

1 January 2025

Degree Regulations of Metropolia University of Applied Sciences Ltd

Metropolia University of Applied Sciences PO Box 4000, FI-00079 Metropolia, Finland Myllypurontie 1, 00180 Helsinki, Finland +358 9 7424 5000 www.metropolia.fi

Business ID: 2094551-1

The key legislation, as amended, governing these Degree Regulations consists of the Universities of Applied Sciences Act (932/2014), the Government Decree on Universities of Applied Sciences (1129/2014), the Government Decree on Fees Charged by the Universities of Applied Sciences (1440/2014), the Act on the Legal Protection Board for Students (956/2011), the Aliens Act (301/2004), the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) and the EU's Council Implementing Decision (EU) 2022/382.

Contents

1	EDUCATIONAL PROVISION	4
	Section 1 Introduction	4
	Section 2 Studies leading to a degree	4
	Section 3 Commissioned education	4
	Section 4 Studies not leading to a degree	4
	Section 5 Tuition fees and the scholarship programme	5
2	STUDENT SELECTIONS AND ADMISSION	5
	Section 6 Preparation of and decisions on student selections	5
	Section 7 Selection of degree students	6
	Section 8 Admission to a professional major subject and specialisation studies	6
	Section 9 Admission as a transfer student	6
	Section 10 Transfer from one degree programme to another	6
	Section 11 Transfer within the same degree programme	7
3	ENROLMENT AND RIGHT TO STUDY	7
	Section 12 Academic year	7
	Section 13 Period of the right to study	7
	Section 14 Registration as an attending or non-attending student	8
	Section 15 Right to non-attendance	8
	Section 16 Discretionary extension period and regranting the right to study	9
	Section 17 Special provisions according to section 33 of the Universities of Applied Sciences According to section 35 of the Universities of Applied Sciences According to section 36 of the Universities of Applied Sciences According to section 37 of the Universities of Applied Sciences According to section 37 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities of Applied Sciences According to section 38 of the Universities and Health Care and Sciences According to Sciences Accordi	Act
	services	9
	Section 17a Revocation and reinstatement of the right to study	9

Section 17b Suspension of the right to study	10
Section 18 Resigning from Metropolia	10
4 COMPLETION OF STUDIES	10
Section 19 Teaching language	10
Section 20 Curricula	11
Section 21 Student's individual study plan (ISP)	11
Section 22 Identification and accreditation of prior learning	11
Section 23 Exchange studies	12
Section 24 Registering for and attending teaching and guidance sessions	s12
Section 25 Thesis and maturity test	13
Section 26 Language proficiency	13
Section 27 Assessment of course performance	14
Section 28 Expiry of studies	14
Section 29 Degree certificate and graduation	14
5 OTHER REGULATIONS	14
Section 30 Accessible learning and operating environment	14
Section 31 Safety and order	15
Section 32 Misconduct	15
Section 33 Appeals	16
6 ENTRY INTO FORCE OF THE DEGREE REGULATIONS	16

1 EDUCATIONAL PROVISION

Section 1 Introduction

These Degree Regulations of Metropolia University of Applied Sciences Ltd (referred to below as "Metropolia") set forth internal regulations and guidelines for executing its educational provision as defined in the Universities of Applied Sciences Act (932/2014; ammattikorkeakoululaki) and the Government Decree on Universities of Applied Sciences (1129/2014; valtioneuvoston asetus ammattikorkeakouluista).

The Degree Regulations are approved by the President and CEO of Metropolia University of Applied Sciences Ltd. The Degree Regulations are supplemented with more detailed guidelines, which are prepared and updated based on a decision by the President and CEO and approved based on a decision of the Vice President of Education.

Section 2 Studies leading to a degree

Metropolia enables students to complete Bachelor's degrees and Master's degrees under the educational provisions specified in its operating licence. Under a licence issued on 1 January 2015 (decision by the Finnish Government on 11 December 2014), Metropolia University of Applied Sciences Ltd has been granted educational provisions for organising education leading to a degree. The educational provisions, their details and their qualification titles are presented in appendix 1.

