

Academy of Fine Arts guidelines supplementing the Education Regulations of the University of the Arts Helsinki

CHAPTER 1 – OVERVIEW

Section 1 Purpose

The purpose of the Academy of Fine Arts guidelines supplementing the Education Regulations of the University of the Arts Helsinki is to ensure the legal protection of the members of the academic community and the consistent and equal treatment of students and to provide further details on the implementation of the Education Regulations and joint decisions of the University of the Arts Helsinki at the Academy of Fine Arts.

These guidelines apply to education leading to a degree as well as non-degree education at the Academy of Fine Arts, unless otherwise specified hereinafter.

Section 2 Degrees

The Academy of Fine Arts of the University of the Arts Helsinki operates in the field of arts (Government Decree 1295/2019).

The Academy of Fine Arts awards the following degrees:

1. Bachelor of Fine Arts or Bachelor of Arts (Art and Design) as a first-cycle degree (European Qualifications Framework Level 6)
2. Master of Fine Arts or Master of Arts (Art and Design) as a second-cycle degree (European Qualifications Framework Level 7)
3. Doctor of Fine Arts as a third-cycle degree (European Qualifications Framework Level 8)

Section 3 Conferment of degrees

Degrees are awarded by the dean of the academy (section 29 of the University of the Arts Helsinki Regulations, section 5 of the Education Regulations of the University of the Arts Helsinki).

Section 4 Degree programmes and subject areas

Studies leading to a bachelor's, master's or doctoral degree in fine arts are completed within *Bachelor's, Master's and Doctoral Programmes in Fine Arts*.

The Bachelor's and Master's Programmes in Fine Arts provide tuition in the following subject areas, all of which develop the student's expertise in fine arts:

- subject area of sculpture
- subject area of painting
- subject area of printmaking
- subject area of time and space arts

The subject area of joint studies at the Academy of Fine Arts organises joint, compulsory and optional studies for all bachelor's and master's students.

The dean may decide on changes to be made to the unit structure, e.g. concerning the establishing of new units and subject areas, after hearing the academy board. (section 3 of the Academy of Fine Arts Regulations).

The Academy of Fine Arts may also run separate bachelor's or master's degree programmes.

If a student has begun their studies after 1 August 2005, the maximum duration of studies is determined by what has been provided in sections 40 and 41 of the Universities Act (558/2009).

Section 5 Provision of education

At the Academy of Fine Arts, bachelor's and master's education is organised within degree programmes, whereas doctoral education is provided by the Doctoral Programme in Fine Arts.

Section 6 Degree-oriented studies and other education at the university

It is possible to complete studies at the Academy of Fine Arts as

1. a bachelor's and master's degree student, whose studies lead to a Bachelor of Arts (Art and Design), Bachelor of Fine Arts, Master of Arts (Art and Design) or Master of Fine Arts degree
2. a doctoral student (doctoral candidate), whose studies lead to a Doctor of Fine Arts degree
3. a non-degree student (see chapter 3, section 17)

Section 7 Decisions on student intake

The academies make a proposal concerning the number of degree students to be admitted to the academies, and the decisions are made by the university board. (section 16 of the University of the Arts Helsinki Regulations).

CHAPTER 2 – DEGREE EDUCATION

Section 8 Degree students

Provisions on studies leading to a degree have been laid down in the Education Regulations of the University of the Arts Helsinki (Section 12).

Section 9 Admissions criteria and the organisation of the admissions process

The Academy of Fine Arts Board approves the academy's admissions criteria for bachelor's, master's and doctoral students (section 10 of the Academy of Fine Arts Regulations).

The dean appoints the division for bachelor's and master's education, which is tasked with developing the bachelor's and master's admissions process and preparing the admissions criteria applied to bachelor's and master's students for the academy board.

The dean appoints the division for doctoral education and research, which is tasked with developing and organising the academy's doctoral admissions.

The dean appoints admission juries for student admissions, which are responsible for evaluating the applicants and preparing the student admissions proposals for the dean.

The provisions in the Administrative Procedure Act on disqualification apply to persons who participate in the organising of student admissions.

Section 10 Admission of students

a) Approval of admissions proposals

The dean approves the new bachelor's and master's students to be admitted to the academy based on the proposal of the admission juries.

