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Metropolia University of Applied Sciences Ltd

Study guidelines

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1 EDUCATIONAL PROVISION

Section 1 Introduction

These study guidelines of Metropolia University of Applied Sciences Ltd (referred to below as “Metropolia”) complement the Degree Regulations by providing regulations and instructions for the completion of studies leading to a degree at Metropolia and, where applicable, for the completion of studies in the Open UAS, further education, specialisation studies and other similar studies, and commissioned education.

These study guidelines are approved by Metropolia’s Vice President of Education. The study guidelines will be supplemented with more detailed instructions, which are prepared and updated by the schools together with Student and Admission Services and approved by the Vice President of Education or a person appointed by them.

2 EDUCATION NOT LEADING TO A DEGREE

Section 2 Open university of applied sciences education

Open UAS studies may include study modules and courses specified separately by Metropolia that fulfil the requirements of UAS degrees and that are limited in terms of timing and content. Such modules and courses can be included in a UAS Bachelor’s or UAS Master’s degree, and they may include a thesis. The Vice President of Education or a person appointed by them is responsible for the educational offering of the Open UAS. The offering is also decided on by the director of school.

Degree students who have enrolled for attendance may not participate in Metropolia’s Open UAS studies. An exception to this rule are 1) students who have transferred from studies in the open UAS to studies leading to a degree; 2) students completing studies related to the recognition of professional qualifications or granting the right to engage in a profession, in which case the studies may overlap if the student has not yet completed the courses they have started in the Open UAS; and 3) students completing admission courses for studies leading to a degree.

Students are usually admitted to Open UAS studies organised by Metropolia in the order of registration, provided that those who register fulfil any advance requirements for each course. If other selection criteria are used for certain studies, these will be stated in the course description.

Those applying for path studies at the Open UAS may be given priority in accordance with selection criteria that are stated in advance. The head of degree programme decides on the selection criteria. The path studies in the Open UAS are primarily intended for persons who have not participated in the same path studies earlier at Metropolia. Due to this criterion, the selections for the path studies may deviate from the order of registration.

Students who apply for studies leading to UAS Bachelor's degree based on secondary level path studies must have completed the path studies and a secondary level qualification or upper secondary school diploma before applying.

In the Open UAS path studies leading to a UAS Master's degree, no work experience is required after the completion of a UAS Bachelor's degree. If a path student later applies for studies leading to a UAS Master's degree, they are required to have completed a qualifying degree or a Finnish vocational level degree followed by at least two years of work experience in the field in question, as required in section 25 of the Universities of Applied Sciences Act and Metropolia's selection criteria.

Section 3 Specialisation studies

According to section 11 of the Universities of Applied Sciences Act, specialisation studies promote professional development and specialisation for holders of a higher education degree or those who possess similar competence. The scope of specialisation studies is a minimum of 30 credit points. A certificate is issued for the completion of specialisation studies. The Vice President of Education decides on the provision of specialisation studies based on a proposal by the director of school.

Specialisation studies organised by Metropolia follow the same educational and studying principles and guidelines as those of degree education. Students participating in specialisation studies have access to the same student services of Metropolia as degree students. A mutual planning group of the universities of applied sciences prepares the proposals for selection criteria and timetables and plans the implementation of the application process for specialisation studies. The Vice President of Education decides on Metropolia's criteria for selecting the students based on the planning group's proposals for the selection criteria, which are presented by the person responsible for the specialisation studies. The application and student selection processes are carried out by the person responsible for the specialisation studies with support from the Student and Admission Services.

Section 4 Courses preparing immigrants for university of applied sciences studies

The free-of-charge courses preparing immigrants for UAS studies are organised with the purpose of providing them with the linguistic and other skills needed for studying at the university of applied sciences. The studies have a scope of 30 credit points, and those who complete the studies receive a certificate. The students do not have a right to register as non-attending for courses preparing them for UAS studies.

The decision to provide courses preparing immigrants for UAS studies is made by the Vice Presi-

dent of Education upon a proposal by the responsible director of school. The Student and Admission Services coordinate the application and student selection process in cooperation with the contact persons for the courses preparing immigrants for UAS studies.

5 § Continuing education

In addition to the aforementioned, Metropolia may also organise continuing studies that are provided separately. A separate agreement is concluded for continuing education between the commissioning party and the provider of the education. Students participating in continuing education organised by Metropolia are subject to these Study Guidelines as applicable.