Section 3 Commissioned education

In accordance with section 13 of the Universities of Applied Sciences Act, Metropolia may provide a group of students with tuition in the form of commissioned education leading to a UAS Bachelor's degree in fields covered by the educational provisions specified in the operating licence. Commissioned education must be agreed on in a separate agreement between the commissioning party and Metropolia.

Students participating in commissioned education are subject to the provisions of sections 25–27, 33–40 and 57–61 of the Universities of Applied Sciences Act as well as the provisions of these Degree Regulations as applicable. A student enrolled in commissioned education may use the same student services of Metropolia as degree students.

Section 4 Studies not leading to a degree

In accordance with section 10 of the Universities of Applied Sciences Act, Metropolia may provide specialisation studies, studies containing elements of a degree in the form of further studies, Open UAS studies or otherwise separate studies, as well as other further studies. Under section 8a of the Universities of Applied Sciences Act, Metropolia may also provide education in cooperation

with another higher education institution (cross-institutional studies) or procure education from another higher education institution.

The students may be charged a fee for specialisation studies, Open UAS studies and studies arranged separately, in accordance with the Government Decree on Fees Charged by the Universities of Applied Sciences. The courses preparing immigrants for UAS studies, which are organised with the purpose of providing them with the linguistic and other skills needed for studying at the university of applied sciences, are free of charge.

The provisions of these Degree Regulations are observed, as applicable, in studies not leading to a degree.

Section 5 Tuition fees and the scholarship programme

As a general rule, education leading to a UAS Bachelor's or UAS Master's degree is provided to the student free of charge. In the case of commissioned education, Metropolia will charge a fee from the commissioning party. In addition, a fee may be charged for education leading to a joint or dual degree in which a foreign higher education institution charges a fee for its contribution.

In accordance with section 13a of the Universities of Applied Sciences Act, Metropolia charges a tuition fee for every academic year from students accepted for a Bachelor's or Master's degree completed in a language other than Finnish or Swedish. The payment obligation concerns all the academic terms during which the student is registered as attending, including academic terms spent on a student exchange.

Metropolia has a scholarship programme to support students taking part in degree studies that are subject to a fee. The more detailed instructions on tuition fees and the scholarship programme are available in Metropolia's guidelines concerning tuition fees and scholarships.

2 STUDENT SELECTIONS AND ADMISSION

Section 6 Preparation of and decisions on student selections

The student selections for studies leading to a UAS Bachelor's degree or a UAS Master's degree are generally held through the joint application process of the universities of applied sciences. Metropolia may use a separate selection process in the situations stated in section 28a of the Universities of Applied Sciences Act. Metropolia's Vice President of Education decides on the use of the joint application system and separate selection processes based on a proposal made by Metropolia's student selections steering group. The heads of the degree programmes decide on student selections in the separate selection process.

Section 7 Selection of degree students

The application and student selection processes are carried out in accordance with the selection criteria as well as the regulations and official guidelines and Metropolia's decisions concerning student selections. The Student and Admission Services, in cooperation with the schools, are responsible for the application process and the student selection process.

The Student and Admission Services are responsible for arranging the joint entrance examinations (UAS Bachelor's entrance examinations and International UAS Exam). The schools are responsible for Metropolia's other entrance examinations.

Section 8 Admission to a professional major subject and specialisation studies

The head of degree programme decides on student selections for degrees where the student selects a professional major subject or specialisation studies. Studies for a professional major subject or specialisation studies will be provided if a sufficient number of students can be admitted to them. The primary criteria for the selection are completed prior studies and success in these studies.

Section 9 Admission as a transfer student

Students studying in a Finnish university of applied sciences may apply in the transfer application process for the transfer of their right to study from one UAS to another with the degree title remaining the same or changing, or to transfer their right to study from one degree programme to another within Metropolia with the degree title changing.

Transfer students within Metropolia may be selected separately from other transfer students.

Students submitting an application in the transfer application process must have a valid right to study in their original higher education institution, as well as sufficient time remaining to complete the studies required to attain the degree to which they are transferring. All academic terms in which the student was enrolled as attending or non-attending in the original higher education institution will count towards the period of the right to study. In accordance with section 32 of the Universities of Applied Sciences Act, once a student accepts the new right to study offered in the transfer application, they will lose the previous right to study on which the transfer was based.

