelia building, Yliopistokatu 4

**Instructions for Taking an Exam in General Examination**

Students must arrive at least 10 minutes before the examination's starting time for roll call and giving out the exam questions. Students participating in a general examination must always prove their identity (driving license, passport, ID card, student card). Only equipment needed for taking the exam can be brought to the examination. Bags, coats, mobile phones etc. must be left outside of the room or next to the walls. Students can only take writing equipment and their ID to their seats. The students can leave the examination not earlier than 30 minutes after it has started. After this, latecomers are not allowed in. A student needing special arrangements must request them when registering for the examination. The questions for the exam must be returned with the answers to the examiner (Degree Regulations Section 30).

**Announcing the Results of Study Attainments**

Both passed and failed attainments are registered on WebOodi. The distribution of grades, the number of failed exams and the information on when and where the student can get information on the grading of their attainment, is displayed on a noticeboard (Degree Regulations, Section 34). The distribution of grades is posted only if there were at least five students taking the exam. After receiving their grade, students can discuss the grading of their attainment with the teacher during their reception time or another arranged time.

Written or in other ways recorded exams and similar attainments must be stored for at least six months after announcing the results. Other attainments are stored for a time regulated in the university's Archive Regulations and in the Archives Formation Plan (Degree Regulations Section 27).

**General examinations'** results are announced following the guidelines regulated in the Degree Regulations (Section 34). The results from examinations, apart from those taken in the electronic examination system, must be announced within three (3) weeks from the examination date on WebOodi. The Dean, the Director of the Independent Institute or Service Centre giving the education, or the Head of Student and Learning Services can lengthen the time in special cases. However, the results of the examination must be announced within a month of the examination date. Deviating from the deadline must be announced within three (3) weeks from the examination date.

**Electronic exam** results are announced depending on the date the examination was taken. The deadline for the publication of the results of the exams taken before the 15th of the month is calculated from the 15th of the same month. The deadline for publishing the results of the exams taken on the 15th and subsequent day is calculated from the 1st of the following month. More information available on Kamu.

**Essay, lecture diary or other similar attainment** must be submitted to the examiner before deadline. The result of an examination must be displayed on WebOodi within three (3) weeks from the examination date.

These deadlines do not apply to times when teaching is not organised in accordance with the Rector's decisions, or to the period from 15 June to 15 August (Degree Regulations, Section 34).

### **Correcting a Material Error**

A student who is unsatisfied with the grading of the attainment can ask for a correction from the grading teacher as explained in Degree Regulations, Section 50. The student must submit the request for rectification within fourteen days after the student has had the opportunity to be informed about their grade and the principles of grading. The Degree Regulations are at the end of this study guide.

More information about the student's rights and obligations available on Kamu (Student handbook > Guides and instructions > Student's rights and obligations).

## **6.3 Accessible Studies and Special Arrangements**

Accessibility means arranging the physical, psychological and social environment so that everyone can act equally with each other regardless of their characteristics. Special arrangements in teaching are the essential part of accessibility in studying in university.

A student who has an impediment or disability can request special arrangements. Special arrangements can pertain to an entrance examination and/or the completion of studies. Examples of special arrangements:

- possibility to have extra time in examinations,
- possibility to take an examination orally, or in a more private setting,
- possibility to obtain extra lighting,
- possibility to receive the lecture material in electronic form or with a larger font,
- alternative way to take the exam (e.g. oral examination or taking the examination at home),
- possibility to use a computer or some other aid,
- possibility to use an interpreter or a personal care assistant,
- possibility to take the exam in a special purpose examination room (Kamu: Student handbook > Guides and instructions > Student's rights and obligations > Accessibility in studies – aids and facilities).

Special arrangements are requested with a form that can be found on Kamu on the page *Accessibility in studies*. The request should include appendices of the original statement issued by the physician, psychologist or speech therapist, which includes the reason for special arrangements and what arrangements are recommended. The application is handed to the Accessibility Contact Person Henni Nevalainen. The decisions of granting special arrangements are made by Head of Student and Learning Services, Satu Kouki. The medical certificates and other documents sent as appendices are returned to the student. The student may lodge an appeal against the decision.

