

Lapland University of Applied Sciences Ltd

INSTRUCTIONS FOR THE BOARD OF EXAMINERS

The instructions for the board of examiners were approved by the Rector of Lapland University of Applied Sciences on 19 March 2019.

The instructions will be effective as of 1 March 2019 until further notice.

1. Purpose of the instructions

The purpose of this document is to clarify the role of the board of examiners in the decision-making process related to the rectification of evaluation concerning the study attainments and prior learning of students, and to increase awareness amongst students and staff of the duties of the board of examiners. The instructions specify the task of the board of examiners in the two-tier assessment rectification process. In other words, the instructions concern credits attained during studies as well as the evaluation and recognition of prior learning.

2. Key concepts

Board of examiners

To process requests for the rectification of study attainments (Universities of Applied Sciences Act, Section 57(3)), the university of applied sciences has a board of examiners. The appointing of the board of examiners and its members' qualification requirements are prescribed in Section 19 of the Universities of Applied Sciences Act.

Lapland University of Applied Sciences has a three-member board of examiners appointed by the Board. Personal deputy members have been appointed for the members. The Board of the university of applied sciences appoints a chairperson for the board of examiners who must be a principal lecturer of the university of applied sciences as well as two other members, wherein one of them must be a teacher at the university of applied sciences. The board of examiners has a quorum when the chairperson or deputy chairperson and two members or deputy members are present.

The board of examiners does not have a term of office.

Study attainments and their evaluation

Study attainments are evaluated on the scale of excellent (5), good (3–4), satisfactory (1–2), fail (0) or using a simple pass–fail scale (H–0). The same grading scale is used for replacement studies as is used for corresponding courses at Lapland University of Applied Sciences. If the grading scale of a substitutive study attainment deviates from the 5–1 scale, the grade must be adapted to this scale. If a course to be included has been assessed using the 5–1 scale, the same scale is to be used in the accreditation process. Otherwise, the studies included will be assessed with the grade Pass (H) or Fail (0).

Two-tier rectification procedure

Rectification may be applied for the course grades of studies at the university of applied sciences, vocational specialisation studies or studies at the open university of applied sciences. Instructions, including a description of the rectification procedure, have been drawn up for the procedure of recognising learning obtained earlier and/or elsewhere.

According to the degree regulations, a student dissatisfied with an evaluation of a study attainment or a credit transfer decision of prior learning completed elsewhere or competence that is demonstrated in other ways may submit an oral or written request for rectification to the teacher who performed the evaluation or made the decision. The request must be submitted within 14 days of the student having access to information on the result of the evaluation and the application of evaluation criteria in his/her case. The student has the opportunity to submit a written rectification request to the board of examiners within 14 days of receiving a written response from the teacher or person who made the decision. The rectification request is to be submitted to the board of examiners of Lapland University of Applied Sciences.

LAPLAND UNIVERSITY OF APPLIED SCIENCES

Board of examiners

Jokiväylä 11 C

FI-96300 ROVANIEMI

3. Procedure and decision-making

1. A student dissatisfied with their grade or with the accreditation of studies shall request rectification from the teacher who made the decision orally or in writing within 14 days of the publication of the grade.
2. If an understanding cannot be reached, the head of education of the school responsible for the education in question shall be employed as the mediator.
3. If the above-mentioned procedure fails to lead to a satisfactory result for the student, they may apply for rectification from the board of examiners of the university of applied sciences. The rectification request shall be addressed to the board of examiners within 14 days of the student receiving information of the teacher's response regarding the rectification request.
4. The board of examiners shall begin the processing of the matter within 30 days of the arrival of the rectification request, except during the holiday periods of teachers. The board of examiners shall observe the instructions in its work.
5. The summons to the meeting of the board of examiners shall be sent no later than seven weekdays before the meeting. The meeting shall be convened by the secretary of the board of examiners, upon the request of the chairperson. The meeting has a quorum when all three members or their deputy members are present.
6. The board of examiners shall request a response regarding the evaluation in question from the person who issued the grade. The response shall be delivered to the board of examiners within a reasonable time (no later than within three weeks of the request).
7. The board of examiners meeting shall process the written rectification request issued by the student, and the evaluator's written response to which the request pertains. The rectification request shall be submitted in writing using the rectification request template available on the website of Lapland University of Applied Sciences. The original study attainment, evaluation, justifications of the

rectification request related to the evaluation and the teacher's response shall be appended to the rectification request. The members of the board of examiners are entitled to examine all documents being processed by the board of examiners. Before making a decision on the matter, the board of examiners may choose to hear the parties concerned and relevant experts.

8. The board of examiners shall base its decision on statutes, the degree regulation, the evaluation criteria for study attainments and the documentation related to the rectification request. In the event that the board of examiners is not unanimous in its decision, the decision shall be determined by majority vote. In view of contradictory evaluations, the board of examiners shall make the decision in favour of the student.

9. At its discretion, the board of examiners may request the school in question to appoint a new evaluator for the study attainment either from within the university of applied sciences or an external evaluator from another university of applied sciences. A second opinion shall be requested if the board cannot resolve the matter based on the justifications of the study attainment rectification request.

10. The secretary of the board of examiners shall communicate the board decision.

11. The decisions of the board of examiners cannot be appealed.

4. Documentation and storage of decisions

A record shall be kept of the meetings, which shall be signed by the members of the board of examiners. The secretary of the board of examiners shall inform the parties concerned and the director of the school in question of the decisions. The secretary shall take care of the archiving of the documents

5. Meeting allowances

Meeting allowance shall be paid to the student members of the board of examiners in accordance with the compensation regulation concerning the elected officials of Lapland University of Applied Sciences. Resources for work schedule planning shall be reserved for the chairperson and teacher members of the board.

6. Entry into force

The instructions of the board of examiners shall take effect immediately upon approval.

7. Evaluation

The instructions shall be assessed continuously and amended and/or specified as appropriate.

The instructions shall be included in the quality system.

More information

Universities of Applied Sciences Act 932/2014, Sections 19, 57 and 60
Degree regulation of Lapland University of Applied Sciences

Instructions of Lapland University of Applied Sciences: Evaluation of prior learning and credit transfer at Lapland University of Applied Sciences