Section 10 Transfer from one degree programme to another

Students can apply for a change of degree programme if they wish to transfer from one degree programme to another within Metropolia without changing the attained degree or degree title. In the case of dual degrees in the School of Health Care and Social Services, the degree title may change (from paramedic, public-health nurse or midwife to registered nurse). The head of degree programme will decide on whether a student can transfer from one degree programme to another within the School of Health Care and Social Services. A transfer from one degree programme to

another can be applied for during application periods determined by Metropolia and in accordance with Metropolia's instructions.

Section 11 Transfer within the same degree programme

Students may apply for a transfer within their degree programme from a professional major subject, specialisation option or form of implementation (e.g. from daytime studies to multiform studies) to another. The head of degree programme decides on the change of professional major subject or specialisation option. The primary criteria influencing the decision are completed prior studies and success in these studies.

3 ENROLMENT AND RIGHT TO STUDY

Section 12 Academic year

Metropolia's academic year starts on 1 August and ends on 31 July. The academic year is divided into periods that are decided by the Vice President of Education.

Section 13 Period of the right to study

In accordance with section 30 of the Universities of Applied Sciences Act, the students have the right to pursue studies leading to a Bachelor's or Master's degree in a university of applied sciences in the manner laid down in the degree regulations and curriculum of the university of applied sciences. The right to study begins at the start of the academic term in which the student accepts the study place, or on another date specified by Metropolia. Full-time students have the right to complete their studies leading to a UAS Bachelor's degree or Master's degree in a period that exceeds their normative duration by one year.

The scope and the regular normative duration of a UAS Bachelor's degree for full-time students at Metropolia is, in accordance with the Annex to the Government Decree on Universities of Applied Sciences and with Metropolia's educational responsibility, as follows:

Degree	Scope	Normative duration for studies
		begun after 1 August 2022
Bachelor's degree	210 credit points	3.5 years
	240 credit points	4 years
	270 credit points	4.5 years
Master's degree	60	1 year
	90	1.5 years

In dual degrees provided in collaboration with another higher education institution, the period of the right to study differs from the above. The scope of studies leading to a UAS Master's degree that are arranged through international collaboration may amount to 120 credit points. The scope of a degree may only be exceeded on the basis of an approved individual study plan (ISP).

Degrees the are provided by Metropolia as part-time studies can also be completed over a longer period than what their scope would entail, in which case the normative duration and the maximum duration for completing the degree are stated in the curriculum.

Section 14 Registration as an attending or non-attending student

Applicants who have been admitted as students and who have accepted their study place according to the instructions, and students who are continuing their studies, must register as attending or non-attending in the manner required by Metropolia.

Under the one-place-per-student principle specified in section 28c of the Universities of Applied Sciences Act, students are tied to the study place they have been granted until the end of the first academic term.

If the student is obliged to pay a tuition fee, their registration as attending will become valid after they have paid the tuition fee in accordance with Metropolia's guidelines concerning tuition fees and scholarships or presented a document exempting them from the tuition fee.

Failure to register as attending or non-attending and/or pay the tuition fee will lead to the loss of the right to study, and this will be recorded in the student administration system.

Based on an application by the student, a registration submitted after the end of the enrolment period can be changed by a decision of the Manager of Student Affairs or a person appointed by them if the failure to register was due to a compelling reason beyond the student's control. However, the regulations concerning the right to non-attendance will be taken into consideration in such cases.

Section 15 Right to non-attendance

In accordance with sections 29 and 30 of the Universities of Applied Sciences Act, students may register as non-attending if they are completing service under the Conscription Act, the Non-Military Service Act or the Act on Voluntary Military Service for Women, or if they are taking a maternity, paternity or parental leave. Registration as non-attending in the first academic year is possible only due to the statutory reasons stated in section 29 of the Universities of Applied Sciences Act. A period of absence of this kind will not count towards the duration of the studies.

