

Opasraportti

Study Guide: General information (2016 - 2017)

STUDY GUIDE

FACULTY OF HUMANITIES

The University of Oulu

The University of Oulu is an international university with the vision and proven track record of creating new knowledge, wellbeing and innovation for the future through multidisciplinary research and education.

Future innovation is about discovering, utilizing and applying new knowledge. The University of Oulu focuses on research of global importance: people and culture in changing living environments and the opportunities provided by new technology to improve the wellbeing of people and the environment. The University of Oulu is a forerunner in research on the North and on Northerness.

Founded in 1958, the University of Oulu is a research and education community of 16,000 students and 3,000 staff members, and is one of the biggest and most multidisciplinary universities in Finland. The University's six faculties, many schools, and the specialized research units create the foundation for multidisciplinary research, innovation, and the instruction of experts needed to meet the professional demands of modern work-life.

Faculty of Humanities

Instruction at the Humanities at the University of Oulu first started within the Faculty of Philosophy. The current Faculty of Humanities opened in 1972.

The Faculty educates experts in the fields of languages, culture, and history. The education guarantees the essential skills for moving into work-life. Particular attention is paid to the structure and scope of degrees and to lifelong learning; the essential skills are included in the Bachelor of Arts and Master of Arts degrees, and supplementary education is acquired later based on professional requirements and experiences.

The Faculty offers over 30 subjects of study, 14 of which may be taken as a major. Over 2,000 students are currently enrolled at the Faculty, studying for a Bachelor or Master of Arts degree.

Teaching at the Faculty follows a highly structured and functional syllabus. The purpose of this syllabus is to set sufficient learning goals for all degree-oriented teaching. Students have few limitations with respect their degrees and may construct their studies according to their own interests. This freedom of study is supported through good academic counselling. For example, a teacher tutor is assigned to advise each incoming student. During their time at the University, students are given aide as to finding the most suitable subject combinations, about logical progression of their degree studies, and designing a degree which meets the professional needs of their future work-life. The personal study plan – PSP – is the culmination of these goals; the plan is made during the first study year and its progress is followed at regular intervals.

Degrees

The Faculty of Humanities has a two cycle degree structure: the first stage is the Bachelor of Arts degree and the second is the Master of Arts degree. It is not possible to complete a Master of Arts without first completing a Bachelor's degree.

Major Subject, Subsidiary Subject, Master's Programmes

Majors

14 major subjects are offered at the Faculty:

- History of Science and Ideas
- Archaeology
- English Philology
- German Philology
- History
- Information Studies
- Literature
- Cultural Anthropology
- Logopedics
- Nordic Philology
- Saami Culture
- Saami Language (Northern Saami and Inari Saami)
- Finnish Language

Archaeology and Cultural Anthropology share a common Basic Studies package. Students apply to declare Cultural Anthropology or Archaeology as their major by March of their first year of study. Both subjects accept 10 major students annually. If more students seek these majors, applicants are accepted based on their results in the course *687359P Introduction to Archaeology and Cultural Anthropology*.

In English Philology a certain number of students are pre-elected for teacher education already during the University admission process.

Subsidiary subjects

19 subsidiary subjects are offered, all of which are available at least as a Basic Studies (BS) package, and some of which are also available as Intermediate (IS) and Advanced Studies (AS) packages. The subsidiary subjects are listed as follows:

Ancient Languages and Culture (BS + IS)

Film Studies (BS + IS)

Future Studies (BS + IS)

Philosophy (BS + IS)

Phonetics (BS)

Environmental Studies in the Humanities (BS)

East and Southeast Asia Studies (BS)

Japanese Studies (BS + IS)

Museology (BS)

French Language (BS + IS)

Saami as Foreign Language (BS + IS)

Scandinavian Studies (BS)

Finnish as Second Language (BS + IS)

Art History (BS + IS)

Future Studies (BS)

Political Science (BS + some IS)

Communications (BS)

General Linguistics (BS + IS)

General Theology (BS + IS; *available only at the Open University, tuition required*)

Master's Programmes

The Faculty also offers a Master of Arts programme in Science Communication.

Important study terms

Abbreviations

BA = Bachelor of Arts

MA = Master of Arts

PHL = Licentiate

PHD = Doctorate

ECTS credit = European Credit Transfer System

BS = Basic Studies

IS = Intermediate Studies

AS = Advanced Studies

at = autumn term

st = spring term

ay = academic year

Degree Structure

Students are typically accepted to complete both the Bachelor of Arts and the Master of Arts degrees.

As their first degree, students complete a Bachelor of Arts, which is the lower level degree. Its scope is a minimum of 180 ECTS credits but no more than 190 ECTS credits. The Master of Arts is the higher level degree and can be taken after the lower level degree is completed. Its scope is a minimum of 120 ECTS credits and no more than 130 ECTS credits. Studies in the Bachelor's degree are structured to allow a fulltime student to complete the degree in three years (60 ECTS credits per year). Studies in the Master of Arts can be completed in two years (60 ECTS credits per year).

Registration

In order to study at the University of Oulu, all students in lower and higher level degrees programmes and all doctoral students are required to register annually at the University.