The dean approves the new doctoral candidates to be admitted to the academy based on the proposal of the division for doctoral education and research.

b) Rectification procedure

A person who has applied for entry to a university may lodge a rectification request, addressed to the dean, concerning the decision on admission within 14 days from the publication of the admissions results, as laid down in the Administrative Procedure Act. The publication of the admissions results must be accompanied by instructions on how the applicant can obtain information about the way in which the admissions criteria were applied in their case. The request for rectification must be reviewed without delay. In consequence of such a request for rectification, no one's admissions results may be altered detrimentally as the result of a rectification request.

Requests for rectification are submitted to the university, while appeals of decisions are lodged with the Helsinki Administrative Court in accordance with sections 82–84 in the Universities Act.

Section 11 Accepting an offer of admission and registration for the academic year

Students must notify the academy on accepting the offer of admission within the deadline specified in the admission notification, after which they will be registered in the student register. If the admitted student does not give the notification within the time indicated, the student forfeits the offer of admission.

Students must register for attendance or non-attendance for each academic year.

A student may register as a non-attending student during the first academic year only for the reasons stated in the Universities Act (section 39). In these cases, the student must notify the Academy of Fine Arts on the deferral of the start of studies within the same date as the deadline for accepting an offer of admission.

Section 12 Right to study

Students who are admitted to the 5.5-year Degree Programme in Fine Arts are granted the right to pursue both a bachelor's and a master's degree.

Students who have been admitted to other degree programmes / master's degree programmes are granted the right to study in accordance with the admission decision.

Doctoral students are granted the right to pursue a Doctor of Fine Arts degree.

Further provisions on the right to study have been issued in the Education Regulations of the University of the Arts Helsinki (section 17).

Section 13 Change of degree programme and applying for internal transfer at the University of the Arts Helsinki

A bachelor's or master's degree student who has registered for the academic term may apply for a change in their right to study. If the target degree stays the same, the student has changed to a new degree programme. If the name of the target degree changes (transfer of academies and transfers between dance and theatre programmes), the student has applied for internal transfer.

Students may apply for a change in their right to study in a manner specified by the academy.

a) transfer to programmes leading to a degree of the equivalent level

Students who want a change in their right to study lose their right to complete studies in their previous degree programme. Students whose right to study changes are credited for all their applicable prior studies as extensively as possible in their new degree. This will not change the maximum duration of studies/the maximum time for completing the degree. Certain rights that are linked to the duration of studies at the Academy of Fine Arts (for example, the right to use work facilities, material funding and the right to participate in Kuvan Kevät) are associated with the start year of studies at the University of the Arts Helsinki, which means that the validity of the right does not start over when changing to a new degree programme. Transfer applications are reviewed at the same time as regular student admissions. The number of internal transfer students is not included in the intake quota defined by the university board.

b) transfer from bachelor's studies to master's studies

In principle, a student is advised to apply directly to master's studies if they have completed a bachelor's degree that gives eligibility to master's studies at the Academy of Fine Arts. However, if a bachelor's student at the University of the Arts Helsinki has earned a degree at some other higher education institution than the University of the Arts Helsinki or completed a sufficient amount of studies that qualify them to pursue master's studies at the Academy of Fine Arts according to the admissions criteria, the student may apply for a direct change of degree programme at the master's level. A bachelor's student at the Academy of Fine Arts may apply to the dean for permission to transfer to master's studies. The dean will make the decision after hearing the professor of the subject area in question. Students of other academies apply for transfer as part of the regular admissions process. The number of internal transfer students is not included in the intake quota defined by the university board. If a student is admitted to study towards a master's degree, the student will lose the previous right to study towards a bachelor's degree. If a student changes from bachelor's studies directly to master's studies based on a degree completed elsewhere, the maximum duration of studies to complete a master's degree cannot be longer than that of students who have been admitted to study solely for a master's degree.

c) changing the subject area within the Degree Programme in Fine Arts

A student may change their subject area within the Degree Programme in Fine Arts by agreeing on the matter with the persons-in-charge of both of the subject areas. The change can be made only in exceptional cases after the first academic term of master's studies. The decision on such a change is made by the person-in-charge of the student's potential new degree programme.

Section 14 Registration for the academic year

Provisions on registration for the academic year have been laid down in the Education Regulations of the University of the Arts Helsinki (section 19) and in the enrolment and registration guidelines issued by the University of the Arts Helsinki.

Neglecting to register for the academic year (for attendance or non-attendance) leads to the forfeiture of the right to study. The time when a student is not in the student register is counted towards the maximum duration of studies.

Section 15 Termination of the right to study

A student who has not finished their studies in the time defined in sections 40 and 41 in the Universities Act may apply to the dean for extension to complete their studies. The application must include a feasible study plan with a schedule for completing the remaining studies required for the degree.

