



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

In accordance with the Degree Regulations of Hanken School of Economics, approved by the Board in 2005 and last revised on 11 April 2022, the Rector has approved these Rules of procedure concerning studies and examination at Hanken School of Economics on 16 June 2022. The rules of procedure enter into force on 1 August 2022.

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

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

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

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

Students must be registered as present to be able to make a study plan, register for courses and examinations, complete courses, apply for transfer of credits or apply for a degree certificate. The right to study for non-degree studies gives the student the right to take specific courses or study modules during a limited time-period, during which the non-degree students have essentially the same rights and responsibilities as degree students registered as present at Hanken.

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

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

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

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

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

Degree students have the right to participate in courses offered at their study location, according to the curriculum and observing the required prerequisites. If a student has already completed a study achievement (course) with a passing grade, the student may not take the same or an equivalent course again during another course round. Regarding the right to attempt to improve the grade for a completed course during the same course round, see section 28.

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

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

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

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

Registration for courses and examinations can be done from 1 August for the autumn term and from 1 December for the spring term. The course registration usually closes one week before the teaching starts, except for teaching period 1 in the autumn when the course registration closes the day before the teaching starts. Course registration for courses where the number of participants is limited closes two weeks before the start of the course.

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

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

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

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

5. Students who have the right to study for the master's degree only may request to change their major subject. A change of major subject is granted on the same grounds as external admissions to the major subject in question and requires that the student applying for the switch has completed studies at Hanken with good results.
6. Students who have the right to study for the doctoral degree may request to change their major subject. A change of major subject is granted on the same grounds as external admissions to the major subject in question and requires that the student applying for the exchange has completed studies at Hanken with good results.

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

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

### **5 § Compulsory courses**

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

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

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

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

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

Courses are completed and entered into the study register with the number of credits appointed to the course.

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

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

## **7 § Grading**

Completed courses and theses (study attainments) are graded on a scale of 1-5<sup>1</sup>. The limit for passing and for the grade 1 is 50% of the total points on the course. In special cases, a course or other study attainment may be assessed with the grade “pass” or “fail”.

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

## **8 § Transfer of credits**

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

An application for transfer of credits must be supplemented with an official transcript of records and a description of the course or study module. A transfer of credits is based on the course as it was originally completed and will be registered with the original completion date.

Courses completed within Hanken’s exchange programme at Hanken’s partner universities are fully credited. When studies completed abroad are transferred to Hanken, ECTS credits are considered equivalent to credits completed at Hanken. Courses completed at Finnish universities or universities of applied sciences are transferred to the extent and, as a rule, with the grade originally received. Other courses are generally transferred with the grade “pass”.

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

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

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

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

An introduction to the studies, theses, maturity tests and studies that correspond to studies already completed may not be transferred. Studies included in a qualifying degree for the studies at Hanken are not credited.

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

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

### **9 § Internship**

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

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

An internship report shall be approved by the examiner. An internship is assessed as either "pass" or "fail".

### **10 § Bachelor's thesis**

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

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

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

### **11 § Master's thesis**

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

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

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

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

### **12 § Maturity test**

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

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

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

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

The maturity test is assessed as either “pass” or “fail”.

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

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

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

Credits are not awarded for the licentiate seminar. The licentiate thesis is assessed as either “pass” or “fail”.

### **14 § Doctoral thesis examination**

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

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

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

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

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

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

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

For all course work, the students are usually expected to use the language of instruction set for the course. Within the studies in foreign languages, the examiner decides which language

is to be used. In other situations, the Rector decides on the possible right to use another language.

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

Studies in a language comprising at least 25 credits may constitute a minor subject within a degree. The minor subject Swedish may also include studies in other Scandinavian languages.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **20 § Curriculum**

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

### **21 § Course descriptions**

Each course must have a course description containing at least the name of the course, the course category, the number of credits, learning goals and learning objectives, level, possible prerequisites and limitations as to the right to participate in the course, the department and subject responsible for the course, the examiner, the language of instruction, course literature, scheduled contact hours, teaching methods, forms of examination and their share, and assessment. If the course examination contains separate parts, the course description must state whether students may attempt to improve their result in the separate parts.

