

Degree Regulations of the School of Business

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Chapter 1 GENERAL PROVISIONS

Section 1 Mission

The Aalto University School of Business (hereinafter referred to as the School of Business) operates in the field of economics and business administration. The school carries out scientific research in its fields, provides related higher education leading to degrees, and supports continuing education and societal services related to its fields of expertise in accordance with the Aalto University strategy.

Section 2 Bachelor's, master's and doctoral degree education in economics and business administration

The School of Business awards the degrees of Bachelor of Science (Economics and Business Administration), Master of Science (Economics and Business Administration), and Licentiate or Doctor of Science (Economics and Business Administration), and Doctor of Philosophy.

The degrees shall be completed in accordance with the Government Decree on University Degrees ('degree decree') of 19 August 2004 (794/2004) as amended, as well as with the Aalto University General Regulations on Teaching and Studying and with the present regulations.

The education leading to a degree may be organised in collaboration with Finnish or international parties.

Section 3 Languages of instruction and degrees

The languages of instruction and degrees of the School of Business are Finnish and English.

Section 4 Student admissions

Students are selected to pursue both the degree of Bachelor of Science (Economics and Business Administration) and the degree of Master of Science (Economics and Business Administration), or only the degree of Master of Science (Economics and Business Administration), or the postgraduate degree of Licentiate, or the postgraduate degree of Doctor of Science (Economics and Business Administration), or the postgraduate degree of Doctor of Philosophy, as specified in each respective selection procedure. Students who have been selected to pursue both the degree of Bachelor of Science and the degree of Master of Science (Economics and Business Administration) can begin pursuing their master's level studies when they have graduated with the bachelor's degree or completed a minimum of 150 ECTS credits for inclusion in the degree.

At any one time, degree students may only have one valid right to study towards a certain Bachelor and Master of Science or towards only a Master of Science degree at the School of Business. At any one time, degree students may only have one valid right to study towards a doctoral degree at the School of Business.

Provisions on the admission of students to doctoral education are issued in Section 30 of the present degree regulations.

Section 5 Open University education

Aalto University organises Open University education in accordance with an implementation plan confirmed annually for the field of economics by the Academic Committee for Business. The level and requirements of the Open University studies complies with the requirements of the present regulations.

Section 6 Complementary studies

Students who have earned a Master of Science or a doctoral degree at the Aalto University School of Business (formerly called the Aalto University School of Economics) or at the former Helsinki School of Economics may be granted on application, for one academic year at a time and teaching group sizes permitting, a right to complement their previous studies with studies organised in accordance with the present degree regulations and carrying a charge.

Students who have earned a Bachelor of Science degree at the Aalto University School of Business or the former Helsinki School of Economics may be granted on application, for one academic year at a time and teaching group sizes permitting, a right to complement their previous studies with basic or intermediate studies organised in accordance with the present regulations and carrying a charge.

Section 7 Transfer of credits

By decision of the university, a student pursuing a degree at the school may transfer credits awarded by other Finnish or foreign universities or institutions as well as substitute for studies required for the degree with other studies of corresponding level.

By decision of the School of Business, students may also transfer and substitute studies required for the degree with otherwise demonstrated knowledge.

Students may include in their degree individual courses, study modules or study periods completed at another university as separately provided.

A student pursuing a bachelor's or master's degree may transfer credits earned elsewhere to a maximum extent of one half of the pursued degree. However, the thesis must always be completed at the School of Business.

The School of Business decides on the transfer of credits on the basis of a written application.

CHAPTER 2 STUDIES LEADING TO A BACHELOR OR MASTER OF SCIENCE (ECONOMICS AND BUSINESS ADMINISTRATION) DEGREE

Section 8 Organisation of education leading to bachelor's and master's degrees

The education leading to bachelor's and master's degrees is organised in the form of degree programmes, the contents of which are decided in connection with the curricula.

Degree programmes consist of study modules. Study modules consist of courses.

Bachelor's and master's degree programmes are goal-oriented entities with integrated contents and coordinated timing. The teaching included in degree programmes constitutes the university curriculum, approved according to the schedule confirmed by the University Academic Affairs Committee. The School of Business does not provide any degree education not included in the curriculum.