Students may register as non-attending due to illness or injury in the first academic year or later

during their studies for a maximum period of two academic terms without this period counting towards the duration of the studies.

In addition, students may register as non-attending without stating a specific reason after the first academic year for a period of two academic terms without this period counting towards the duration of the studies.

Metropolia's instructions must be followed when registering as non-attending. If the instructions are not followed, or the documents submitted are not sufficient or they are not submitted by the dead-line, the student will lose their right to study, and this will be recorded in the student administration system.

The registration as attending or non-attending cannot be changed retroactively. Changes to the registration for the current academic term can only be made for a compelling reason.

Section 16 Discretionary extension period and regranting the right to study

The Manager of Student Affairs or a person appointed by them may, based on the student's application, grant a student a discretionary extension period to complete the studies included in their degree, generally for a maximum period of one academic year, or regrant the right to study to a student who has lost this right. A fee in accordance with section 3 of the Government Decree on Fees Charged by the Universities of Applied Sciences will be charged for processing the application.

Metropolia reserves the right to decide whether it will grant a discretionary extension period or regrant the right to study, and will only do so for well-founded reasons. Metropolia ensures equal treatment of all students applying for a discretionary extension period or the regranting of the right to study, and similar criteria are applied to all when taking a decision on these.

Section 17 Special provisions according to section 33 of the Universities of Applied Sciences Act concerning the right to study in the faculties of the humanities and health care and social services

Section 17a Revocation and reinstatement of the right to study

If the studies impose requirements concerning the safety of minors, patient or client safety or traffic safety, the university of applied sciences may revoke the right to study under the criteria set out in section 33 of the Universities of Applied Sciences Act. Before the revocation, Metropolia will examine with the student the possibility of transferring to another degree programme. The more detailed instructions and descriptions of this procedure are available in Metropolia's SORA guidelines.

A revoked right to study may be reinstated upon the student's application if the revocation was due to an issue concerning their health or functional capacity and the student is able to demonstrate

that the reason for the revocation has ceased to exist.

Section 17b Suspension of the right to study

If a student refuses to submit to tests and examinations of their health and functional capacity as required by Metropolia, the right to study may be suspended until the student agrees to submit to these tests and examinations.

At Metropolia's request, the student must present an extract from their criminal record in accordance with the guidelines concerning this if the student's studies or practical training include assignments that substantially require working with minors. If the student refuses to submit a criminal record extract, the right to study may be suspended until they submit the extract.

While the tests or examinations of the student's health and functional capacity which are required by Metropolia are ongoing, the student does not have the right to complete practical training periods included in their studies that have requirements concerning the safety of minors, patient or client safety or traffic safety.

The Board of Directors of Metropolia decides on the suspension of the right to study based on a proposal by the Board of Examiners. Before such a decision is made, the Board of Examiners must give the student the opportunity to be heard.

Section 18 Resigning from Metropolia

A student may notify Metropolia of their resignation, thereby losing the right to study. The notification of resignation must be completed in accordance with Metropolia's instructions. The student will be automatically recorded in the student administration system as resigned beginning from the date on which the notification was submitted. The student is obliged to make sure that the studies they have completed have been recorded in the student administration system before submitting a notification of resignation. A resigning student is personally responsible for cancelling any benefits related to their studies and returning any property belonging to Metropolia immediately after submitting the notification of resignation.

4 COMPLETION OF STUDIES

Section 19 Teaching language

The teaching language at Metropolia is Finnish, but teaching can be arranged in other languages in accordance with the curricula. English-language degree programmes may include courses or modules in Finnish that support the student's integration into the Finnish labour market, and Finnish-language degree programmes may include courses or modules in English that support the student's professional development.

Section 20 Curricula

The structure of studies leading to a Bachelor's degree is specified in section 2 of the Government Decree on Universities of Applied Sciences and the general aims of the studies are stated in sections 4 and 5 of the same Decree.

An approved curriculum is followed in studies leading to a degree as well as other studies (with a scope of at least 20 credit points). The educational content, structure of studies, learning outcomes and timing of Bachelor's and Master's degrees provided by Metropolia in accordance with its educational provisions are specified in detail in the curriculum for each degree programme, which is confirmed by the Vice President of Education in accordance with Metropolia's curricular process.