The right to study expires on the day of graduation. A student forfeits their right to study if they have not completed their studies in the maximum time or in the extended time or if they have not applied for extension to the duration of studies or if they have not been granted extension.

A student who has forfeited their right to study may apply to the dean for reinstatement of the right to study. The application must include a feasible study plan with a schedule for completing the remaining studies required for the degree. A student dissatisfied with the decision regarding reinstatement of the right to study may file a written rectification request addressed to the dean within 14 days as provided in the Administrative Procedure Act.

Applying for extension to the maximum duration of studies concerns students who have begun their studies after 1 August 2005. The academic progress of students who have begun their studies before the aforementioned date and who have retained their right to study is monitored by the degree programme.

Requests for rectification are submitted to the university, while appeals of decisions are lodged with the Helsinki Administrative Court in accordance with sections 82–84 in the Universities Act.

Section 16 Waiver of the right to study

Provisions on the waiver of the right to study have been laid down in the Education Regulations of the University of the Arts Helsinki (section 21 of the Education Regulations).

CHAPTER 3 – NON-DEGREE EDUCATION

Section 17 Non-degree studies

Non-degree studies at the Academy of Fine Arts of the University of the Arts Helsinki can be completed:

- as an exchange student in accordance with the university's exchange agreements
- as a fixed-term student by pursuing studies on the basis of a university-approved grant programme equivalent to a student exchange
- as a student of the Open University
- as a RIPA student (cross-institutional study service between higher education institutions) or as a JOO student (students who are pursuing studies on the basis of the Flexible Study Rights Agreement between Finnish universities)
- on the basis of a continued right to study
- as other possible non-degree studies, as determined by the academy dean.

The study units that are integrated into bachelor's and master's education and offered for Open University students and the number of students admitted are confirmed in cooperation with the subject areas each academic term.

CHAPTER 4 – TEACHING

Section 18 Academic year and teaching schedule

The university's academic year begins on 1 August and ends on 31 July. When planning the selection of studies offered at the Academy of Fine Arts on a yearly basis, the yearly schedule for teaching is specified on the basis of the rector's decision on teaching schedules. The academy dean makes the decisions concerning teaching schedules of the Academy of Fine Arts.

Section 19 Languages of instruction and degrees

The languages of instruction and degrees are Finnish, Swedish and English. The language of instruction for each study unit is stated in the course details. More detailed provisions on the languages of degree programmes are laid down in curricula. A language other than Finnish or Swedish or English may be used if the appropriate provision of teaching or organising of a study unit so requires.

Students have the right to use Finnish, Swedish or English both orally and in writing in their studies and study attainments, unless otherwise specified in the curriculum or required by the nature of teaching.

Students' right to use a language other than Finnish, Swedish or English is determined by the teacher receiving the study attainment.

Pursuant to section 35 of the Education Regulations of the University of the Arts Helsinki, a student must complete an essential part of their degree, including the thesis project, in the language that was defined as the language used for the degree in connection with student admissions. The right to use some other language than the language of the degree is determined by the dean.

Section 20 Curricula

Curricula are reviewed every five years or more frequently, if needed. The curricula of the Academy of Fine Arts are approved by the Academy of Fine Arts Board.

a) Scope, structure and credit system of degrees

The scope of a Bachelor of Fine Arts degree is 210 ECTS credits. The studies must be arranged in a manner that allows full-time students to complete their degrees in three and a half years (normative duration of studies for a degree, section 40 of the Universities Act).

The scope of a Bachelor of Arts (Art and Design) degree is 180 ECTS credits. The studies must be arranged in a manner that allows full-time students to complete their degrees in three years.

The scope of a Master of Fine Arts degree is 120 ECTS credits. The studies must be arranged in a manner that allows full-time students to complete their degrees in two academic years.

The scope of a Doctor of Fine Arts degree is 240 ECTS credits. The studies must be arranged in a manner that allows full-time students to complete their degrees in four academic years.

The structure of the degrees is described in the curricula.

The measurement unit for studies is an ECTS credit. One ECTS credit corresponds to approximately 27 hours of student effort to achieve the learning outcomes. The amount of work required for studies completed during one academic year, 1,600 hours on average, is equivalent to 60 credits. When planning teaching, the number of credits for each study unit is assigned according to their required workload.

b) yearly planning of courses offered

The selection of studies at the Academy of Fine Arts is prepared as a collaboration between the subject areas, and the bachelor's and master's studies are approved by the division for bachelor's and master's education, while the doctoral studies are approved by the division for doctoral education and research (section 10 of the Academy of Fine Arts Regulations). The selection of studies must correspond to the valid curricula, and information must be provided on the schedules, teaching methods, grading, contents, methods of completion, potential prerequisites and teachers of each study module and study unit that will be offered.