The Academic Committee for Business outlines the contents of the degree programmes and issues further provisions regarding the organisation of teaching each academic year in compliance with the rules and regulations issued by the University Academic Affairs Committee.

Section 9 Allocation of credits

At the School of Business, the extent of an individual course excluding the theses is usually 6 credits. In special cases, the extent of courses in languages and communication may be 3 credits.

BACHELOR OF SCIENCE (ECONOMICS AND BUSINESS ADMINISTRATION)

Section 10 Aims of the degree

In addition to the aims mentioned in Section 7 of the Government Decree on University Degrees (794/2004), a Bachelor of Science (Economics and Business Administration) degree shall provide the student with a broad-based general education in economics and business administration and the possibility to specialise in a given field of business. In addition to knowledge, the degree aims at giving the students the skills needed in the world of work. The more precise goal of the degree is to provide the students with

- 1) business knowledge: knowledge of the fundamentals of business administration and economics, very good knowledge of the area of specialisation included in the degree and good knowledge of any minors or equivalent entities included in the degree;
- 2) the skills to analyse and solve business problems;
- 3) knowledge and skills needed for scientific thinking and the use of scientific methods and knowledge and skills needed for the education leading to a master's degree and for continuous learning;
- 4) ability to address issues from the point of view of ethics, sustainability, and international context;
- 5) good language and communication skills and the ability to work in different types of teams.

The learning outcomes of the degree are described in more detail in Annex 1a in Finnish and 1b in English.

Section 11 Extent

The extent of studies required for a bachelor's degree shall be 180 credits. The education shall be organised in a manner that allows the student to earn the degree in three academic years of full-time study.

Section 12 Degree programmes and areas of specialisation

The bachelor's degree is earned at the Helsinki unit in the Bachelor's Programme in Business and in the Mikkeli unit in the Bachelor's Programme in International Business.

The Bachelor's Programme in Business has the following areas of specialisation: Business Technology, Finance, Management, Marketing, Economics, Corporate Communication (final intake summer 2016) and Business Law.

Section 13 Study modules

The degree shall include the following study modules: Fundamentals of Business Knowledge, specialisation studies, studies towards a minor, language and communication studies, and elective studies.

The core contents of the study modules and the goals set for the knowledge and skills gained in them are confirmed annually in the curriculum. The subject (s) or unit(s) producing the study module are also confirmed in the curriculum.

Fundamentals of Business Knowledge is a 60-credit study module that includes the core studies common to all bachelor's degree students of the school. The contents of this study module are confirmed in the curriculum.

The extent of intermediate studies is 60 credits. Intermediate studies are composed of research methodology courses (12 credits), specialisation studies (42 credits) and one course of the area of specialisation in question (6 credits) chosen from amongst the Fundamentals of Business Knowledge courses. The specialisation studies include a capstone course (6 credits) and a 12-credit component consisting of a 10-credit bachelor's thesis and a 2-credit seminar.

The studies towards a minor consist of basic studies of 24–30 credits. This module may be:

- 1) a module confirmed in the curriculum;
- 2) a module completed either at an official partner university for School of Business exchange programmes or in another degree programme meeting the requirements set forth in the official exchange programme policy of the School of Business, or
- 3) a module earned at another Aalto University school or at another Finnish university under the agreement on flexible study rights (the 'JOO agreement').

The extent of the language and communication studies shall be 18 credits as defined in Sections 22 and 23.

The extent of elective studies shall be 18–30 credits. (22 March 2013)

Section 13a Definition of study modules (22 March 2013)

An International Study Module completed either at an official partner university for School of Business exchange programmes or at another degree programme meeting the requirements set forth in the official exchange programme policy of the School of Business shall always have an extent of 30 credits. In such cases, the extent of the elective studies shall be 18 credits.

If the minor study module of the student is arranged by the department (24 cr), it is composed of three 6-credit courses belonging to the study module Fundamentals of Business Knowledge and three 6-credit courses defined in the curriculum. In such cases, the extent of the elective studies shall be 30 credits. (26 April 2013)

Section 14 Bachelor's thesis

The intermediate studies include a 10-credit bachelor's thesis. The bachelor's thesis shall demonstrate the ability of the student to apply the results of scientific research to solving problems of his/her field.