Section 6 Collaborative studies with a Finnish higher education institution

Metropolia may conclude agreements on teaching collaboration with other Finnish higher education institutions (cross-institutional studies). The teaching collaboration may be based on one or several cross-institutional studies networks.

Students belonging to the target group of the collaboration may register for studies at another higher education institution in the network (host HEI) through the education data system (cross-institutional studies service channel) or in another manner agreed by the network during the registration period. The student must be registered as attending during studies they have completed at their home higher education institution. The student must agree on the completion of studies with the degree programme at their home higher education institution before registering.

Once the host higher education institution accepts the student's registration, the student will automatically have a right to study at the host HEI in order to complete the studies in question. The grade recorded for the student by the host HEI for the completed studies will automatically be transferred through the cross-institutional studies service channel to the home HEI.

The rules and guidelines of the HEI providing the studies must be followed in cross-institutional studies.

3 ENROLMENT AND RIGHT TO STUDY

Section 7 Registration as an attending or non-attending student

The Degree Regulations contain general provisions on how students must accept their place of study and register as attending or non-attending.

An applicant who has been admitted as a student and accepts the study place must register in accordance with Metropolia's instructions, after which they will be enrolled as a student. Degree students continuing their studies must register as attending or non-attending for every academic year between 1 May and 31 May in accordance with Metropolia's instructions. The students may change their registration for the spring term between 1 August and 15 December. Students starting their education in the spring term must register as attending or non-attending only for the spring term when accepting their study place.

If a student who has accepted a study place or a student continuing their studies does not register as attending, or does not register as non-attending for the reasons stated in sections 29 or 30 of the Universities of Applied Sciences Act and section 14 of the Degree Regulations, they will lose their right to study.

Section 8 Rights of a student registered as attending or non-attending

When registering as attending or non-attending, the students must check their personal data and contact details in the student register, and update them if necessary. The students are responsible for ensuring that their personal data and contact details in the student register are up to date throughout the studies. Metropolia will not be held responsible if a student does not receive certain information because their contact details are incorrect.

Attending students are entitled to complete studies and receive student financial aid and meal subsidies as well as benefits related to membership of the student union. Attending degree students are also entitled to the services of the Finnish Student Health Service (FSHS). Only attending students may graduate.

Students who have registered as non-attending may not complete studies as a degree student in the university of applied sciences with which they have registered as non-attending, nor receive records of performance in their study credit register during their period of non-attendance. Students registered as non-attending are not covered by the insurance policies of the university of applied sciences. Non-attending students are personally responsible for considering the effect of non-attendance on their social benefits and other benefits for students.

Students who have registered as non-attending continue to have access to a Metropolia user ID and email address during their period of non-attendance. After a period of non-attendance, students can register as attending or extend their registration as non-attending through the student administration system.

Metropolia will not separately organise studies that have changed or have been discontinued during the student's absence.

Section 9 Registration as non-attending

If the student is non-attending for a reason stated in section 15 of the Degree Regulations, they must submit the following documents in accordance with Metropolia's instructions:

- draft card,
- certificate from Kela on the payment of pregnancy or parental allowance or, if the certificate cannot yet be given, a doctor's certificate of the pregnancy,
- corresponding certificates on statutory parental leave issued by authorities in other countries,
- a decision on sick pay or, if such a decision has not been made, a doctor's certificate that indicates the illness or injury preventing the student from starting their studies.

For the sake of clarity, if the student has registered as non-attending due to illness or injury and their absence for this same reason lasts more than two academic terms, any non-attendance following these two academic terms will count towards the period of the right to study. If the student's sickness delays their studies, the student may apply for a discretionary extension period.

Section 10 Applying for a discretionary extension period

According to section 16 of the Degree Regulations, the students may apply for a discretionary extension period in order to complete the studies included in their degree. In general, a discretionary extension period may be granted for a maximum of one academic year.

The application must include an explanation of why the studies have been delayed as well as a goal-oriented and feasible plan for completing the studies within the extension period being applied for. The student's personal circumstances are also taken into consideration when granting an extension period. In questions relating to the application, including the preparation of a study plan, the student can contact the Student Counsellor or another designated person in the student's degree programme. The student may also be asked for additional information to support the decision on the discretionary extension period.

A discretionary extension period must be applied for in accordance with Metropolia's instructions while the right to study is still valid. 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. The Manager of Student Affairs or a person appointed by them will make the decision upon a proposal by the degree programme, and the student will be informed of the decision by 30 June in the spring term and by 15 December in the autumn term, provided that the student has submitted the application within the deadline in accordance with the application instructions.