University registration is arranged at the start of the academic year, when students register as either present or absent for the autumn and spring semesters. Only students registered as present can pursue their studies. If a student of the University does not register as either present or absent by the registration deadline, the student loses the right of study at the University for the academic year. To be re-granted the right of study, the student must pay a fee of 35 Euros before registering; this concerns all students, including postgraduate students.

Detailed information about registering online: <http://www.oulu.fi/english/registration>.

Duration of Degree Studies

Regulations concerning the duration of degree studies in institutions of higher education can be found under section 40 and 41 of the Universities Act (558/2009).

Students selected to study both a lower and a higher level degree are required to complete their degree studies at maximum two years beyond the determined duration of the combined degrees. Students with the study right for a lower level (Bachelor's) degree are required to complete their degree one year beyond the normal duration of that degree. Students with the study right to a higher level degree must complete their degree studies within two years after the normal duration of the degree.

The duration of studies does not include leave due to voluntary/conscription military service or maternity, paternity or parental leave. The duration of studies does not include absences of a maximum of four terms for which the student has registered herself or himself as absent.

Under Section 36 of the Universities Act (558/2009), a period of non-attendance of a minimum of one year which serves the requirements of Labour Administration is equivalent to registering as absent.

At the University of Oulu, students must register as present during their exchange studies. The University regards studies undertaken during exchange periods as degree-oriented studies.

A student may register as absent for the duration of a maximum four academic terms without a specified reason and without reducing the time granted for completion of the degree. In addition, students are entitled to leave of absence (voluntary military service or conscription or maternity, paternity or parental leave) that does not count against the study duration regardless to whether they have registered as present or absent. Legal grounds for absence are defined under Section 41 of the Universities Act (558/2009).

ECTS Credit System

Studies are measured in ECTS credits. Each module has a number of ECTS credits that corresponds to the work load required to pass the module. To complete one academic year, the required workload totals approximately 1,600 hours, which corresponds to 60 ECTS credits. Accordingly, one credit is approximately the equivalent of 27 hours of academic studies.

Study Packages

Major and subsidiary subject studies consist of study packages. The first study stage is the Basic Studies package, with a scope of 25 ECTS credits. The Basic Studies are followed by the Intermediate Studies package, with a scope of 45 ECTS credits for major studies and 35 ECTS credits for subsidiary studies. A thesis of 10 ECTS credits is mandatory for major studies. The overall scope for the Advanced Studies package is 80 ECTS credits, of which 40 ECTS credits are awarded for the Master's thesis. The scope of Advanced Studies in subsidiary studies is 60 ECTS credits. This includes a thesis in a subsidiary subject (20 ECTS credits) or other thesis studies (20 ECTS credits).

In some subjects, the study units might be larger in scope than stated above. Of study packages smaller than those noted above, the Language, Culture and Communication study units (minimum 10 ECTS credits) is smaller than the Basic Studies package and can be compiled from voluntary language studies in one language or in several languages. For students studying to become Finnish language teachers, 10 ECTS credits of major studies in Literature can be compiled into a spoken communication studies package.

Major Subject and Subsidiary Subject Studies

A student's major subject is the subject for which they were admitted into the University. Degrees only include one major subject; all other subjects are subsidiary subjects. The smallest possible study package for subsidiary subjects is 25 ECTS credits (Basic Studies). In some cases a smaller study package can be accepted as a subsidiary subject. See above for "Study Packages."

Language and Communication Studies

The Bachelor of Arts includes compulsory Language and Communication studies. These are, among others, native language studies (Finnish/Swedish), the second national language studies (Swedish/Finnish) and studies in one foreign language. Additionally, there may be other required Language and Communication studies, depending on the major subject.

Other, optional Studies

Degrees may include study modules which do not form a coherent study package. These can be, for example, additional language studies or study modules completed at another Finnish university or abroad.

Evaluation of Modules and Study Packages

Studies are evaluated using a numerical grading scale of 1–5 in which

0 = Failed

1 = Sufficient

2 = Satisfactory

3 = Good

4 = Very good

5 = Excellent

Moreover, the evaluation Pass/Fail may be used.

Study modules and packages are evaluated on the above numerical scale so that the degree diploma denotes the grade numerically and cites a verbal evaluation, for example *very good* (4).

The overall grade for study units is achieved by calculating the total number of credits on a weighted average in the following manner:

Sufficient (1) = 1.00–1.49

Satisfactory (2) = 1.50–2.49

Good (3) = 2.50–3.49

Very good (4) = 3.50–4.49

Excellent (5) = 4.50–5.00

The grade for the Master's Thesis is not calculated in the overall grade for the Advanced Studies package. Evaluation of the Thesis is explained in more detail in the section on the Master's Thesis and Thesis in a Subsidiary Subject.

Study Register Oodi

Oodi is the electronic study registry which supports the student's studies and instruction. All completed studies are registered in Oodi. The smallest registered entity is usually a study module. Some modules may also have individually evaluated sections. The modules, in turn, are compiled into study packages, for example Basic Studies. The six digit code given before the title of the module denotes the modules in their correct subjects. The letter at the end of the numerical code states the level of the module (P=Basic Studies, A=Intermediate Studies, S=Advanced Studies). A module may be available in several subjects either as a compulsory or an optional module. In some cases, a module in the Basic Studies of one subject may also be included in the optional Intermediate Studies of another subject. For example, a module offered in Ancient Languages and Culture might be included in a student's History study package. However, in the register the module would appear under the code of the department which offered the module; for example, under Ancient Languages and Culture. When this study package is fully completed and compiled, the module would then be moved to the History study package. However, the original code and module name remain regardless of the new study package title.