MASTER OF SCIENCE (ECONOMICS AND BUSINESS ADMINISTRATION)

Section 15 Aims of the degree

In addition to the aims mentioned in Section 12 of the Government Decree on University Degrees (794/2004), a Master of Science (Economics and Business Administration) shall provide the students with the possibility become an expert in a given area of specialisation in economics. In addition to knowledge, the degree aims at giving students the skills needed in the world of work. The more precise goal of the master's degree is to provide the students with

- 1) business knowledge: a very good command in the area of specialisation of the degree and a good knowledge of any minors or equivalent entities included in the degree;
- 2) the ability to analyse and solve problems: the skills and knowledge needed in challenging managerial positions or positions requiring high-level expertise, or as an entrepreneur;
- 3) an ability for scientific thinking: the skills to produce and apply knowledge in the field of business administration and economics independently and the skills needed for pursuing studies in rigorous international doctoral programmes;
- 4) the ability to address issues from the point of view of ethics and sustainability, and in an international context;
- 5) excellent communication and teamwork skills.

The learning outcomes of the degree are described in more detail in Annex 1c in Finnish and Annex 1d in English.

Section 16 Extent

The extent of studies required for a master's degree shall be 120 credits. The education shall be organised in a manner that allows the student to earn the degree in two academic years of full-time study.

Section 17 Degree programmes

Education leading to a master's degree is provided in the following degree programmes:

Accounting Business
Law
Corporate Communication (final student selection spring 2017)
Creative Sustainability
Economics
Entrepreneurship
Finance
Information and Service Management
International Design Business Management
Management and International Business
Marketing
Strategy (final student selection spring 2017)

Section 18 Study modules

All degrees, except for the Global Management degree, shall include the following study modules: programme studies, studies towards a minor, and elective studies. (26 April 2013)

The core contents of the study modules and the goals set for the knowledge and skills gained in them are confirmed annually in the curriculum. The academic subject(s) or unit(s) producing the study module are also confirmed in the curriculum.

The extent of the programme studies is 84 credits, of which the advanced studies account for a minimum of 66 credits, including a capstone course, a 30-credit master's thesis and a thesis seminar (6 credits). (1 March 2013, 26 April 2013)

The extent of the studies towards a minor is 24 credits at a minimum. This module may be:

- 1) a module confirmed in the curriculum;
- 2) a module completed either at an official partner university of the School of Business exchange programme or in another degree programme meeting the requirements set forth in the official policy for School of Business exchange programmes, or
- 3) a module earned at another Aalto University school or at another Finnish university under the agreement on flexible study rights (the 'JOO agreement').

The extent of the elective studies shall be 12 credits.

Section 19 Thesis

The advanced studies include a master's thesis and seminar with a combined extent of 30 credits. The thesis must demonstrate an aptitude for scientific thinking, a command of research methods, a conversance with the topic of the thesis, and an ability for scholarly communication.

At the discretion of the thesis advisor, the thesis may also be composed collaboratively by two or more students. In such cases, each student must demonstrate his/her independent contribution to the thesis.

Section 20 Supplementary studies

Students who have been admitted to pursue only a Master of Science (Economics and Business Administration) and who have not previously completed a Finnish university degree in the field of economics and business administration may be assigned supplementary studies, up to a maximum of 60 credits, by decision of the vice dean in charge of teaching.

REGULATIONS CONCERNING BOTH BACHELOR'S AND MASTER'S DEGREES

Section 21 Choice of area of specialisation for the bachelor's degree and choice of degree programme for the master's degree

Students admitted to pursue a bachelor's degree taught in Finnish choose an area of specialisation of the Bachelor's Programme in Business after their first year of studies. Their decision about whether to continue in a master's programme is made in connection with their earning of a Bachelor of Science (Economics and Business Administration) degree.

Decisions regarding the admission criteria for areas of specialisation and the number of students admitted to them rest with the Academic Committee for Business. Decisions regarding admission to the various areas of specialisation rest with the vice dean in charge of teaching.

Students who wish to transfer to another area of specialisation during their studies shall submit an application containing their justifications to the vice dean in charge of teaching. The grounds for a transfer to area of specialisation is decided separately by the Academic Committee for Business.

Section 22 Proficiency in the Finnish national languages

Students shall demonstrate in studies included in either the bachelor's or master's degree to have attained such proficiency in the Finnish national languages as is necessary for the attainment of the goals of a degree in economics and business administration. To this end, the student shall complete studies defined in the curriculum.