Students granted a discretionary extension period do not have the option of registering as non-attending. An exception to this will be made if the student undertakes military or non-military service

or women's voluntary military service, goes on pregnancy or parental leave, or is unable to complete studies due to illness or injury. The right to study must be valid on the graduation date.

If the extension period is not granted because the number of studies the student has not completed exceeds what is feasible to complete during the discretionary extension period being applied for, the student may contact the degree programme about the possibility of completing these studies in a manner required by the degree programme, such as through the Open UAS, after which they may apply for a regranting of the right to study, as stated in section 11.

Section 11 Regranting the right to study after the expiry of the period of the right to study

In accordance with section 32 of the Universities of Applied Sciences Act, a former student of Metropolia who has lost their right to study after neglecting to register as attending or non-attending or after resigning may reapply to the university of applied sciences for admission without participating in the student selection process. 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.

The right to study can be regranting if the student has the possibility to complete the required studies within the period of the right to study remaining after they lost the right to study. Metropolia considers the academic terms spent and those remaining when granting a period of the right to study. All the academic terms when the student did not have the right to study because they failed to register, will be counted as terms when the student was registered as non-attending. If all the permitted non-attendance terms have been used, absences due to failing to register will normally be deducted from the period of the right to study.

The decision on the reinstatement of the right to study is made by the Manager of Student Affairs or a person appointed by them based on an application submitted by the student in accordance with Metropolia's instructions.

If a student who is obliged to pay tuition fees fails to pay the tuition fee for an academic year by the deadline without registering as non-attending, they may reapply for the right to study in accordance with the procedure above. A fee of 50 euros will be charged for processing the application.

Section 12 Regranting the right to study after the expiry of the period of the right to study or a discretionary extension period

In accordance with section 32 of the Universities of Applied Sciences Act, a former student of Metropolia University of Applied Sciences who began their studies on or after 1 August 2015 and who did not complete their degree during the period of the right to study or a discretionary exten-

sion period may, after the period of the right to study has expired, reapply to the university of applied sciences for admission without participating in the student selection process. 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.

The Manager of Student Affairs or a person appointed by them may grant the right to study in order to finish the degree upon a proposal by the head of degree programme. In this case, the student is, in practice, granted an extension period for the old right to study (not a new right to study).

Metropolia may regrant the student the right to study if the student presents a goal-oriented and feasible plan for completing the studies. As a general rule, the right to study can be regranted only once and for a maximum of one academic year. The application must include a study plan and a timetable for completing the studies prepared by the student together with a student counsellor or some other designated person. The student may be asked for further explanation to support the decision on regranted the right to study.

The recommendation is that the right to study may be regranted if the student has to complete a maximum of 60 credit points of the studies leading to a UAS Bachelor's degree or a maximum of 30 credit points of the studies leading to a UAS Master's degree. As a general rule, it is not possible to apply for the regranted of the right to study immediately after a discretionary extension period.

A student whose right to study has been regranted may not apply for a discretionary extension period nor register as non-attending. An exception to this will be made if the student undertakes military or non-military service, goes on pregnancy or parental leave, or is unable to complete their studies due to illness or injury.

If the student must complete more than 60 credit points of the studies leading to a UAS Bachelor's degree or more than 30 credit points of the studies leading to a UAS Master's degree, the credit points exceeding these limits must first be completed in the manner required by the degree programme before the right to complete the degree can be regranted.

A former student of Metropolia University of Applied Sciences or a student who started their studies before 1 August 2015 and lost their right to study due to failure to register for the academic year, the expiry of their period of the right to study or some other reason, will be instructed to apply for admission through the joint application process or a separate application process, and they may be granted a new right to study for a period determined by the university of applied sciences.

4 COMPLETION OF STUDIES

Section 13 Curricula

The curricula followed in studies leading to a degree or other studies (with a scope of at least 20 credit points) take into account the national and European Higher Education Area requirements concerning development, descriptions of competences and scope of studies, which facilitate the comparison of education on a national and international level. The learning outcomes, content, requirements for prior knowledge and assessment criteria related to learning, as well as the scope of studies, are defined in the study modules and courses. The forms of work used in studying and other matters related to performance are available in each course's information.