### **22 § Course design standards**

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

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



## ***Chapter 6 Examination***

### **23 § Examination**

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

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

### **24 § Examination schedule**

When the curriculum has been approved by the Education Council, the Unit for Studies and Admissions, in consultation with the departments, prepares an examination schedule for the examinations in the following academic year. The Unit for Studies and Admissions arranges traditional written on-site exams at Hanken. The examiners may arrange exams during class time, as take-home exams, or e-exams (Exam, Moodle, etc). The Unit for Studies and Admissions coordinates the examination schedule for all exams.

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

Registration for the traditional written on-site examinations arranged by The Unit for Studies and Admissions must be done no later than one week before the examination. When the registration period has expired, students can be placed on a waiting list. A student who is on the waiting list may be able to take the examination if someone else fails to attend, but the waiting list does not guarantee the right to sit the exam.

For e-exams in Exam, the student registers and makes an appointment for the exam in the Exam programme. The waiting list does not apply to e-exams and students are not allowed to be late. The examiner decides on the registration process for other forms of examination.

### **26 § Examination procedures for traditional written on-site examinations**

A student taking part in a traditional written on-site examination or other equivalent examination must prove his or her identity and be able to demonstrate his or her right to take part in the examination.

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

An examinee who has a valid reason for being late may enter the examination room up to 15 minutes after the start of the examination. No one is allowed to leave the examination room during the first hour of the examination.

Only writing equipment, a calculator and aids that are announced in advance and mentioned on the examination paper may be brought into the exam room. It is prohibited to bring

mobile phones and other means of communication not mentioned on the examination paper. Only Hanken's examination paper may be used. The question sheet may be removed from the examination room unless otherwise stated on the sheet.

The length of these traditional written on-site examinations is four hours unless otherwise stated.

More detailed practical instructions can be found in Hanken's examination rules. There is a link to the examination rules in the exam registration. The examinee is obliged to follow these rules as well as any instructions given by the exam supervisors.

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

### **27 § Electronic examination**

Examinations can also be arranged as e-exams in a designated area. The maximum time allowance for an e-exam is 2 hours and 55 minutes.

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

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

An examination can also be offered remotely for example in Moodle. The examiner provides necessary instructions on the procedure for remote examination, including allocated time and permitted aids.

### **28 § Re-taking examinations**

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

A student who has passed an exam may attempt to improve the grade only once during the same course round. The better grade always applies.

Compulsory basic courses generally have three examination opportunities per academic year, other courses two. When e-exams in Exam are used, there are only two examination windows for all courses. Regarding course work other than examinations, the examiner decides whether a student is allowed to try to improve the grade.

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

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

## **29 § Publication of results**

Examination questions are, as a rule, public.

The results should be published no later than two weeks after the examination, except for public holidays, and no later than two weeks before the following examination opportunity. (For practical reasons, the *two weeks before the following examination opportunity* rule does not apply to the publication of results of any partial exams that the examiner him- or herself organises during class-time or during the course.) The examiner has an obligation to notify the head of department if he or she cannot publish the results within the set time. For special reasons, the head of department can decide on an extension, which must immediately be communicated to the students.

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

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

## **30 § Academic dishonesty**

If a student is caught cheating, violates the rules of the examination, or intentionally disturbs an examination, the person supervising the examination may immediately terminate the examination for the student in question. In such cases, as well as in cases of suspected cheating, the supervisor must submit a report on the course of events.

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

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

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

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

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

Also when the examination takes place remotely, the students are responsible for not cheating. The students are responsible for being who they claim to be, for not giving out their passwords, for not using unauthorised aids and for following instructions on whether the assignments are to be completed individually and as a group.

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

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

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

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

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

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

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

### **33 § Degree certificate**

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

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

## ***Chapter 8 Supplementary provisions***

### **34 § Exceptions**

The Rector may grant exceptions to the provisions of these rules of procedure where there is due course.

### **35 § Transitional provisions**

*During the academic year 2021-2022, students may be granted the right to retake courses (try to get a higher grade) completed between 12.3.2020 and 31.7.2021.*

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

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

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