The student and necessary parties, e.g. teachers named in the application are informed of the decision. The reason for special arrangements will not be mentioned in the decision. The decision is added to the student's basic information in WinOodi (Oodi's software for administrative personnel) where, for example, minor subject's administrative personnel can check the information.

The student is required to inform the teachers and examiners about the granted special arrangements at least 10 days before the special arrangements are needed. The student does not need to tell the reason for the special arrangements.

#### **Faculty's Accessibility Contact Person**

Henni Nevalainen, Academic Affairs Coordinator, Philosophical Faculty

Tel. 0294 45 2033

E-mail henni.nevalainen(at)uef.fi

## **6.4 Credit Transfer (RPL)**

RPL is used as an abbreviation for recognition of prior learning. This term includes crediting both previous studies and knowledge acquired from other than formal education. Accreditation focuses on the target degree or a study module. Prior knowledge that is relevant for student's

target degree or a part of it is recognised. Crediting process will start only if the student requests it.

Evaluation of knowledge is based on courses' or study modules' learning goals that are stated in the curriculum. The student is required to prove their knowledge with, e.g. study certificates, exams, interviews or portfolios.

The main types of accreditation are substitution and inclusion. **Substitution** means that studies included in the curriculum are replaced with earlier corresponding studies or with knowledge acquired from work. **Inclusion** means that studies completed elsewhere are included as a part of the degree, for example, as a minor subject or as optional studies. Therefore, in inclusion, previous studies do not replace a required course from the curriculum.

A substitution of a course that is part of the curriculum will receive the amount of credits that is stated in the curriculum of the University of Eastern Finland. Included course will receive credits based on the original course's credits. Accredited course is graded on a scale 0–5 if the previous course's grade corresponds with university's grading system. In other cases, the grade will be 'pass'. Courses completed in another Finnish university are marked with the same credits and grade as they were marked in the other university.

If the same course is compulsory in several study modules, the student can include it in all the study modules in Philosophical Faculty that do not give instructions about substituting attainments.

Schools and subjects can limit some studies outside of the accreditation process. These limitations are stated in the curricula.

All students that are registered as present and students signed in Open University can apply for accreditation. Students can apply for accreditation only to the subjects they have a study right for.

The application for accreditation can be left in university's e-services (<http://asiointi.uef.fi/>). When the application has been processed, the student will receive a decision. Accreditation is marked in the student information system.

UEF Language Centre is responsible for accreditation of language and communication studies. Instructions at [www.uef.fi/kielikeskus/ahot-korvaavuudet](http://www.uef.fi/kielikeskus/ahot-korvaavuudet) (in Finnish).

## 6.5 Grading of Completed Courses and Entry into the Student and Study Register

### 6.5.1 Grading and Registration of Completed Courses

Study attainments are courses, parts of courses, or study modules consisting of several courses. They are listed in the study guides with course codes, for example 2131934

*Introduction to Linguistics*. Partial attainments of codeless courses are not entered into the academic record. The teacher responsible for the course keeps track of partial attainments.

According to the UEF Degree Regulations, Section 32: study attainments are valued using a 0–5 scale, which includes the following grades: 5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = sufficient and 0 = fail. Study attainments may also be evaluated on the scale of pass–fail. The minimum requirements of a passed study attainment are defined in the course description.

The content of the study unit, learning outcomes, principles of grading, grading scale and attendance requirements are determined in the curriculum. Furthermore, information regarding these factors is given out during the first lecture of the course. In the Philosophical Faculty, the basis for evaluation works in the following way: students are eligible for a passing grade only if they achieve roughly half of the total amount of points or half of the required amount learning for an excellent grade. The lowest passable grade is 1 = sufficient. The grading criteria for the course is available in the course description on WebOodi.

Students should regularly ensure that their study attainments are entered correctly in the academic records. If the information in the records is incorrect, or if something is missing, the student should seek rectification by contacting the responsible teacher or the departmental secretary in charge of study affairs.

The results of evaluation are retained for 10 years in the Administration Service Centre and indefinitely in the student's academic records.

### **Definition of the Grades**

#### 1 sufficient

The student recognises main concepts of the course. Student lacks knowledge of the course contents.

#### 2 satisfactory

The student is able to explain concepts covered during the course. Student lacks only minor knowledge of the course contents.