The studies are measured in credit points. The number of credit points for each course is based on the amount of work it requires. An average academic year consists of 1,600 hours of work, which is equivalent to 60 credit points (1 credit point = 27 hours). The scope of studies (in credit points) is designed so that the learning outcomes are achievable with the average amount of work indicated by the credit points.

Section 14 Recognition and accreditation of prior learning (RPL)

In accordance with section 22 of the Degree Regulations, the recognition and accreditation of prior learning can be applied for by students completing a degree or specialisation studies, as well as partially by students completing commissioned education, Open UAS students and students completing studies preparing immigrants for university of applied sciences studies. The RPL process can be applied to any previously acquired competence, regardless of where and how it was obtained. Such learning can include prior studies, traineeships, work experience or other competence, and if recognised, it can be accredited to a degree, study module or course being completed, in both compulsory and optional studies.

Studies completed in Finnish or international universities or higher education institutions can be accredited as part of studies leading to a degree. The studies accredited must be EQF and NQF level 6 for UAS Bachelor's degrees and EQF and NQF level 7 for UAS Master's degrees.

The forms of accreditation are substitution and inclusion. *Substitution refers* to the substitution of studies included in a curriculum with learning that has a similar content. *Inclusion* refers to the inclusion of prior learning as part of a degree (e.g. in optional or elective studies).

Prior learning can be recognised either in full, or in part through a pedagogical solution. In a pedagogical solution the final assessment is made and the completed studies are recorded in the course register once the studies have been supplemented in a manner determined by the degree programme.

The student must personally apply for the recognition of prior learning in accordance with Metropolia's instructions. Accreditation is handled on the basis of an eRPL application. The students are responsible for demonstrating their competence, and for providing the required certificates and sufficient information.

If a student selection is based on the accreditation of prior learning to the degree being applied for, the accreditation will be done automatically without a separate application from the student.

The recognition and accreditation of prior learning takes place in two steps. The lecturer responsible for the course or another person appointed by the head of degree programme is responsible for recognising the competence. The competence is accredited (or decided on) by the head of degree programme or a person appointed by them.

The two-step decision is not required for the accreditation of elective studies or in frequently recurring cases for which there are established procedures that have been communicated to the students.

If the prior studies and credit points were completed more than 10 years ago, they cannot be included as such in the studies as a general rule.

The grade received for studies completed elsewhere is retained if these studies will be included in the degree or the studies are used to substitute for similar studies at Metropolia. However, studies completed during an international exchange will be recorded in accordance with section 15. In the demonstration of competence or the assessment of partial accreditation, the same assessment criteria and grades are used as with a similar course or module. The original date of completion is recorded as the date of accreditation. Accreditation can only be carried out based on original documents. No accreditation can be made on the basis of prior accreditation.

Students are entitled to apply for the recognition of prior learning throughout the duration of their studies. The degree programme may at its discretion set a timetable for the submission of RPL applications to support the planning of ISPs and the annual planning of studies in such a way that the RPL process serves as an orientation to the learning outcomes of the degree or the next academic term. In the timetable for the RPL applications, the degree programme will account for the application processing time, the timetable for the degree programme's annual planning and the joint registration periods for the studies.

As a general rule, an RPL application is processed within four working weeks of the receipt of the application, with the exception of applications from new students, whose RPL applications are processed at the beginning of the studies without undue delay.

The degree programmes may decide on the partial accreditation of a thesis for a Bachelor's degree as a pedagogical solution on the basis of a thesis for a previous higher education degree.

This may be done if the learning outcomes of the thesis can be achieved through the thesis for the previous higher education degree and by writing an article demonstrating professional expertise or completing some other study performance. Even if a student's Finnish or Swedish language skills have been demonstrated in a prior higher education degree, the student must also write a maturity test – to demonstrate proficiency in the degree's field of study – concerning a thesis that was partially accredited or concerning the professional article used as a basis for the accreditation. In a UAS Master's degree, a thesis may be partially accredited for a special reason. A thesis completed through Metropolia's Open UAS can be recognised as prior learning in its entirety for the degree programme in question. For the dual degrees of the School of Health Care and Social Services, i.e. the Midwife, Public Health Nurse and Paramedic degrees, which include the Nurse degree, the thesis completed in the earlier Nurse degree studies can be accredited in full.

Section 15 Accreditation of studies completed during an international student exchange

Metropolia applies the European Credit Transfer and Accumulation System (ECTS) approved by the European Union, which means studies and practical training successfully completed abroad will be fully accredited to the degree being completed if such credits are in accordance with what has been agreed in advance.