Students may access their Oodi registry by using the WebOodi interface. This system can be used to check personal details, change or add contact details, register to the University, sign-up for modules, sign-up for examinations, browse completed studies and order a transcript of records.

Lukkari

Lukkari is the study timetable system for students at the University of Oulu.

Lukkari allows students to move the dates and places of their courses and exams from Oodi to their personal electronic diary (Lukkari).

Students can find the relevant teaching/events they wish to transfer by using the OodiPSP system or through its search function. When teaching schedules conflict, Lukkari automatically checks the situation and informs the student of the conflict. The timetable can also be personalized.

Lukkari automatically prompts students about when registered courses start or about any changes have been made in the teaching schedules.

Students can also send their Lukkari diary to their PSP advisor to be checked or commented on. Diary events can also be exported, for example to other mobile diaries, via the iCalender export function.

Students log in with their personal student account details.

Studying in the Faculty of Humanities

Studying the arts is a diverse venture, both in terms of content and methods of application. Students are able to plan the contents of their degree themselves, within the limits set by their major subject and degree programme. Due to the wide range of potential subsidiary subjects, a degree in the arts will provide students with the ability to perform a variety of tasks in their future work-life. The faculty of Humanities is indeed considered a cradle of academic freedom. The University is not a school but an academic community which consists not only of the staff (professors, university lecturers, amanuenses, researchers, administrative staff etc.) but also of students pursuing their basic and

postgraduate degrees. Studies and instruction are based on the latest research, of which every member of the teaching staff takes part. The Faculty of Humanities trains Bachelors of Arts, Masters of Arts, and Licentiates in Philosophy. Doctoral education at the University of Oulu is conducted by the University of Oulu Graduate School (UniOGS). See <http://www oulu fi/uniogs>.

Due to the diverse and free nature of studying at the University, planning of studies and participating in tutoring is extremely important. For this reason, every student at the Faculty of Humanities is required to make a personal study plan (PSP).

Student counselling

The University of Oulu offers various services to support students in their studies. All of these services have been compiled online at <http://www oulu fi/english/studying/supporting-your-studies>.

The University of Oulu arranges **student tutoring** for all incoming students. The tutoring begins on the first day of studies and lasts, at its most intensive duration, for the first autumn term. The tutors themselves are experienced students of the same degree programme, and have been trained for the task by the University. In groups of about ten, and under the guidance of student tutors, the new students will become familiar with the day-to-day norms of their own field, faculty and the entire university, and, most importantly, their fellow students as well as the city of Oulu. This way, even someone from further away can quickly make acquaintances and feel at home in the University and the city.

At least one personal **teacher tutor** has been designated for every degree programme or major subject in every faculty in the University of Oulu. The teacher tutor's role is to help students in planning and evaluating the progress of their studies. They familiarize students with studies and occupational aspects in their own field, as well as help with important questions about future career prospects. Students meet their teacher tutor either by individually or in small groups.

In the Faculty of Humanities, every teacher (professor, lecturer etc.) provides guidance and counselling on the issues related to studies in their subject.

When confronted the issues regarding the structure of their studies, students are advised to consult their personal teacher tutor or the **Chief Academic Officer**. In concerns regarding Recognition of Prior Learning (RPL) and international student exchange, students receive guidance from the Faculty of Humanities' **Academic Officer**.

Personal Study Plan (PSP)

A personal study plan (PSP) is a plan students prepare that contains the contents, extent and duration of their studies. The degree structure of a student's degree programme is used as the basis of the study plan. The PSP helps students stay on schedule and advance in their studies. The plan must be updated as their studies progress.

When preparing their personal study plans, students should make note of their hopes and goals regarding their studies and professional skills. The PSP helps students personalize their degrees and choose subsidiary subjects and optional studies to accompany their compulsory studies.

Students should familiarize themselves with their subject's study guide early on in their studies and think about their course selections and schedules in the long term. When planning a PSP, long-term thinking stresses the relevance of the overall study programme and helps students comprehend the time required to complete a degree.

Course pre-requisites and the different tasks (lectures, exercises, projects, examinations, etc.) required for successful completion of courses should also be taken into account when preparing a PSP. Other matters potentially affecting the progress of studies (family, hobbies, work, etc.) should also factor into the PSP planning process. For more information, visit

<http://www oulu fi/english/studying/supporting-your-studies/personal-study-plan-ppsp>.

Teaching periods

In the University of Oulu, the academic year is divided into periods. Dates for periods 2016-2017 are as follows:

- Summer period: 8.8. – 26.8.2016
 - Orientation week for new students 22.-26.8.2016
 - Event for all new students Mon 22.8.2016 14-16
- Period 1: 29.08. – 21.10.2016
 - Opening church service Mon 29.8.2016 14-15
 - University Opening Day event Mon 29.8.2016 15-17
 - Teaching starts on Mon 29.8.2016 for all other students
- Period 2: 24.10. – 16.12.2016
- Period 3: 09.01. – 10.03.2017
- Period 4: 13.03. – 12.05.2017

In the Faculty of Humanities, the last week of periods 1 and 3 are reserved for an independent study.