#### 3 good

The student has good knowledge of the course's main contents.

#### 4 very good

The student is able to analyse concepts covered during the course. Student shows original thought in completing the course.

#### 5 excellent

The student is able to thoroughly analyse concepts covered during the course.

## 6.5.2 Study Module Evaluation and Entry into Academic Records

The grading of the attainments of course modules is based on an overall average which is weighted by the ECTS as follows:

Average	Grade	
1.00–1.49	1/5	<i>sufficient</i>
1.50–2.49	2/5	<i>satisfactory</i>
2.50–3.49	3/5	<i>good</i>
3.50–4.49	4/5	<i>very good</i>
4.50–5.00	5/5	<i>excellent</i>

**The weighted average score is calculated according to the following formula:**

- Numerical grades are multiplied by the course ECTS (for example, 3 ECTS x grade 5/5 = 15).
- The products are summed together
- The sum is then divided by the sum of ECTS of numerically graded courses in the study module in question.
- Courses graded as “pass”, do not affect the grading of the study module.
- Study module is graded as “pass” if at least half of the ECTS are graded or accredited as ‘pass’.
- In addition, subjects may have other requisites or specifications. The information pertaining to these subject-specific requisites and specifications is available on WebOodi in the particular study guide.

**When all the courses of a study module are completed, the student must apply for the entry of the study module into the student and study register.** It is recommended that the study module is applied to be entered in the student and study register as soon as the last course in the study module is completed. Instructions for applying a study module for entry in the student and study register are in the School of Humanities study community.

Basic studies must be entered in the student and study register before intermediate studies, and intermediate studies must be entered in the student study register before advanced studies.

Requirements for each study module are confirmed in the curriculum, meaning that the requirements may change as the curriculum changes. When the curriculum changes, students can turn to amanuensis for guidance counselling. Information about compulsory courses and optional courses of study modules is available in the study guides on WebOodi under the tab Degree structures (major subject study modules) or Study modules (minor subject study modules).

## 6.5.3 Bachelor and Master’s Degree Theses

Instructions for thesis evaluation and grading as well as instructions for plagiarism detection can be found in the School of Humanities study community.

## **Bachelor's Thesis**

Bachelor's thesis is a compulsory part of the intermediate studies in major subject and a requirement for Bachelor's degree. Bachelor's thesis is a small scientific thesis that follows the principles of the academic discipline in question, and can be conducted within the parameters of the specific subject individually or in pairs. In the case of collaborative theses, the input of each student must be distinguishable for it to be evaluated. In the Philosophical Faculty, the cooperation can be identified during supervisory process.

The language of the Bachelor's thesis is dictated in the curriculum.

## **Bachelor's Thesis Maturity Test**

In accordance with the Government Decree on University Degrees (19 August 2004), students must write a maturity test which demonstrates conversance with the topic of the thesis and skills in the use of Finnish or Swedish.

Students who write the maturity test using their language of schooling (Finnish or Swedish) will receive a mention in the degree certificate of excellent knowledge of Finnish or Swedish required for public administration.

Students who write the maturity test using Finnish or Swedish as a second language receive a mention in their degree certificate of good knowledge in Finnish or Swedish regardless of their language of schooling.

The Dean of the Philosophical Faculty can, within the parameters of the Government Decree on University Degrees, grant the right to write the maturity test in a language other than Finnish or Swedish. A free-form application concerning the language of the maturity test should be addressed to the Dean and submitted to the Head of Student and Learning Services, Satu Kouki.

Students who have been educated in a language other than Finnish or Swedish must apply for the Dean's decision about required language studies and means of completing the maturity test. This must be done in the beginning of the first year of studies. The decision must also be applied for when the language of schooling is unclear.

Students have the right to complete the maturity test in more than one language.

A student of the Philosophical Faculty can complete a maturity test of a Bachelor's degree in three ways: 1. the Bachelor's thesis is approved as a maturity test, 2. the abstract in a Bachelor's thesis is approved as a maturity test or 3. the student takes a maturity test as a separate exam. The instructions for the maturity test can be found in the study community of the School of Humanities.