The proficiency in Finnish and Swedish required under Section 6(1) of the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) is demonstrated in the language in which the student has been educated through a maturity essay defined in Section 23, and in the second national language through the completion of a course defined in the curriculum.

Students may be exempted partly or totally from the proficiency requirement for Finnish national languages by the vice dean in charge of teaching upon application of the student.

Section 23 Proficiency in other languages

Students shall demonstrate in studies included in a bachelor's degree to have attained such proficiency in two foreign languages as is necessary for international interaction.

To earn a bachelor's degree, the student must earn the credits in foreign languages through the completion of the course Business Communication (3 cr) and 6 credits in another foreign language. In addition, students shall complete 6 credits in either Swedish as the second national language or in a foreign language of their choice.

Section 24 Maturity essays

Students shall write a maturity essay for both the bachelor's and master's degree to demonstrate conversance with the topic of the thesis and proficiency in Finnish or Swedish. Students who have demonstrated their proficiency in Finnish or Swedish for a bachelor's degree are not required to demonstrate it again for a master's degree.

Students who have been educated in other languages than Finnish or Swedish or abroad may be granted permission by the vice dean in charge of teaching to write the maturity essay in a foreign language. In such cases, the maturity essay shall demonstrate conversance with the thesis topic.

Section 25 Language of the degree

The language of the Bachelor of Science (Economics and Business Administration) studied in the Helsinki unit is always Finnish and the language of that studied in the Mikkeli unit is always English.

The language of the Master of Science (Economics and Business Administration) is English.

Section 26 Student business project

The elective studies of the degree may, as specified in the curriculum, include one 6-credit student business project providing insight into the practicalities of business, organised by the School of Business.

Section 26a Internship

The elective studies of the degree may include one 6-credit internship. Separate guidelines shall be issued on the inclusion of an internship into the degree.

Section 27 Evaluation of study attainments at bachelor's and master's levels

Study attainments and theses are evaluated as either Pass or Fail. Passed study attainments are evaluated with the grades 1, 2, 3, 4, or 5 where 5 is the highest grade. A failed study attainment is graded 0.

Students who have earned either the bachelor's or master's degree with the weighted average grade of 5 for all the courses included in the degree shall have this recognised in their degree certificate with an overall evaluation of 'Pass with Distinction' to demonstrate the high quality of their performance.

Chapter 3 DOCTORAL EDUCATION

Section 28 Aims of doctoral education

1. The aim of postgraduate education is that the student (Government Decree on University Degrees Section 21):

- becomes well-versed in his/her own field of research and its social significance and gains knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research;
- becomes conversant with the development, basic problems and research methods of his/her own field of research; and
- gains such knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them.

An additional aim of the doctoral education of the School of Business is to give tools for academic and other research and teaching duties and for high-level expert duties either in the private or public sector. Another aim of the doctoral education is to further international cooperation.

Section 29 Student admission to doctoral education

The Dean of the School of Business decides on the number of students annually admitted to the doctoral programme.

The right to pursue a doctoral degree is applied for in writing in accordance with the application procedure of the university.

The decision regarding the admission of doctoral students is made by the dean at the proposal of the departments.

A student who does not show the necessary progress in his/her studies can be suspended from the doctoral programme and transferred to pursue complementary studies. The Academic Committee for Business gives instructions as necessary regarding grounds for exclusion from and re-admission to the doctoral programme.

Section 30 Organisation of doctoral education

Doctoral education is organised in the form of a doctoral programme to which all doctoral students of the school belong.

The doctoral programme is a systematically organised entity incorporating the teaching and required study attainments for the degree of Doctor of Science (Economics and Business Administration) and the degree of Licentiate of Science (Economics and Business Administration). The teaching provided in the doctoral programme forms the curriculum of the doctoral programme of the School of Business.

The duty of the director of doctoral programme is to develop and coordinate the doctoral education together with the departments in charge of teaching and research. The goal is the high quality, purposefulness and topicality of the quality of the degrees and studies.

The Academic Committee for Business outlines the contents of the degree programmes and issues also further provisions regarding the organisation of teaching each academic year in compliance with the rules and regulations issued by the University Academic Affairs Committee.