Once the studies abroad have been completed, the receiving higher education institution must provide the student with a transcript of records and/or a certificate indicating the studies completed and an assessment of their success.

The student must request the accreditation of studies completed during an international student exchange in accordance with Metropolia's guidelines. If the accreditation is based on electronic documentation, the student is responsible for delivering the information needed for the accreditation. The student must submit the accreditation application for the studies completed during an international student exchange (or the request for accreditation of studies completed in accordance with the advance agreement) immediately after receiving a certificate of the studies.

The end date of the international exchange is recorded as the date of accreditation. The studies completed during the student exchange are generally recorded with a grade of 'pass' or 'fail'. Upon a separate request by the student, the grades of the courses completed during an international exchange can be recorded using the transfer scale.

Accreditation may be denied only if the student does not meet the performance standards of the receiving higher education institution, comply with the Learning Agreement or fulfil the criteria set by the higher education institutions participating in the exchange. If the student does not fulfil the requirements of the international study period, the student is obliged to return the scholarship they received for the exchange or a part of it, if requested to do so.

Practical training completed during an international student exchange is always recorded through an implementation assessment. The studies completed in Finland by students completing an international double degree are assessed in the course implementations. However, the international student exchange process is applied to studies completed abroad. This also applies to the recording of a thesis that has been fully or partially completed in the international part of a double degree.

Section 16 Registering for teaching and guidance sessions

Once the registration period is over, the lecturer accepts registrations for the course implementation up to the defined maximum number of students. Registration for studies offered to students of more than one degree programme can be arranged in two steps: primary registration and secondary registration. An exception to this are Master's degree programmes, in which registration takes place in one step. If a sufficient number of students have not registered for a course, the head of degree programme may extend the registration with a secondary registration period or cancel the course implementation. The lecturer may, under a decision by the head of degree programme, accept more than the maximum number or fewer than the minimum number of students for the course implementation.

The students must confirm their attendance for a course implementation by being present when tuition begins or in the manner requested by the lecturer. Students who are unable to attend the first teaching session due to illness may also confirm their attendance by informing the lecturer in advance. Being accepted to a course is conditional until the prior competence requirements determined for the course have been checked. If a registered student does not participate in the course implementation, the lecturer responsible for the course will remove the student from the implementation within two weeks from its start. The aforementioned does not apply to students who have registered through the cross-institutional service channel or students who have registered for a NonStop course to be completed independently online, unless they personally request to be removed. The lecturer has the right to reject a student's registration if the remaining period of time is not sufficient for completing the course due to the required amount of work.

In the primary registration, degree students are accepted for the course implementations as follows:

- The main principle is that priority is given to those students whose ISPs and compulsory studies in their own group include the course in question at this time.
- If the number of registered students does not exceed the maximum number for the course implementation, all registrations (that fulfil the prior competence requirements) are accepted. If the number of registrations exceeds the maximum number of participants, the students will be accepted in the order of registration.
- Those who were not accepted in the primary registration may remain on a waiting list for

any vacant places in the course implementation.

- In the secondary registration, students are accepted solely on the basis of the order of registration. However, students who received the right to study during the academic year or term in question will be given priority for first-term or first-year courses.

If prior studies or competence or advance assignments are required for a course, these must be completed by the time the course starts. All assignments and examinations related to the course implementation must be completed within the timetable stated in the course implementation plan.

Section 17 Course participation

Studies are provided on the basis of the objectives and contents of the study modules or courses. The students are entitled and obliged to participate in the different study forms included in the studies so as to achieve the objectives of the courses.

During the studies or training periods related to them, as well as in examinations and tests, the students are not allowed to wear clothing or accessories that could pose a danger to the students themselves or to others, or prevent the students from performing these tasks, or prevent or significantly impede the students' identification, unless identification can be arranged otherwise using reasonable measures. During training periods included in the studies, the students must use the protective work, laboratory or other clothing and equipment provided by Metropolia or the organisation where the training takes place.

Metropolia's valid guidelines must always be followed when using artificial intelligence (AI).

Both the lecturer and the student are obliged to give and receive feedback in a constructive and timely manner. Feedback collected on learning, the learning environment and teaching is used to develop educational activities.

Degree students are entitled to personal study guidance throughout their studies at their university of applied sciences. 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 students are obliged to participate in study guidance sessions and to take responsibility for the progress of their studies.