Maturity tests in the Bachelor's degree:

**2110031** Maturity Examination in Finnish (BA) 0 ECTS

**2110033** Maturity Examination in Swedish (BA) 0 ECTS

**2110035** Maturity Examination in a Foreign Language (BA) 0 ECTS

**2110037** Maturity Examination in Finnish as a Second Language (BA) 0 ECTS

### **Submitting Bachelor's Thesis for Evaluation**

Students have the opportunity to make changes to their thesis based on the feedback and reviews. When the Bachelor's thesis is ready, it is first submitted to the plagiarism detection tool and then for the thesis supervisor for evaluation. Once the thesis is submitted for evaluation, it cannot be changed. After completing an approved maturity test, the thesis is graded. The supervisor must provide the grade and name of the thesis for the study register.

The cover page of the thesis should include the name of the author, the title of the thesis, the place and date of publication and the type of the thesis. The information, along with the title of the thesis, is entered in the student register. The thesis is stored in the supervisor's office for two years.

Bachelor and Master's theses completed in the University of Eastern Finland must be checked for originality with an electronic plagiarism detection tool (Rector's decision 1626/12.02.01/2014, 18 December 2014). Originality is checked before submitting the thesis for the evaluation.

### **Master's Thesis**

For Master's degree, students must demonstrate a good understanding of their major subject, readiness to apply scientific knowledge, understanding of scientific methods, readiness for academic postgraduate studies and continued studies, and understanding of academic communication and sufficient communication skills.

For Master's degree, students must complete Master's thesis as a part of the advanced studies in their major subject. The language of a Master's thesis is dictated in the curriculum.

A thesis of advanced studies for a minor subject differs from a Master's thesis typically by the scope and the grading system. These specifics are dictated in the curriculum. In general, a thesis of a minor subject follows the same guidelines as Master's thesis.

### **Examination and Evaluation of Master's Thesis**

According to the Section 35 of the Degree Regulations of the University of Eastern Finland, students may complete Master's theses and written theses included in the advanced studies independently, in pairs or by participating in a broader research project. In the case of collaborative theses and research projects, the input of each student must be distinguishable for it to be evaluated. In the Philosophical Faculty, the students' collaboration can also be illustrated during the guidance process.

Master's theses and other written theses included in the advanced studies are public final theses.

All Bachelor's theses and Master's theses completed in the University of Eastern Finland undergo an originality verification performed by using the electronic plagiarism detection tool (Rector's decision 1626/12.02.01/2014, 18 December 2014). The originality is verified before the thesis is submitted for inspection. The student answers for the originality of their final thesis.

Students submit a Master's thesis for inspection according to the guidelines of the university. The guidelines can be found on Kamu (Student handbook > Graduation > Thesis submission and evaluation).

The examiners are appointed as soon as possible after the student has submitted the final version of their thesis or literary work for examination.

The examiners evaluate the thesis, propose a grade, and compose a written statement within one month of the examiners' appointment. The examiners provide statements and a grade proposal to an official. Before a decision on the grading of a Master's thesis can be made, there is a student hearing. The student receives the examiners' evaluation report and grade suggestion. The student responds through e-services. The student has four options: the student can accept the statement and grade suggestion, the student can submit a written rejoinder of the examiners' statement, the student can interrupt the evaluation process, or the student can contest (when the work is done together with another student). The student can interrupt the evaluation only once. The student can leave the thesis for reevaluation provided that it has been at least partially rewritten.

According to the Section 12 of the University Regulation of the University of Eastern Finland, one task of the Head of the School is to grade Master's theses on the basis of the examiners' statements. If the grade proposals are not consistent or if the student does not accept the grade proposal, a third examiner can be appointed at the discretion of the Head of the School. When considering appointing a third examiner, matters regarding the student's legal protection are taken into account.

Master's theses are graded using a seven-step Latin scale: *approbatur*, *lubenter approbatur*, *non sine laude approbatur*, *cum laude approbatur*, *magna cum laude approbatur*, *eximia cum laude approbatur* and *laudatur*.

The student is notified of the grading decision on their Master's thesis.

### **Master's Thesis Guidance**

Each student writing a Master's thesis has at least one supervisor. During the guidance process, both the supervisor and the student have rights and responsibilities, which are agreed upon at the early stage of the process. The guidance process begins at the thesis seminar. During the seminar, a professor of the subject or another teacher responsible accepts the supervised topic

as fit for a Master's thesis. The topic must be relevant to the discipline and it must have the possibility to achieve the highest grades.