Section 31 Majors of doctoral degrees

Education leading to the degrees of Doctor of Science (Economics and Business Administration), Doctor of Philosophy or a Licentiate of Science (Economics and Business Administration) is provided in English or Finnish in the following majors:

Corporate and Organizational Communication, International Business, Economics, Accounting, Management Science, Logistics, Marketing, Organization and Management, Quantitative Methods of Economics, Information Systems Science, Business Law, and Entrepreneurship.

Section 32 Extent and structure of the doctoral degree

The extent of the doctoral degree corresponds to four (4) years of full-time study.

Section 22 of the Government Decree on University Degrees (794/2004) states the following:

To earn a doctorate, the student must:

- complete the required postgraduate studies;
- demonstrate independent and critical thinking in relation to their field of research, as well as
- write a doctoral dissertation and defend it in public.

At the School of Business the requirements of the doctoral degree consist of three parts:

- common scientific doctoral studies, 30 credits
- major subject studies and research-related studies, 30 credits
- doctoral dissertation

Section 33 Common scientific doctoral studies

The common scientific doctoral studies module, 30 credits, consists of studies that are offered in three baskets:

- fundamentals of research
- methodologies and methods
- management and economics

While the minimum requirement per basket is 6 credits, the total of credits required is 30.

Section 34 Major subject studies and research-related studies

The requirements for major studies and research-related studies, 30 credits, are as follows:

The studies in the major consist of:

- key theories and research methods
- a compulsory research seminar
- research paper

The research-related studies are agreed upon separately.

Section 35 Formats of doctoral dissertations

In addition to a monograph, an approved doctoral dissertation may be a number of scientific publications or manuscripts vetted for publication deemed sufficient by the university, which deal with the same set of problems and a paper summarising the findings or some other work which meets corresponding scientific criteria. The publications may include co-authored publications if the author's independent contribution to them can be demonstrated. If the doctoral dissertation consists of several scientific publications on the same topic and a summary of them presenting the research goals, methods and findings, some of the publications or essays must be authored independently by the doctoral student. The independent contribution of the student to any co-authored publications or essays shall be presented in writing as the doctoral dissertation is submitted for preliminary examination. The Academic Committee for Business may issue detailed provisions on the writing of article- or essay-based doctoral dissertations.

Section 36 Extent and structure of the Licentiate of Science (Economics and Business Administration)

The Licentiate of Science (Economics and Business Administration) degree corresponds to two and a half (2.5) years of full-time study.

A student admitted to doctoral education may earn a licentiate degree when s/he has completed a university-determined share of the doctoral studies. The licentiate degree shall include a licentiate thesis, in which the student demonstrates good conversance with the field of research and the capability of independently and critically applying scientific research methods. The requirements of the Licentiate of Science (Economics and Business Administration) degree consist of three parts:

- common scientific doctoral studies, 30 credits (in accordance with Section 34)
- major subject studies and research-related studies, 30 credits (in accordance with Section 35)
- a licentiate thesis

Section 37 Thesis for a Licentiate of Science (Economics and Business Administration)

In addition to a monograph, as a licentiate thesis may also be approved a number of scientific publications or manuscripts vetted for publication deemed sufficient by the university which deal with the same set of problems and a paper summarising the findings or some other work which meets corresponding scientific criteria. The publications may include co-authored publications if the author's independent contribution to them can be demonstrated.

Section 38 Supervision of research

The professor of the major assigns each doctoral student at least one thesis advisor who holds a doctorate and has in-depth conversance with the research field of the major. One of the thesis advisors shall hold a research or teaching position at the university.

Section 39 Examination of a doctoral dissertation

At the request of the interested student and having heard the thesis advisors, the Dissertation Committee assigns the thesis a minimum of two preliminary examiners who hold a doctorate or a professorship and who are not employed by the Aalto University School of Business as their main occupation.

The preliminary examiners shall either individually or jointly submit a written statement to the Dissertation Committee on whether they consider the research to have such value that it may be considered as suitable for a doctoral dissertation. The time used on the examination by the preliminary examiners may exceed three months only for special reasons. The decision on granting a permission to publish rests with the Dissertation Committee.

Having been granted a permission to publish, the doctoral candidate decides on the publishing of the doctoral dissertation.