If a student is absent from a study session, they must notify the lecturer responsible for the session of their absence without delay. The students are responsible for finding out what was taught during their absence and to ensure that they do not fall behind on the course's learning outcomes. If a student is absent for a longer period of time due to illness or another similar reason, they must contact their tutor in order to update the ISP.

Section 18 Thesis

The aim of the thesis in a university of applied sciences degree is to develop and demonstrate the student's ability to apply their knowledge and skills in a development assignment related to their studies. In the thesis for a Metropolia Bachelor's degree, the student learns and implements professional life oriented development work based on researched information and other evidence.

The purpose of the thesis for a Master's degree is to develop and demonstrate not only an ability to apply research information and to use the selected methods to analyse and solve problems related to professional life, but also to demonstrate a readiness for independent expert work in demanding positions. In the thesis for a Metropolia Master's degree, the student aims to generate new competence and to develop professional life and the field of study in an innovative way.

Metropolia is responsible for the overall supervision and assessment of the thesis. The supervisor from the workplace partner provides Metropolia with a statement for the assessment of the thesis. The statement deals with the progress and outcomes of the thesis and its importance to the partner, as well as the competence, knowledge, skills and attitude demonstrated by the student when completing the thesis. The assessment of the thesis takes into consideration the entire thesis process. The areas assessed are the profession-specific competence and development, the methods used, the outcomes obtained and skills in communication and expression. The written report is assessed with due attention to both the factual content of the work and the language and layout. The thesis is assessed by at least two assessors. An approved grade for a thesis cannot be raised.

The copyrights to the thesis belong to the student. If the thesis involves a workplace partner, the student and the Metropolia supervisor will, if necessary, conclude a three-party agreement on the completion of the thesis with the workplace partner. The student may assign parallel rights to the thesis to the workplace partner. If necessary, the student will obtain a research permit for the thesis under the guidance of the Metropolia supervisor. Every student must prepare an implementation plan and timetable for their thesis, which is approved by the thesis supervisor at Metropolia. If two students prepare a thesis jointly, the thesis must demonstrate each student's personal contribution so that it can be assessed.

The students must write a report on their thesis in accordance with Metropolia's instructions for theses. The report on a thesis for a Master's degree may also take the form of an article, in which case it must include an article manuscript and a more extensive theoretical review. Information subject to secrecy that is created in connection with the thesis process must be placed in an appendix in the background material. In such a case, the appendix is declared secret, while the rest of the thesis is public.

The student must maintain the confidentiality of confidential information that they obtain from a workplace partner (business or professional secrets declared to be confidential by the partner,

such as information on products, research results, technology, methods, aims or plans) and refrain from utilising it for other purposes than the preparation of the thesis. No confidential information or information that must be kept secret under the law is included in the published thesis.

The thesis is published in the joint Theseus database of the universities of applied sciences and archived in Metropolia's digital archive. In special cases, publication of the thesis in the Theseus database may not be required, in which case it will be archived in Metropolia's digital archive. Such special reasons may include an order of non-disclosure for the personal safety of a student or the fact that the work is unsuitable for publishing in the Theseus database (e.g. works of art).

When preparing their thesis, the students must follow the responsible conduct of research and the professional ethical guidelines of their field in accordance with the [instructions of the Finnish Advisory Board on Research Integrity \(TENK\)](#) and applicable law.

The origin of the thesis text is checked using the Turnitin plagiarism detection system in connection with the assessment. The plagiarism check is recorded on the thesis report.

Guidelines on the possible accreditation of a thesis for a Bachelor's degree are provided in section 14 of these study guidelines.

Section 19 Language proficiency

According to the regulations governing studies at a university of applied sciences, language proficiency must be demonstrated in the UAS Bachelor's degree. If a student pursuing a UAS Master's degree has not demonstrated language proficiency in prior studies, the student may demonstrate it in other ways referred to in the Government Decree on Language Proficiency Qualifications (kielitutkintoasetus) to a board of examiners or an examiner appointed by the National Board of Education. More detailed guidelines can be found in the instructions for language and communication studies.