The Vice President of Education decides on extensive study modules (at least 15 credit points) provided to all degree students, while the directors of the schools decide on the extensive field-specific study modules (at least 15 credit points) provided by the units they are responsible for. Each director of school decides on the teaching offered by their school.

Section 21 Student's individual study plan (ISP)

The students must prepare an individual study plan (ISP) by following the curriculum that was valid when they first registered as attending for completing the degree in question. It is the student's duty to study in accordance with their approved ISP and to check the plan annually together with a person appointed by the degree programme. The students are entitled to receive support for preparing their ISPs.

If a student has been regranted the right to study, or if the student changes their specialisation option or professional major subject or resumes their studies after a period of absence or an interruption, the degree programme will agree with student on the changes that must be made to the ISP so that it meets the degree requirements valid at the time the studies are resumed.

The student has the right to complete the studies in accordance with the curriculum for the degree programme in question and with the approved ISP.

Section 22 Identification and accreditation of prior learning

In accordance with section 37 of the Universities of Applied Sciences Act, students enrolled for education leading to a degree or for specialisation studies have the right to apply for the accreditation of prior learning. In the case of studies in the open UAS and courses preparing immigrants for higher education studies, prior learning may be accredited only partially by applying a pedagogical solution using the same procedure as with education leading to a degree.

The prior learning must fulfil the competence requirements of the curriculum. The head of degree programme approves the detailed accreditation principles and the guidelines for the procedure for

each degree programme.

If the student selection is based on accredited studies, Metropolia has the right to accredit the studies used as a basis for the student selection and include them in the degree through an administrative procedure without the student's application.

Section 23 Exchange studies

As a general rule, Metropolia's degree students may go on a student exchange to the higher education institutions with which Metropolia has a valid separate programme or an exchange programme or another similar agreement. Metropolia may only accept exchange students from the higher education institutions with which it has a valid separate programme or an exchange programme or another similar agreement.

The studies completed by a Metropolia degree student during a student exchange must, in general, be eligible for accreditation to the degree being completed at Metropolia. Before leaving, a student going on a student exchange abroad must conclude a written Learning Agreement that specifies the studies during the exchange and how they will be accredited to the studies at Metropolia. The rules for outgoing students are defined in more detail in the rules and principles of student exchange.

The Head of International Relations will make any decisions on the discontinuation of an international exchange or practical training period and the recall of an individual student to their home country, as well as on the recovery of any related funding. In crisis situations concerning several students, the decision on the discontinuation of an international exchange and the recall of students is made by the President and CEO.

Section 24 Registering for and attending teaching and guidance sessions

The students must register for courses within the registration period in accordance with Metropolia's instructions.

The lecturer responsible for a course must ensure that the course implementation plan describes the prior competence requirements, minimum and maximum number of participants, forms of work, performance requirements, order of completion, timetable, attendance requirements, forms of feedback and assessment criteria before the start of the course.

All the degree students and students who complete at least 30 credit points per academic term in the Open UAS are entitled to personal study guidance during their studies. The degree students are obliged to participate in study guidance sessions and to take responsibility for the progress of their studies.

Section 25 Thesis and maturity test

The students must complete a thesis for a UAS Bachelor's degree or a UAS Master's degree. The thesis must fulfil Metropolia's learning outcomes for theses as well as the goals of research and development stated in the Government Decree on Universities of Applied Sciences. A university of applied sciences thesis is a public document, and the written assessment of the thesis is also public.

The thesis must be written in the language of the degree programme. University of applied sciences students may write their thesis in a language other than the one used in the degree programme if the degree programme grants permission for this.

In order to complete their degree (Bachelor's and Master's), the students are required to take a written maturity test in the field of their thesis to demonstrate in-depth knowledge of the field and proficiency in their language of school education, i.e. Finnish or Swedish.

As an exception to section 26 of these Degree Regulations, if the student's language of school education is not Finnish or Swedish but they write the maturity test in Finnish or Swedish, the assessment of the maturity test will not include an assessment of the student's proficiency in Finnish or Swedish, as referred to in section 7.1 of the Government Decree on Universities of Applied Sciences, but instead will focus solely on the student's knowledge of the field of study, unless agreed otherwise with the student.