The student and the supervisor agree on a schedule for the thesis, which the student aims to follow. The supervisor has the duty to provide sufficient feedback and guidance to support the schedule.

Students are responsible to work independently on their thesis. Therefore, the supervisor cannot solve scientific problems regarding the research on behalf of the student. However, the supervisor's responsibility is to help the student solve the scientific questions that arise and support the student's independent efforts. Respecting different opinions, constructive processing of matters, fairness, flexibility, and up-to-date communications as well as keeping to the agreements are characteristics of a good guidance relationship.

The relationship between the supervisor and the student must be founded on trust: the student must be able to trust in the expertise and the information that the supervisor provides. The supervisor, on the other hand, must be able to trust that the student is honest in conducting the study, gathering the information, presenting their findings and following the ethical principles of scientific research.

If the supervisor finds that the thesis exceeds their expertise, they are responsible for finding another supervisor for the student. The student may also change their supervisor for a justifiable reason, but it must be done in agreement with a supervisor or a professor of the subject.

Before the student submits their work for evaluation:

1. The supervisor provides feedback for the final version of the thesis (i.e. so-called pre-evaluation). The supervisor is responsible for going through the principles of grading in the beginning of the process as well as before the thesis is submitted for evaluation. The student must acquaint oneself with the principles of grading. (A separate guide for thesis evaluation is available.)

2. The final version of the thesis is checked with electronic plagiarism detection tool. The students submit their theses to the Turnitin tool. Based on the Turnitin originality report, the supervisor decides whether the references and citations are in accordance with good scientific practice.

### **Master's Thesis Maturity Test**

If the student has completed a maturity test for a previous Bachelor or Master's degree, a single page abstract of the Master's thesis is accepted as the degree's maturity test. The abstract is written on an abstract template, which is available on the school's study community.

The abstract of a Finnish master's thesis is written both in Finnish and English. If the thesis is written in Swedish or some other foreign language, the abstract is written both in the same

language as the thesis and in Finnish. After the Master's thesis and its abstract have been accepted, an official will record the entry of a passed maturity test.

If the student has not completed a maturity test in a previous Bachelor's degree or Master's degree, they must complete the maturity test for the Master's degree. The maturity test will then test the student's familiarity with the subject of their thesis, as well as their skills in either Finnish or Swedish. As with the Bachelor's thesis, maturity test for the Master's thesis should be completed before the evaluation of the Master's thesis. Within the framework of the Government Decree on University Degrees, the Head of the School can grant the right to write the maturity test in a language other than Finnish or Swedish if the student's language of schooling is neither Finnish nor Swedish. A free-form application regarding the language of the maturity test is addressed to Head of the School, and it is delivered to Head of Student and Learning Services Satu Kouki.

In English Master's programmes, the maturity test is always written in English.

A student of the Philosophical Faculty who has not completed the maturity test in a previous Bachelor's or Master's degree can complete the maturity test of the Master's degree in three ways: 1. the Master's thesis is approved as a maturity test, 2. the abstract in a Master's thesis is approved as a maturity test, or 3. the student takes a maturity test as a separate exam.

Maturity examination in the Master of Arts (MA) degree:

**2110032** Maturity Examination in Finnish (MA) 0 ECTS

**2110034** Maturity Examination Swedish (MA) 0 ECTS

**2110036** Maturity Examination in a Foreign Language (MA) 0 ECTS

**2110038** Maturity Examination in Finnish as a Second Language (MA) 0 ECTS

### **Turning in and Archiving the Master's Thesis**

The student submits the finished Master's thesis for evaluation with an electronic form (e-services). The Master's thesis is attached as a PDF/A file, which is named after the student's name and year (Surname Firstname20XX). Instructions can be found on Kamu (Student handbook > Graduation > Thesis submission and evaluation). The student names the supervisor of the thesis on the electronic form. After receiving the thesis, the supervisor adds a nomination for the second supervisor to the form.

The degree of publicity of the thesis is chosen via the electronic form.

If the student takes a separate maturity test for the Master's degree, the thesis has to be submitted at least 10 days before attending the maturity test.