For the public examination of a doctoral dissertation the Dissertation Committee appoints a custos and one or more opponents with a doctorate.

The examination of a doctoral dissertation is a public event. The time and place of the public examination shall be announced a minimum of 14 days prior to it. During this time, the printed doctoral dissertation must be kept on public display.

The opponent shall submit a written statement to the Dissertation Committee within one month of the public examination proposing that the doctoral dissertation be either approved or rejected.

The Dissertation Committee may issue detailed guidelines on the examination of a doctoral dissertation.

Section 40 Examination of a licentiate thesis

At the request of the interested student and having heard the thesis advisors, the Dissertation Committee assigns the thesis a minimum of two examiners who hold a doctorate or a professorship. Of them, at least one shall not be employed by the Aalto University School of Business as their main occupation. Before the appointment of examiners, the student shall be provided with an opportunity to issue a statement on the matter.

The licentiate thesis is examined in a public seminar organised by the major of the student, chaired by a representative of the department and attended by two opponents appointed by the department, both holders of a licentiate thesis at minimum.

The examiners shall issue a statement on whether the thesis fulfils the requirements set for a licentiate thesis within one month of the submission of the final licentiate thesis. In addition, the statement shall include a proposal whether the licentiate thesis should be approved or rejected.

The Dissertation Committee may issue detailed guidelines on the examination of a licentiate thesis.

Section 41 Evaluation of a thesis associated with a licentiate or doctoral degree

The decision regarding the approval or rejection of a doctoral dissertation is made by the Dissertation Committee after the receipt of a written statement by the opponent.

The decision regarding the approval or rejection of a licentiate thesis is made by the Dissertation Committee after the receipt of a written statement by the examiners.

Before a decision is made regarding the approval or rejection of a thesis, the student shall be provided with an opportunity to respond to the statements given on the matter.

Section 42 Personal study plan

Doctoral candidates are obligated to prepare a personal study plan (HOPS) to allow the monitoring of their academic progress on a regular basis. The personal study plan and its regular monitoring is the joint responsibility of the Center for the Doctoral Program and the major.

The role of the Center for the Doctoral Program is to support doctoral studies. The process, the criteria set for progress (studies, research) and the student statuses shall be subject to separate provisions.

Section 43 § Transitional rules regarding the degree regulations of 2013 (doctoral education)

The alteration in the degree regulations entered into force on 1 August 2014.

The degree regulations of year 2005 will be applied if the preliminary review of a doctoral dissertation was begun before 1 August 2014.

The new degree regulations will be applied to doctoral students who registered for the 2014-2015 academic year or for subsequent academic years.

All common scientific doctoral studies conforming to the 2005 degree regulations will be fully accepted as common core studies and specialisation studies under the alterations to the degree regulations.

Chapter 4 MISCELLANEOUS PROVISIONS

Section 44 Head of programme

The head of programme/specialisation area (and the persons in charge of the academic subjects) are responsible for the planning, implementation, assessment and improvement of the programme with support from the programme group, which includes representatives of students and from work life. The director of the doctoral programme is responsible for the planning, implementation, assessment and improvement of the programme.

Section 45 Curriculum of the study program

The curriculum of the study programme is an overall presentation of the objectives of the programme and the measures which are used to implement the programme.

The curriculum of each study programme includes at least: 1. The learning outcomes of the programme as well as scientific and professional competencies 2. The study modules of the programme and their learning outcomes 3. The following information on each course: the name of the course, extent in credits, timetable, learning outcomes, essential content, teaching methods, language of teaching, assessment methods, the grading scale, responsible teacher and the responsible department or unit.

Section 46 Study guidance and Personal Study Plans

Each student pursuing bachelor's or master's studies must have an academic supervisor assigned by the School of Business.

Each doctoral student is assigned a professor responsible for the guidance of the student. There are separate guidelines regulations regarding the guidance of the doctoral or licentiate students.

As a part of study guidance, each student must compose a Personal Study Plan (HOPS) which is approved by the School of Business. The Personal Study Plan (HOPS) is a plan regarding the content, extent and timing of one's studies as made by the student him/herself. The PSP is composed on the basis of the curriculum.

The objectives of the study guidance are to support students' choices regarding their studies, their smooth progress in studies according to the planned schedule, and their career planning.