General methods of studying

Different subjects employ various forms of teaching, studying and examination, appropriate to the needs of the given subject. The assessment methods and criteria are announced in the course descriptions in WebOodi and are elaborated on at the beginning of any given course. The following is a summary of the methods used at the Faculty. Alternative methods of completion may be discussed in person with the teacher responsible for a specific course.

Lectures are a traditional method of academic teaching and are used in several subjects in the Faculty of Humanities. Courses employing this method are usually completed by taking a formal written examination at the end of a series of lectures, but other methods include lecture journal, oral examination, essay etc. For some courses, usually with respect to the Basic Studies, attendance at lectures is mandatory. Elective lectures may replace some courses, and it is typically possible to complete courses via a book examination or essay. However, in the Faculty attending lectures is generally not mandatory.

Students get the most out of courses by attending lectures, actively participating in discussions, taking notes and reviewing their notes after the lecture.

The function of **exercises** is to provide students with skills essential in their field, such as methods of working, using databases and analysing various texts. Exercises may function alongside or as an extension of the lectures, in which case they are used to apply the theoretical knowledge gained in the lectures into practice. Participation in exercises is usually mandatory, and a number of assignments given by the course teacher are typically completed in conjunction with them. In Logopedics, **structured therapy sessions** serve as exercises.

In **seminars**, students are familiarized with the research methodology and source materials in their field, and practice conducting scholarly research. Students participate in discussions during sessions, act as opponents (i.e. commenters) to other students' theses, and produce a thesis of their own. Seminars are considered to be the most rewarding method of studying and are used on every level of study. In Literature, for example, the use of seminars begins with *practicum* courses on the Basic Studies level, continuing in the Candidate's Seminar at the Intermediate level and ending, eventually, with a Thesis Seminar on the Advanced level.

Several courses in the faculty are **web-based**. Web-based learning is a natural part of most of the faculty's students' studies. It can be entirely virtual, in which case the teacher and students are in contact through a learning environment. It may, however, also begin as contact teaching (lectures) and continue as independent work and online discussions. It is also possible that a web-based course entails several contact meetings and that, during the course, students produce a presentation or equivalent for the learning environment or for a contact meeting. At its best, web-based learning affords students the opportunity to develop their argumentative skills, share expertise and work communally.

Where separately agreed upon, it is possible for students to replace courses by giving a **presentation** at a congress or seminar organized by their department. Presentations by students can be heard in the annual KUTU seminar and the Student Congress arranged by students of History, among others. By giving such a presentation, students learn the fundamentals of scholarly presentation while enlightening others about the subject of their research.

A **study group** is a study package organized by the students themselves. A group of students can form a study group in order to study something that interests them but is absent from the curriculum. The formation of a study group must be discussed with a professor or other representative of the degree programme. In order to be officially credited as part of a student's studies, the study group must be pre-approved by the department in question.

Problem-based learning (PBL) emphasises the student's role as an active learner and developer of knowledge. In PBL, the subject is approached and analysed through a focal problem or question. The teacher's role is that of a director and organizer of the study process. Upon receiving a problem, a group of students first define any sub-problems and then the essential questions to be focused on. The studying is paced by group meetings and phases of independent work.

Examination conventions

Lectures and exercises are often accompanied by a **formal written examination**. The different examination dates of the Faculty include those open for all students (faculty dates) as well as subject-specific and course-specific dates. Students have at least two chances to retake any examination. In general, students must register for examinations in the WebOodi environment at least *ten days before* the examination takes place. The Faculty's examination dates are announced annually at <http://www.oulu.fi/humanities/node/19502>.

A **lecture examination** is based on the student's lecture notes and any hand-out material distributed in the lectures. Students often must also read set texts for the examination. The best way to prepare for a lecture examination is to regularly attend and actively participate in lectures and any possible exercises. Not every course is taught every academic year, but it is also possible to complete many courses by taking a book exam, in which case students read a number of set texts and take an examination based on them. It is wise to prepare for such an option well ahead of time; the larger the extent of the course, the more time it takes to learn and understand the materials.

As an alternative to a traditional examination, some courses may be completed by writing a **home essay**. Home essays require students to demonstrate that their subject has been analysed in detail with the help of several credible information sources. The details of completion are always agreed upon with the teacher of the course. If essay writing feels like the natural method of studying, the student may also negotiate with the teacher about replacing a book exam with a home essay.

In a **lecture journal** students comment on and further develop the topic of each lecture. Thus, this method combines traditional lecture-based learning with personal and critical aspects as the student's comments allow them to exercise and express their own thoughts. The topics of a lecture journal are often provided by the lecturer, but initiative on the student's part is also desirable. In many exercise-heavy courses (e.g. individual language courses) evaluation goes on throughout the course and no exam is held separately. These courses usually feature mandatory attendance.

A **material-based examination** requires the ability to understand and apply information in practice. The examination material may be lecture notes or material given out at the beginning of the examination. The questions are broad and the answers are expected to be contemplative. Despite their demanding nature, material-based examinations are considered a meaningful examination method.