Section 26 Language proficiency

The student must demonstrate, through the studies included in the UAS degree or otherwise, that they have attained the proficiency in Finnish and Swedish and one or two foreign languages required in section 7.1 of the Government Decree on Universities of Applied Sciences. The language proficiency demonstrated by the student is included in the degree certificate. Depending on the stu-dent's language of school education, Finnish and Swedish language skills are demonstrated through language studies or some other means, and through the maturity test.

What is stated above does not apply to students who have received a school education in a language other than Finnish or Swedish in Finland or abroad. Such students must provide documents indicating that they have received a school education in a language other than Finnish or Swedish in accordance with Metropolia's instructions at the beginning of their studies and demonstrate their proficiency in Finnish and Swedish in language courses or some other method during their studies.

The head of degree programme responsible for the degree may, for a special reason, exempt a student from the language proficiency requirements partially or in full. The student must complete a number of other studies agreed with Metropolia, the extent of which must be similar to the studies

from which they have been exempted. More detailed guidelines can be found in Metropolia's instructions for language and communication studies.

Section 27 Assessment of course performance

Assessment is based on the learning outcomes and assessment criteria for a course or study module. The assessment criteria for courses, and the way grades are determined, are described in the implementation plans of the courses, and they are discussed with the students at the start of each course. A course is considered to be passed only after all compulsory parts of the implementation have been passed.

The lecturers must record the course credits for each academic year in the study credit register by 31 July. The number of credit points from a course cannot be changed after the completed course has been recorded in the register. The students are obliged to annually check that their transcript of records is up to date in the study credit register. Upon request, the students may also obtain an official transcript of records indicating their completed studies and grades.

Section 28 Expiry of studies

The expiry of studies is assessed in relation to the learning outcomes presented in the curriculum. As a general rule, studies that are more than ten years old will not be accredited to the student's degree, unless the student demonstrates their competence through the accreditation of prior learning process.

Section 29 Degree certificate and graduation

Metropolia provides its graduates with an electronic certificate of the degree they have completed, including an appendix detailing the courses performed and a Diploma Supplement intended for international use. The certificate indicates the degree completed, its scope, its degree title, the name of the programme, any professional major subject or specialisation and the key content of the degree. The course performance details included in the appendix to the degree certificate are checked and approved by a person appointed by the director of school.

5 OTHER REGULATIONS

Section 30 Accessible learning and operating environment

Metropolia is committed to promoting accessible studies in a higher education institution in accordance with the Non-Discrimination Act. Wherever possible at Metropolia premises, the students' individual circumstances and ability to complete their studies will be taken into consideration when organising studies and providing study guidance.

Section 31 Safety and order

All members of Metropolia's work and study community are entitled to a safe work and study environment. They must also do their part to ensure that their work and study environment is safe and pleasant by following the general instructions and rules concerning safety and order as well as the principles of good behaviour.

Students and staff must behave appropriately at Metropolia. Intoxicant abuse and appearing under their influence in any study contexts is prohibited. The use of intoxicating substances in Metropolia premises is prohibited except at events for which a special permission has been granted. A lecturer or work placement supervisor may order a student or any other person who disrupts studying or teaching, disturbs other people, behaves violently or threateningly or puts other people's health or lives at risk to leave the teaching premises, Metropolia's premises or an event organised by Metropolia. Any action taken must be recorded. If a lecturer so proposes and the director of school responsible for the degree programme so decides, a student may be suspended from attending tuition for a maximum of three working days in accordance with section 38.3 of the Universities of Applied Sciences Act.

A student may be given a verbal warning if they behave disruptively or inappropriately, act deceitfully or otherwise disrupt order at the university of applied sciences and if there is no reason to issue a written warning due to the nature of the case.

In accordance with section 38 of the Universities of Applied Sciences Act, a student may be given a written warning. If an act or negligence is grave or if the student continues to behave inappropriately after having received a written warning, they may be temporarily expelled for a maximum period of 12 months.