Section 21 Language skills and language and communication studies

Provisions on language and communication studies included in degrees are laid down in curricula.

Language studies in accordance with the Finnish laws and decrees are compulsory in bachelor's degrees, and more detailed provisions are laid down in section 45 of the Education Regulations.

Language studies for a master's degree

If a student who has received their school education in accordance with the Finnish education system has not completed the language studies required for a Master of Fine Arts degree as part of their bachelor's degree, the studies must be completed for the master's degree in addition to the minimum scope of the degree.

Section 22 Maturity test

Before a bachelor's or master's thesis project can be approved, the student must complete a written maturity test in the language of their school education. The maturity test is completed to demonstrate a command of the topic area of the thesis project and excellent proficiency in the language used for school

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education (Finnish or Swedish completed in accordance with the Finnish education system). If a student has demonstrated their language proficiency in Finnish or Swedish for a bachelor's degree, they do not need to demonstrate it in the maturity test for a master's degree.

If a student has received their school education in some other language than Finnish or Swedish, the language they use in their maturity test is, in principle, the language of their degree or the same language that they used in their thesis project.

Section 23 Monitoring and development of teaching

Degree programmes, master's programmes and doctoral programmes collect feedback on teaching and activities, assess the work and develop their activities based on the feedback.

CHAPTER 5 – STUDIES

Section 24 Completion of studies

Studies are completed in a manner defined in the curriculum and as part of the yearly planning of the course selection or in some other manner as agreed upon separately with the teacher.

A student who has been admitted to study towards both a bachelor's and a master's degree can begin studies leading to a master's degree already at the end of their studies included in the bachelor's degree. This arrangement is agreed upon in the student's personal study plan (PSP).

Participation in the MFA Degree Show at the Academy of Fine Arts requires the completion of a bachelor's degree at least by the end of the academic term preceding the exhibition. There are separate guidelines concerning the right to participate in thesis project exhibitions.

Section 25 Study planning and guidance

a) Personal study plan and guidance

To support their studies, all bachelor's and master's students compile their personal study plans (PSPs), which are updated on a yearly basis. The PSP includes a plan on the completion and scheduling of compulsory, alternative and elective studies as well as a plan on the student's artistic work. The PSP is degree-specific. The plan must also include a schedule for completing a bachelor's or a master's thesis project.

All degree students at the Academy of Fine Arts must prepare their personal study plans. The PSP is compiled together with a teacher tutor and a representative of the academic administration. The PSP is approved by the teacher tutor.

The purpose of the PSP is to support the student's independent planning of studies, academic progress and graduation. The PSP discussions help in monitoring students' academic progress and development and give students the opportunity to discuss their artistic goals and career plans.

First-year students in fine arts prepare their first PSP at the beginning of the spring term after choosing their subject area. New master's students compile their PSPs as soon as they begin their studies. Students in other year groups compile their PSPs primarily during the spring term after the publication of the study selection before the start of the registration for the next academic term.

Students of other degree programmes compile their PSPs each year in accordance with the schedule agreed by the degree programme.

Before going on a student exchange, the student must compile a study plan that indicates the studies that the student plans to complete during the exchange.

b) Teacher tutor

The person-in-charge of the subject area appoints a teacher tutor for all bachelor's and master's students. A teacher tutor's duty is to support and guide the students in their studies and monitor their academic progress.

c) Planning of doctoral studies and guidance

Research plans are approved in connection with student admissions, and changes to the research plan are discussed with the supervisor-in-charge.

To support the planning of their studies, a doctoral student compiles a personal study plan (PSP), which is updated on a yearly basis. The plan is approved by the doctoral student's supervising professor. The schedule planned for the studies included in the degree requirements and for the artistic component(s) is discussed in the PSP discussions. A doctoral student who does not have an approved personal study plan and an up-to-date research plan cannot apply for travel grants, production grants or salaried researcher positions.

Section 26 Student exchange

The dean is in charge of deciding on the guidelines on student exchange. Studies that a student completes during a student exchange on the basis of a university agreement are included in the student's personal study plan, and the credits will be transferred in full into the student's degree.

Section 27 Registration for and participation in instruction

Students are provided guidelines on registration for instruction each academic term. Participation takes place in accordance with the details stated in the Study Guide.