The author's name, title of thesis, publication place and time, and type of the thesis must be marked on the cover page of the thesis. The abstract of thesis is after the cover page. The abstract of a Finnish Master's thesis is written both in Finnish and English. If the thesis is written in Swedish or some other foreign language, the abstract is written both in the same language as the thesis and in Finnish. The abstract is one page long. A printable abstract template which you can fill out electronically can be found on the school's study community.

Master's theses are filed at the University library as PDF files. If the student chooses so, an electronic Master's thesis can either be openly published online or made available only at the library's electronic archives.

#### **6.5.4 Additional Information on Grading and Rectification Procedure**

##### **Additional Information on Grading**

You can find more information on the grading of study attainments, study modules and theses from teachers, on the school's website, Student and Learning Services and student register. The persons responsible for courses and study modules can be found on WebOodi in the description of the course or module in question.

##### **Rectification Procedure**

Rectification procedure in a case of forfeiture of right to pursue a degree (Degree Regulations, Section 49)

Rectification procedure in case of study attainment evaluation (Degree Regulation, Section 50)  
Appeals on decisions concerning the recognition of studies completed elsewhere (Degree Regulations, Section 51)

Appeals on decisions concerning the choice of a major subject or specialisation (Degree Regulations, Section 52)

Appeals on university decisions concerning a revocation of the right to study (Degree Regulations, Section 53)

According to the Section 84 of the Universities Act, an appeal made against a decision made during an appeal process, concerning rectification request, shall be lodged with an administrative court. There is no right to appeal against a decision made by the Board of Appeal during an appeal process and concerning the evaluation and acceptance of study attainments. (Degree Regulations, Section 54)

### **6.6 Applying for the Degree and Graduation Ceremony**

The degrees should be applied for from the faculty. The degrees are granted by the Dean of the Philosophical Faculty. Degree application forms are available at the study community of the School of Humanities.

The Bachelor's degree must be completed before the Master's degree.

In the School of Humanities, degree application forms and their attachments should be delivered to the amanuensis of your major subject. The degree application form is a binding statement indicating which studies the applicant wishes to include in the degree. When applying for the degree, the study register must include final marks of all the study attainments and study modules, including the thesis.

The degree certificate is delivered within three weeks after leaving the application. During busier periods of time, e.g. at the end of the calendar year or academic year and during holidays (July), the time of delivery can be longer than three weeks.

The degree certificate can be mailed to the student's home address. The students may collect the degree certificate or participate in a **graduation ceremony of the faculty**. The graduation ceremony is a formal event where the degree certificates are awarded. The ceremony includes the Dean's speech, a speech by a student receiving a degree certificate, possibly a small musical performance, congratulating the students receiving their degree certificates and, in the end, coffee and cake is served. Each student receiving their degree certificate can invite a few people to the ceremony. The graduation ceremony is held if there are at least five students receiving their certificates.

The graduation ceremonies of the Philosophical Faculty are held on the academic year of 2018–2019 as follows:

25 Sep 2018

18 Dec 2018

26 Feb 2019

16 Apr 2019

28 May 2019

The graduation ceremonies take place at auditorium AT100 on Joensuu Campus, and they start at 3 pm. The ceremony is held if there are at least five students receiving their certificate.

## 6.7 Studying Abroad

All students have a good chance of getting into a foreign exchange program. There are many opportunities available to study in foreign universities. The University of Eastern Finland has two-way cooperation agreements with dozens of foreign universities around the world. Additionally, the university is involved in different international exchange programmes and networks.

Studies completed abroad can be included in the study module *1131020 Studies in Internationalisation*, 25–35 ECTS. You can find more information about studying abroad on Kamu and WebOodi.

You should start planning your student exchange early. Information on student exchange opportunities is available at student exchange information events organised in autumn and spring by International Mobility Services and Kamu.