An **oral examination** is usually held in small groups or in pairs. Oral examinations function like dialogue, which is why this method is often called a discussion examination. Preparation for an oral examination is no different from that of preparation for a written one, but the students do not give prepared answers, as the examiner may ask them to justify their answers, contemplate and provide the student's own personal view on the subject.

Making a **portfolio** entails documentation and self-evaluation of what students have learned on a course. Portfolios consist of material that is produced during the course and describes the student's learning process in general. As an evaluation and learning method, portfolios are used on separate courses and academic entities. They can also be applied to document and further the expertise that students develop while pursuing their degrees.

A **lecture portfolio** is essentially a portfolio about presentations, guest lectures or defences of dissertations held on /off campus. A lecture portfolio may require, for example, ten summaries of guest lectures and a signature to certify the student's attendance at each one.

A **travel journal** is a written, essay-form description of an excursion to an agreed upon destination. This method is used in the subjects of History and Art History. Whether a travel journal is applicable or can be used as a compensatory method must always be agreed upon with the teacher responsible.

Dozens of examinations are held in the Faculty of Humanities each academic year. The largest opportunities, i.e. faculty dates, may feature upwards of 300 students taking an examination at the same sitting. It is paramount that

everyone abide by the rules listed below in order for the examination to proceed smoothly. These rules are used in every Faculty examination, subject-specific examination and, commonly, for other examinations as well.

1. In large examinations, the supervisors will call the examinees into the examination room in alphabetical order.
2. Before entering, the examinees will receive envelopes containing the examination questions and answer sheets.
3. The examinees must leave their bags, outer garments such as jackets etc. along the walls and corridors of the examination room. The examinees must turn their mobile phones off and keep them in their bags – not on their desk – while taking the examination.
4. The supervisor will direct examinees to their proper place. Any instructions given by the supervisor must absolutely be adhered to.
5. The envelopes may not be opened until permission is given.
6. The examination will begin at the announced time or, at latest, when the supervisors have called in each examinee at least once. Late arrivals may enter so long as they arrive within 30 minutes of the examination's commencement being announced. Likewise, no one may leave until 30 minutes after the examination has begun.
7. In the case that the use of dictionaries, calculators or other instruments is allowed, mention of it must be explicitly made in the examinee's envelope.
8. Upon leaving the examination, examinees hand the supervisors their envelopes, which should contain their answers as well as the question sheet(s). This protocol applies even if no answers are given and the examinee decides to forego the exam. At this point, examinees must also provide proper identification (e.g. student ID). If they are unable to do so, this will be marked in the record.
9. Should any disorderly conduct occur during the examination (e.g. an examinee being visibly under the influence of alcohol), the supervisors have the right to remove the perpetrator from the examination room.
10. The examination may be discontinued on the part of any examinee if they are found guilty of misconduct during the exam. If the said misconduct is revealed later, the results of the course may be revoked from the examinee in question.

Ethics of studying

The touchstone of study ethics is the expectation that students complete their courses by themselves or as an active part of a work group. However, this does not mean that students are, for example, unable to do a Master's thesis on a subject that someone else has already studied. Unethical behaviour, such as misrepresentation, distortion of facts, appropriation and borrowing without permission, is wholly unacceptable in a Finnish university. Unethical behaviour in one's university studies is a breach of the law and societal norms. Such behaviour hinders an individual's academic progress when their goal is to benefit by exploiting the work of others. At present, scientific and scholarly studies are increasingly often published digitally on the Internet. The purpose of this method of publishing is to make available the latest research data and information to those who take an interest in it. In addition to valid research data, the Internet hosts a great deal of material that must be considered with a great degree of criticism. Aided by advances in modern technology, students may easily be tempted to e.g. present an article they found online as their own. Online articles should always be cited as accurately as any traditional printed source. The University of Oulu has a set of instructions that are used in dealing with academic offences. See <http://www.ouy.fi/en/for-students/studying-at-the-university/plagiarism-and-cheating/>.

Choosing a major subject

Students are typically selected directly into their major subject. The exceptions are Archaeology and Cultural Anthropology, in which the two subjects are initially studied as a single major subject. In order to specialize in either one as a major, students must apply to declare either Archaeology or Cultural Anthropology as their major by the end of March of their first academic year. Both subjects take ten major subject students. If there are more applicants, students will be selected based on their results in the course *687359P Introduction to Archaeology and Cultural Anthropology*.

Choosing a subsidiary subject

Subsidiary subjects are important aspects of the student's degree. They form nearly 60% of the Candidate's degree and about one-third of the Master's degree. Students familiarize themselves with the subsidiary subject options when putting together their personal study plan (PSP). The faculty annually arranges an information session on subsidiary subjects and, every spring, the Humanities Guild organizes the *Humanistien työllistymispäivät* event ('Employment Opportunities in the Humanities'), which educates students about the impact of subsidiary subject choices on future employment prospects.

When choosing a subsidiary subject, it would be wise to use the university's expert resources, i.e. the subjects' student counsellors and teacher tutors, the faculty's Chief Academic Officer as well as the university's Student and Career Counselling services.

A subsidiary subject consists of a Basic Studies package of 25 ECTS credits or equivalent. A Candidate's degree requires at least 25 ECTS credits of Basic Studies in at least one subject, but it is recommendable to also complete an Intermediate Studies package of 35 ECTS credits in a subsidiary subject.