CHAPTER 6 – STUDY ATTAINMENTS AND CERTIFICATES

Section 28 Thesis projects

There are separate guidelines, approved by the academy board, on the thesis projects for bachelor's, master's and doctoral degrees in fine arts.

Provisions on the approval of thesis projects are laid down in the Academy of Fine Arts Regulations (section 18).

Section 29 Assessment of study attainments

Only a degree student who has registered for attendance can complete studies, and they must have the right to study in the study unit in question. Studies can also be completed by Open University students and by students pursuing non-degree studies, who must have a valid right to complete the studies in question.

Study units are completed in accordance with the curricula that are valid at the time. The assessment of completed studies is based on the learning outcomes and assessment criteria defined in the curriculum. Studies are assessed by the teacher in charge of the study or course unit in question.

In principle, the grading scale is pass - fail for the completion of study units included in the degree requirements at the Academy of Fine Arts. The curriculum may also state that the numerical scale from 0 to 5 is used for assessing the completed study unit. Proficiency in Finnish or Swedish as the second national language is assessed on a three-grade scale of fail, satisfactory or good (Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service 481/2003).

Other studies completed at the University of the Arts Helsinki can be included in the degree as such, even if the grading scale differs from the one used at the Academy of Fine Arts. The grading of studies completed at other higher education institutions is changed to correspond to the pass-fail grading scale in connection with the credit transfer (AHOT=recognition and validation of prior learning).

In principle, bachelor's and master's thesis projects are assessed on a pass-fail basis. However, a decision on a differing grading scale can be stated in the curriculum. Doctoral thesis projects are assessed on a pass-fail basis.

The University of the Arts Helsinki uses a plagiarism detection system for checking the originality of a text. The system is used for checking the written components of thesis projects at the Academy of Fine Arts. It can also be used for checking the originality of other written works. Students are responsible for ensuring the originality of their work.

The provisions in the Administrative Procedure Act on disqualification apply to the persons in charge of grading the completed studies.

Section 30 Announcement of the results of completed studies

Completed studies must appear in the University of the Arts Helsinki student register within four weeks of their completion.

Section 31 Credit transfer and recognition and validation of prior learning

When studying for a degree, a student may have studies completed at another Finnish or foreign higher education institution or other educational establishment counted towards the degree and substitute studies included in the degree requirements with other studies of the equivalent level. The student may

substitute studies in the degree requirements also by demonstrating their knowledge or skills in some other manner. The student may be required to provide additional proof of their knowledge or skills in order to obtain credit transfer approval. Decisions on credit transfer are made by the teacher in charge of the study module/study unit in question.

The rector has issued general principles for the recognition and validation of prior learning.

The rector has also issued a decision on the principles concerning credit transfer of language studies.

Section 32 Expiry of completed studies

A completed study unit and a completed thesis project expire after ten years if the degree is still incomplete. A master's thesis project plan expires within three years of the date when the plan was approved, unless the thesis project has been submitted for examination. If a student's master's thesis project plan expires, it must be updated. The person who approves the completed studies is responsible for deciding on the expiry of separate course unit components belonging to a study unit.

Including expired studies into the degree may require supplementing or retaking them. The teacher in charge of the study module/study unit decides on how a student can bring their expired studies up-to-date or demonstrate that their competence is up-to-date, if necessary. The arrangement is agreed upon with the student.

Section 33 Certificates

The dean awards certificates for degrees completed at the university. There are separate certificates for bachelor's degrees, master's degrees and doctoral degrees.

Students apply for a degree certificate in writing, and the certificates are made available on graduation dates confirmed by the academic affairs team.

CHAPTER 7 – ETHICAL GUIDELINES AND DISCIPLINE

Section 34 Ethical conduct and studies

The University of the Arts Helsinki has given separate regulations on ethical conduct.

CHAPTER 8 – APPEALS TO DECISIONS CONCERNING STUDENTS

Section 35 Request for rectification and appeals

A request for rectification regarding decisions that fall under the scope of the rectification procedure may be submitted to the university within 14 days after receiving notification of the decision. Appeals against appealable decisions are made to the Administrative Court within thirty (30) days after receiving notification of the decision. Appeal instructions provided in connection with the decision indicate where the appeal must be lodged.

A student dissatisfied with the grading of completed studies, other than a thesis project, first seeks rectification either orally or in writing from the teacher who made the grading decision. Decisions on the assessment of study units cannot be appealed to the Administrative Court.

ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS

These guidelines will enter into force on 15 February 2024 and replace the previous Academy of Fine Arts general regulations on studies, which entered into force on 1 September 2017.