Applying for student exchange is a two-part process. First, there is the University's internal application process, where the UEF candidates for student exchange are chosen. The first part of the application takes place via the SoleMOVE system (<https://saas.solenovo.fi/solemove/>). The student fills out an electronic application form and attaches the required documents to the application form. The application is forwarded via the SoleMOVE system to the school for

approval processing. International Mobility Services makes the decisions regarding the exchange student candidates proposed by the university. The final decision of approval for student exchange is always made by the foreign target university. After this, the students receive instructions for the next part of the application process from the International Mobility Services. In the second part of the application process, the students will apply for the target university in accordance to the application procedure and schedule of each university. Before the student exchange, a Learning Agreement is made. You can get directions for making the study plan from International Mobility Services.

More information from International Mobility Services and departmental coordinators of international matters at faculties on Kamu (Student handbook > Study abroad)

People in charge of international matters (School of Humanities)

Finnish Language and Cultural Research: Irja Alho

Foreign Languages and Translation Studies: Risto Helén

## 6.8 Other Studies

In addition to the major and minor subject studies, as well as compulsory language and communication studies, degrees also include the so-called other studies. These other studies are listed on section 4.2 Degree structures.

### 6.8.1 Practical Training

Practical training during studies is a great opportunity for students to apply their theoretical knowledge in practice, improve their professional skills, narrow down their career choices, and make direct contact with potential employers.

The faculty reserves money from its budget for financially supporting their students' practical training. Financial support for practical training can be granted for practical training that takes place either in Finland or abroad. There are separate directions for applying for each of them.

Financial support for domestic practical training is meant for students who study general academic subjects and whose degree does not give a competence to a certain profession. Subject teacher students cannot receive financial support for domestic practical training. Financial support for practical training done abroad can be received by teacher students as well.

The specifications of a job that can be accepted as traineeship are given in the description of a subject's practical training course: *2110043 Traineeship Relevant to Student's Field of Study, 10 ECTS*. More information can be found on Kamu.

#### **Traineeship Contact Persons in the School of Humanities**

Finnish Language and Cultural Research:

amanuensis Tellervo Hirvonen, e-mail tellervo.hirvonen(at)uef.fi, tel.0294 45 2023

Foreign Languages and Translation Studies:

amanuensis Risto Helén, e-mail risto.helen(at)uef.fi, tel. 0294 45 2021

Work experience relevant to the aims of the degree can be included to the degree as the course *2110021 Work experience*. Students can get ECTS credits from this course by e.g. working as a conference or research assistant.

## 6.8.2 Positions of Trust in the University

When students attend the student union's student organisation training and operate in the student organisation, they can receive credit from the course *1131018 Participation in Student Organisations and Student Clubs* (1–5 ECTS). One ECTS credit can be obtained by operating actively for at least one term in the board of a student organisation. Two ECTS credits can be obtained by operating actively for at least one term as the president, the treasurer or the secretary of a student organisation.

When a student works in the Board of the University of Eastern Finland, University Collegiate Body, Faculty Council, Teaching Advisory Committee, Quality Group, or as an auditor, they can receive credit for the course *1131016 Participation in Administration and Working Groups*, (1–10 ECTS).

Credit for positions of trust in the University is applied from the student union.

More information: course Moodle platforms, Academic Rector's decision 297/12.00.01/2016

## 6.9 Student Feedback

The students of the University of Eastern Finland have several ways to give feedback. Students have an opportunity to affect teaching, counselling, guidance, and their development by giving feedback. Feedback is handled regularly as a part of the development of the curriculum and the quality system of teaching. More information on Kamu (Student handbook > Give us feedback > How to improve Kamu?) The faculty's quality handbook can be found on the faculty's intranet in

Finnish:

[https://studentuef.sharepoint.com/sites/Filosofinentdk/SitePages/Toimielimet\\_laatu.aspx](https://studentuef.sharepoint.com/sites/Filosofinentdk/SitePages/Toimielimet_laatu.aspx).

### Reclamation and Appeals

During their studies, the students may feel that their legal protected rights are being violated. These situations can include e.g. the grading of study attainments or publishing exam results. If the student is displeased with the actions of the School of Humanities, the student should primarily contact the teacher or the subject in question and try to resolve the situation. Generally, these cases are resolved this way. If the students feel that they are not being heard, or that they or their case is not being treated fairly, they can apply for reclamation or a rectification of a decision. Directions can be found on Kamu.

Student handbook > Give us feedback > How to improve Kamu?

Student handbook > Guides and instructions > Student's rights and obligations > Appeal within the university