The President and CEO decides on any written warnings given to students, while the Board of Directors of Metropolia decides on the suspension of a student's right to study or the temporary expulsion of a student. The Board of Examiners will process all cases in accordance with the Board of Examiners' guidelines before the cases are resolved.

In a disciplinary matter referred to in section 38 of the Universities of Applied Sciences Act, an appeal may be lodged with the Helsinki Administrative Court against a decision made by the President and CEO or the Board of Directors of Metropolia. A decision of the Helsinki Administrative Court concerning disciplinary action referred to in section 38 of the Universities of Applied Sciences Act may not be appealed against.

Section 32 Misconduct

All misconduct (including cheating) in matters related to studies, exams and learning assignments is prohibited. If a student is suspected of misconduct, they will be removed from the event or their

performance of the learning assignment will be suspended immediately.

It is prohibited to copy study assignments, theses and other completed course performance or material and to present it as your own or to use it otherwise without appropriate references to the source. The performance of a course will be failed if a student is found guilty of misconduct in the form of plagiarism. The more detailed procedure for handling suspected cases of misconduct is described in the Guidelines for Handling Disciplinary Matters of Metropolia's Board of Examiners.

Metropolia also applies the <u>procedural guidelines of the Finnish Advisory Board on Research Integrity (TENK)</u>, which is appointed by the Ministry of Education and Culture, concerning responsible conduct of research and procedures for handling allegations of misconduct.

Section 33 Appeals

A student who is dissatisfied with Metropolia's decisions concerning cases described in section 7 (Selection of degree students), section 9 (Admission as a transfer student), section 10 (Transfer from one degree programme to another), section 16 (Discretionary extension period and regranting the right to study) or section 17a (Revocation and reinstatement of the right to study) may appeal against the decision to Metropolia's Legal Protection Committee within 14 days of the publication of the results or decision. An applicant who objects to a decision by Metropolia's Legal Protection Committee may lodge an appeal against it with the Helsinki Administrative Court within 30 days of having been notified of the decision.

6 ENTRY INTO FORCE OF THE DEGREE REGULATIONS

These Degree Regulations have been approved by a decision of Metropolia's President and CEO. Once they have entered into force, they will apply to all students and, where applicable, to others at the university of applied sciences.

The Degree Regulations have been updated with respect to the sections stated below, and the amendments have been approved through the following decisions of the President and CEO of Metropolia University of Applied Sciences:

Decision date	Entry into force	Sections amended
26 June 2019	1 August 2019	23, 25a, 27, 27a, 27c, 27d, 42 and 43
22 June 2020	1 August 2020	3, 3a, 4a, 4b, 5, 6, 7, 8, 9, 10, 11, 14, 15, 19, 20, 23, 24, 25b, 26, 27,
		27a, 27b, 27c, 28, 30, 32, 34, 35, 37, 40 and 42
13 December	1 January	4a-4c, 5, 6, 7, 11, 13, 20, 21, 24, 24a-24d, 25, 28 (divided into sec-
2021	2022	tions 28a and 28b), 31, 32, 34 and 41

		 sections 7–8 were removed and the numbering of the sec-
		tions was updated from section 7 onwards
		the previous section 13 was moved to section 28
		a new section 24e was added
13 June 2022	1 August 2022	4a, 5, 14, 15, 16, 18, 21, 22a, 22b, 23, 24, 24c, 24d, 24e, 30, 31, 33,
		34, 39
12 December	1 January	7, 8, 13, 18, 21, 22b, 24, 27, 28, 28b, 30, 31, 32, 33, 34, 37
2022	2023	
11 September	1 January	24a
2023	2024	
12 June 2024	1 August 2024	4, 4c, 13, 16, 21, 24b, 24d, 24f, 25, 27, 28, 28b, 31, 32, 33, 37, 39, 40
		removed earlier section 24b and added new sub-section 24d (numbering of the sections was updated in section 24)
18 December 2024	1 January 2025	Comprehensive revision of the Degree Regulations
1	I	

APPENDICES: Appendix 1, Decision by the Finnish Government on issuing a licence to Metropolia