Students of Finnish Language and Literature whose major subject is the latter must complete a 10 ECTS-credit package as a subsidiary subject. A subsidiary package called Languages and Communication may also be put together, but it must consist of language studies in one language at least two languages that are not the student's major subject. The minimum extent of this package is 10 ECTS credits.

It is also possible to put together a subsidiary package of at least 10 ECTS-credit from studies completed abroad.

Plenty of interesting and useful potential subsidiary subjects are available in all of the faculties. Even though students of the Faculty of Humanities mostly choose subsidiary subjects from within the Faculty, students should also consider the sciences, technology or economics, and thereby construct a degree that suits them as individuals. When planning a versatile degree with diverse subsidiaries, students should keep their own interests and the demands of the professional world in mind. Information Processing Science, for example, is available as a subsidiary subject in the Faculty of Science. Students can also drastically improve their chances of gaining employment in the private sector by completing study packages provided by the Oulu Business School. Basic skills in information and communications technology, i.e. computer skills, are one of the most basic requirements of work-life.

Subsidiary subjects in the Faculty of Humanities

Every subsidiary subject in the Faculty is addressed in detail in this study guide. Information about studying a given subject as a subsidiary, or how it might be applied as such, is provided in the chapter of each subject. Some subjects are restricted, and to gain the right to study them as subsidiaries, students must pass an entrance examination. Information on such rights and when/how to apply is provided in the chapter of each subject. Skill level audits and entrance examinations for subsidiary subjects are typically arranged at least once a year in each subject. Specific information as to the schedules is available, among other places, the degree programme's website.

Subsidiary packages provided by networks

Finland's wide network of university co-operation provides students the opportunity to complete subsidiary packages partially or entirely through web-based learning. These packages are taught in conjunction with other Finnish universities. Additionally, several of these packages are interdisciplinary. Most of the packages are available to all students, but some are only available to students of certain major subjects.

Studying in other faculties

A degree at the Faculty of Humanities may also include studies completed elsewhere in the University, as a subsidiary subject. The subsidiary subject in question must be at least a Basic Studies package (25 ECTS credits) in scope in order to qualify for inclusion. Information as to the academic prospects available in other faculties is available in their respective study guides in WebOodi.

Information on possible subsidiary subjects in other faculties is also provided each autumn in the Faculty's information session about subsidiary subjects. Applying for studies in other faculties may entail heavy competition

and popular subjects usually have a quota for subsidiary subject students. Information about subsidiary subject study rights is available in the various faculty study guides; and additional information can be sought from the faculties' Chief Academic Officers and study counsellors.

Studying at the Open University and other universities in Finland

Provided that they form a full study package (25 ECTS credits), studies completed at the Open University and other universities may be included in a degree in the Faculty of Humanities. Studies that do not meet this requirement can be used to compensate for individual courses in the student's major or subsidiary subjects, which however must be negotiated separately with a representative of the degree programme in question.

Every university in Finland is part of the Flexible Study Rights Agreement (JOO), which gives students the right to include studies from Finland's other universities in their degrees. However, a student in the Faculty of Humanities can apply to exercise this right only at the University of Lapland. JOO studying requires no fees of the student. Students must have registered as attending if they wish to apply for the right and be able to complete studies at the University of Lapland. A student's JOO application must include a recommendation from their home university before it is sent to the University of Lapland. Only recommended applications grant students the right to study at the target university. The recommendation may be applied for from the Academic Officer of the Faculty. Studies completed under the JOO agreement must be included in an accepted version of the student's PSP, and must fit into the minimum extent of the student's Candidate's or Master's degree. More information on JOO studies is available at <http://www oulu.fi/english/studying/joo>.

Studying abroad

The departments in the Faculty of Humanities have various Nordplus and Erasmus exchange student agreements with other Nordic countries as well as elsewhere in Europe. It is also possible to apply to go on exchange through the ISEP, FIRST and north2north programmes or through bilateral agreements, which combined include destinations in North and South America, Russia, Australia and Asia, among others. The person responsible for student exchange affairs is the Faculty's Academic Officer (room HU394, tel. 029 448 3232). Students going on exchange receive a travel or study grant from the University. Additionally, students are eligible for financial aid and housing supplements (from KELA) while studying abroad. Before going on exchange, students must negotiate on accrediting the studies to be completed abroad with the faculty's study counsellor.

Invalidation of studies

When a student continues on to the next academically hierarchical level, they may be required to supplement completed *study packages* that are older than ten years. The ECTS credits from supplemental studies will either go into one of the student's study packages or into the 'other studies'. Students may also be required to update any *courses* older than five years that are part of an unfinished study package, at the discretion of the department. Individual degree programmes may define a period shorter than five years for any given course in the study guide, in which case students must complete studies equivalent to such courses in order to update the invalidated courses. Courses over five years old that are not accepted as part of any study package are accepted to in the student's 'other studies'.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) refers to the set practices by which previously acquired skills and competencies may be identified, assessed and formally acknowledged. These competencies may have been acquired through formal studies or a variety of non-formal or informal means, including life- and work experience.