Section 20 Assessment of course performance

Courses are either assessed on a grading scale of excellent (5), very good (4), good (3), very satisfactory (2), satisfactory (1) and fail (0), or for a justified reason with a grade of pass/fail. The assessment criteria for a 'pass' grade are the same as the assessment criteria for a 'satisfactory' (1) grade, which is that the student has achieved the core competence. The grading scale used in a course or a passing grade (1–5 or pass) obtained by the student can be changed or removed only for a well-founded reason. If the thesis process is divided into courses, the 'pass' grades for the individual courses will be converted into the grade given for the thesis once the thesis is complete and its grade has been saved into Wihi, provided that automatic transfer of grades to OMA has been selected.

Any exam or other demonstration of competence related to a course must be held during the implementation of the course in question. The assessment of and information on course components and other separate performance must be given to the students within four working weeks of the completion of the course performance. Students are informed of their grade for a course implementation by recording it in the study credit register within four working weeks of the conclusion of the implementation. If there are delays in the assessment of course performance, the students must be informed of this. The assessment is recorded by the lecturer responsible for the course implementation. The assessment period may be changed for a special reason by a decision of the director of school.

The students have the right to receive feedback on their performance. In addition, in accordance with section 37 of the Universities of Applied Sciences Act, the students have the right to view the assessed course performance and to receive information on the application of the assessment criteria to their course performance.

In accordance with section 37 of the Universities of Applied Sciences Act, Metropolia stores written course performance for six months after the results have been published.

Section 21 Retaking exams and raising grades

A student may retake a failed exam twice and a passed exam once in the designated exam events that are stated in the course implementation information. The possibility to retake an exam or raise a grade does not apply to course components, such as written assignments or other output, unless the course implementation plan states that this is possible. If the assessment is based on a form of performance for which the assessment method cannot be repeated (such as a pair or group exam), the student cannot attempt to raise their grade.

The same assessment criteria and principles are followed in retakes and attempts to raise grades as those observed during the course performance. Grades cannot be raised after the degree has been completed.

If a student's course performance is assessed as failed or the student was not able to complete the course within the allotted time due to illness or another reason, the date of completion will be recorded as the date of the exam retake or the date on which some other demonstration of competence was conducted.

If a student fails to justify their absence from an exam or a retake of it with an acceptable reason, the exam will count as one attempt. For a well-founded reason, the person in charge of the course may grant a student an extra chance to retake an exam. If a student fails a course despite repeated attempts or does not complete the necessary components, they must register again for the course and complete it in a manner agreed with the lecturer. A student who has passed a course

may not participate in the course in question when it is held again. This rule also applies to studies completed in the Open UAS. The highest grade among passed grades will be valid.

Section 22 Degree certificate and graduation

Metropolia provides its graduates with an electronic certificate of the degree they have completed.

In accordance with section 10 of the Government Decree on Universities of Applied Sciences, students graduating from Finnish-language programmes receive a degree certificate in Finnish and students graduating from English-language programmes receive a degree certificate in English and in Finnish.

Metropolia has adopted a system of continuous graduation as of 1 January 2025.

The students can submit a graduation notification digitally once they have completed the necessary studies for their degree and these studies have been recorded in the register. The student's graduation date is the date on which the graduation notification was submitted in the graduation system. The graduation notification must be submitted during the period of the right to study. The graduation process also includes answering the national (Ministry of Education and Culture) UAS Graduation Feedback Questionnaire (AVOP).

5 OTHER REGULATIONS

Section 23 Providing information to the students

Information on general matters related to studies is provided on Metropolia's internal web pages. Information on individual courses and projects is provided through a channel agreed with the lecturer. The students are obliged to follow these information channels throughout their studies. The students must make sure that their contact details are up to date in the student administration system throughout their studies.

Section 24 Name changes

Metropolia obtains information on the students from the Digital and Population Data Services Agency. Students can change their calling name to one of their other official forenames. For any other name changes, the student must present an identity document indicating their name change, or an official document, such as a certificate of name change from the Digital and Population Data Services Agency, if the student does not yet have a new identity document.

If a student requests that their calling name be changed for personal reasons while the official

name change process is still pending, this change may be done at Metropolia's discretion. The decision on this is made by the responsible person at the Student and Admission Services. The information in the student register is still used on official documents, such as the degree certificate. The calling name is used as the basis for the student's Metropolia ID and email address, which the student uses during the studies.

6 ENTRY INTO FORCE OF THESE GUIDELINES

These guidelines have been approved by Metropolia's Vice President of Education and will enter into force on the date stated below. These guidelines will be applied to all students immediately after their entry into force.

Decision date	Entry into force	Sections amended
18 December 2024	1 January 2025	New document