Section 47 Degree certificates

The Dean of School of Business and the director of degree programme sign the degree certificates for bachelor's and master's degrees. The Dean of School of Business and the director of doctoral programme sign the degree certificates for doctoral degrees.

The School of Business issues all its degree students a diploma supplement intended for international use and providing information about Aalto University and about the School of Business, as well as about

the studies or study attainments recorded in the diploma or certificate, and about their level and status in the Finnish education system.

The degree certificate and the supplement referred to in subsection 2 may be awarded to an applicant who has completed a bachelor's or master's degree only if they have fulfilled their obligations towards Aalto University and its student union.

On request, the School of Business shall issue certificates of completed studies (transcripts of records) to students also during their studies.

Students with a degree of Master of Science (Economics and Business Administration) are granted the right to use the title of *ekonomi* by the School of Business.

Section 48 Study attainments and examinations

A study attainment is a thesis, a written or oral examination, an assignment or other individual partial completions that are included in the curriculum.

If the curriculum states that the assessment method of the course is a written or oral examination, the following points must be ensured in organising the exam:

- 1) Courses that are completed mainly by attainments during the course (i.e. where the exam or exams comprise 50% or less of the overall grade for the course): two exams must be arranged.
- 2) Courses that are offered in both the autumn and spring semesters: two exams must be arranged.
- 3) Courses that are completed mainly by exams following lectures (i.e. the exam or exams account for more than 50% of the overall grade for the course): three exams must be arranged.
- 4) Courses with a visiting lecturer/professor: There will only be one actual exam and it must be announced in the course description.
- 5) Exams for courses taught in the Bachelor's programme of International Business are arranged during the course.

In addition, extra examinations may be arranged if the responsible teacher decides to do so.

There are no re-examinations or possibilities to improve the grade for an initial exam or other individual partial completion until the course is organized for the next time. The student must complete all the course tasks within the course unless he has agreed on some other arrangements with the teacher in charge.

The assessment methods stated in the curriculum are used in grading study attainments.

Thesis grades cannot be improved by rewriting the thesis.

Aalto University has separately issued provisions regarding examinations.

Section 49 Validity of study attainments (29 August 2013, 20 September 2013)

Courses or other studies that are no more than seven years old can be included in bachelor's and master's degree studies. The School of Business decides on extended validity based on justified reasoning. If the School of Business has granted the student an extension of study right, the study attainments will not expire during this time.

Compulsory language studies included in the degree are valid until further notice.

The validity of study attainments will be applied to attainments completed on or after 1 August 2013.

Section 50 Validity of Degree Regulations

These degree regulations will be valid from 1 August 2013 onward.

Section 51 Transitional provisions

These regulations repeal the degree regulations of the Aalto University School of Economics of 1 August 2011 as amended and will remain in force until further notice unless otherwise provided in Aalto University rules and regulations. The guidelines issued on the implementation of the degree regulations and other regulations issued under it may be applied in so far as they are not in conflict with the present regulations.

Provisions on the legal rights of the student and other general matters related to teaching and studying are issued in the Aalto University General Regulations on Teaching and Studying.

Students who have been granted a right to study before 1 August 2013 may complete their studies in accordance with the pre-reform degree programmes or the majors of that doctoral degree for which they had a valid right to study before the entry into force of the present degree regulations until 31 July 2016.

The Academic Committee for Business shall issue detailed guidelines on how students who have been granted a right to study prior to 1 August 2013 may on application transfer to pursue studies in accordance with the present degree regulations.

Appendices

Appendix 1a: KAUPPATIETEIDEN KANDIDAATIN TUTKINTO, Tutkinnon tavoitteet ja täsmällisemmät osaamistavoitteet ([pdf](#))

Appendix 1b: BACHELOR'S DEGREE IN ECONOMICS AND BUSINESS ADMINISTRATION, Learning goals and objectives of the Bachelor's Degree programmes in Helsinki and Mikkeli ([pdf](#))

Appendix 1c: KAUPPATIETEIDEN MAISTERIN TUTKINTO, Tutkinnon tavoitteet ja täsmällisemmät osaamistavoitteet ([pdf](#))

Appendix 1d: MASTER'S DEGREE IN ECONOMICS AND BUSINESS ADMINISTRATION, Learning goals and objectives ([pdf](#))