Students may receive partial or complete credit for previous learning, if they can show that they meet the learning outcomes of the course or study module for which they desire accreditation. This can be done through self-assessment, documentation or other demonstration of skills and knowledge.

Prior learning is identified and assessed for relevance against the learning outcomes of the course and/or degree, or elements thereof, for which credit is being sought. Credit given for acknowledged prior learning facilitates the progression of studies by eliminating redundancy.

Should the student's application for RPL credits be rejected, a written justification of the rejection will be provided.

RPL should be part of the student's study planning and personal study plan (PSP). At the University of Oulu, the PSP process is supervised by teacher tutors, study counsellors and other PSP advisors. RPL is governed by the University of Oulu Education Regulations (§27).

What are the benefits of RPL for student?

- shortens the time necessary to complete a degree programme
- enhances perception and understanding of competence strengths and gaps
- reduces or eliminates redundancy in studies
- enables individual learning pathways

What does the process entail in practice?

Students are expected to take the initiative as regards RPL. A description of the process, among other relevant information, is available at <http://www.oulu.fi/english/studying/supporting-your-studies/recognition-prior-learning-rpl>.

Bachelor of Arts Degree

The minimum scope of the Bachelor of Arts degree is 180 ECTS credits, the maximum being 190.

Upon completion of the Bachelor's Degree, the students

- Have obtained the qualifications to work in jobs in their field of study.
- Know the fundamentals of their major and subsidiary subjects and are able to follow and interpret the developments of their major subject as well as its significance in society.
- Have the ability to advance their studying skills as well as take responsibility of their own work.
- Can apply scholarly work methods in interpretation, deduction and reporting of information.
- Are able to use their communication skills and acquired knowledge in the jobs of their field of study according to working norms in the field.
- Are able to communicate with their native language (Finnish or Swedish) and with the second official language (Swedish or Finnish) as well as with one foreign language.

Students are qualified to proceed to complete the Master's Degree in their major subject and they possess the education qualifications needed for the higher university degree as well as the qualifications of continuing learning.

The Candidate's Degree includes in total 70 ECTS credits of studies in the student's major subject (Basic studies 25 ECTS credits and Intermediate Studies 45 ECTS credits). The Intermediate Studies include a Seminar and Candidate's Thesis of 10 ECTS credits in total scope. Students write a Maturity Test based on their Candidate's Thesis. No ECTS credits are awarded for the Maturity Test. Studies in major subject that provide the students Subject Teacher qualifications are designed in such a way that students are able to complete them as 45 ECTS-credit study packages.

The degree should usually include Basic Studies (25 ECTS credits) in at least one subsidiary subject. The scope and number of subsidiary subjects are decided according to the major subject and the student's own aims. The scope of the Intermediate Studies in a subsidiary subject is 35 ECTS credits. The Intermediate Studies in a subsidiary subject do not include the Candidate's Thesis and or related seminar. In this way, the total scope of the Basic and Intermediate Studies in a subsidiary subject is 60 ECTS credits.

The scope of the Language and Communication studies is approx. 15 ECTS credits. The scope varies according to the student's major and subsidiary subjects. Compulsory studies are composed of studies in student's native language (Finnish or Swedish) (5 ECTS credits), the second official language (5 ECTS credits) and foreign language (5 ECTS credits) as well as the Orientation Course for New Students (0 ECTS credits). Students must also complete the compulsory studies required by their major degree programme.

Examples of the structure of the Bachelor's degree. The degree can also be constructed in several other ways. The compulsory parts appear in **bold** font.

	Intermediate Studies in major subject	Intermediate Studies in subsidiary subject		
		35 ECTS credits		
	45 ECTS credits			
Language and Communication approx. 15 ECTS credits	Basic Studies in major subject	Basic Studies in subsidiary subject	Subject Teacher's pedagogical studies	Other studies
	25 ECTS credits	25 ECTS credits	30 ECTS credits	5 ECTS credits

Intermediate Studies in major subject

45 ECTS credits

Language and Communication approx. 15 ECTS credits	Basic Studies in major subject	Basic Studies in subsidiary subject	Basic Studies in subsidiary subject	Basic Studies in subsidiary subject	Other studies
	25 ECTS credits	25 ECTS credits	25 ECTS credits	25 ECTS credits	20 ECTS credits

Language and Communication studies in BA degree

According to the Government Decree on University Degrees students must demonstrate that they have achieved the skills in Finnish and Swedish that are required for an office that requires a university degree in bilingual "regions" and that are necessary in their own field. In addition, upon the completion of the degree, students must have the skills in one foreign language that are needed for following the scholarly discourse of their own field and for working in an international environment.

The Bachelor of Arts degree includes compulsory Language and Communication studies that are determined according to student's major subject or study programme in the following way.

History Subjects, Cultural Anthropology, Archaeology, Logopedics

- Orientation Course for New Students (0 ECTS credits)
- Written and Oral Communication Skills (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)

English Philology, German Philology, Nordic Philology

- Orientation Course for New Students (0 ECTS credits)

- Native Language (5 ECTS credits)
- Second Official Language (5 ECTS credits / Foreign Language 5 ECTS credits; depending on major subject)
- Structure of Finnish (3 ECTS credits)
- Introduction to Phonetics (3 ECTS credits)
- Introduction to General Linguistics (4 ECTS credits)

In addition, Language Training (3–5 ECTS credits) in German and Nordic Philologies for major subject students and subsidiary subject students who complete the Advanced studies. Language Training can be included in Bachelor's or Master's degree.

Information Studies

- Orientation Course for New Students (0 ECTS credits)
- Written and Oral Communication (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)
- Studies in Information Processing Science (5 ECTS credits or more)

Finnish Language

- Orientation Course for New Students (0 ECTS credits)
- Communicative Skills and Interaction (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)
- *Introduction to Phonetics (3 ECTS credits)
- *Introduction to General Linguistics (4 ECTS credits)
- *Structure of Finnish (3 ECTS credits)

Students who have Finnish Language as a subsidiary subject include the courses marked with * in their Intermediate Studies in Finnish Language, but the timing of these courses is directly at the beginning of the Finnish Language studies. If these courses are required in the Language and Communication studies of the student's main subject, they must complete a corresponding amount of courses in the elective Intermediate Finnish Language studies.

Saami Culture

- Orientation Course for New Students (0 ECTS credits)
- Scientific Communication (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)

Saami Language

- Orientation Course for New Students (0 ECTS credits)
- Scientific Communication (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)
- *Introduction to Phonetics (3 ECTS credits)
- *Introduction to General Linguistics (4 ECTS credits)

* Subsidiary subject students in Saami Language who complete the Basic Studies include Introduction to Phonetics course (3 ECTS credits) in their Language and Communication studies.

* Subsidiary subject students in Saami Language who complete the Intermediate Studies include Introduction to General Linguistics (4 ECTS credits) course in their Language and Communication studies.

Literature

- Orientation Course for New Students (0 ECTS credits)
- Written and Oral Communication (5 ECTS credits)
- Second Official Language (5 ECTS credits)
- Foreign Language (5 ECTS credits)

Students who become Teachers of Finnish and Literature must in addition complete oral communication courses worth 10 ECTS credits (courses: Communicative Skills and Interaction, 5 ECTS credits, and Communication Know-How, 5 ECTS credits). These studies are compiled into a subsidiary subject.

010100Y Orientation Course for New Students

ECTS credits: 0

Timing: 1st year, autumn term

Learning outcomes: After completing the course, students recognize the teaching practises in their major subject and can use the university's student services. Students can plan their studies with guidance and recognize various learning techniques. Students can describe some of the main special features in their major subject and are able to use basic services in the library.

Learning activities and teaching methods: Small group sessions, learning to use library services, information sessions.

Grading: Pass/Fail

Person responsible: Chief Academic Officer

Native Language (Finnish) studies

Native Language (Finnish) studies consist of completing the course Written and Oral Communication. Completion of this course is not required from students who have at least Basic Studies of Finnish Language included in their Bachelor's degree.

The following courses included in the degree are provided by the University's Language and Communication unit:

Written and Oral Communication (5 ECTS credits)

Students in the Faculty of Humanities complete their studies in written and oral communication by choosing their courses from the courses in Communication in such a way that both written and oral communication are included. Most of the courses can be completed either as narrower 2 ECTS-credit courses or wider 3 ECTS-credit courses: students may compile their 5 ECTS credits by choosing a course of written communication as wider 3 ECTS-credit course and a course of oral communication as narrower 2 ECTS-credit course – or vice versa. The extra assignments for a wider course are agreed upon with the course instructor. Detailed information can be found on WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=900050Y&html=1>

Studies in Second Official Language (Swedish or Finnish)

901030Y Second Official Language, Swedish: written communication (2 ECTS credits)

901031Y Second Official Language, Swedish: oral communication (3 ECTS cr)

Studies in Second Official Language (Swedish) are not required from students whose Candidate's Degree includes at least Basic Studies in Nordic Philology. The Basic Studies provide the students with satisfactory written and oral proficiency, Intermediate Studies provide the students with good written and oral proficiency.

Skill level: B1/B2/C1 (Common European Framework of Reference for Languages)

Status: Compulsory course for everyone except for students who complete at least Basic Studies in Nordic Philology. Language skills are on a level that is required for a government official with a university degree to work in bilingual regions. (Law/Act 424/03, decree 481/03.) In line with these requirements, students must be able to communicate in Swedish orally and in writing in the various situations of work-life. In order to achieve this level of language proficiency during a language course within one term, the students must have their Swedish skills on high enough starting level.

Detailed information about e.g. the starting level, the mode of delivery and registration for courses can be found in WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=901000Y&html=1>

900000Y Second Official Language (Finska för humanister) 5 ECTS credits

Skill level B1/B2/C2

Status: Compulsory course for students whose primary education has been in Swedish. Language skills are on a level that is required from a government official with a university degree (Law/Act 424/03, decree 481/03).

Requirements for starting level: Knowledge and skills must be at least on a level equivalent to the level produced by 'A-finska' in Lukio with a passing grade of 'good'.

Timing: 2nd year.

Detailed information and registration for courses in WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=900000Y&html=1>

Studies in Foreign Language

According to the Government Decree on University Degrees, within the studies of a Bachelor's or Master's degree, or in some other equivalent manner, students must demonstrate that in at least one foreign language they have achieved such a level that enables them to follow the scholarly developments of their own field and be able to work in an international environment.

Only the most usual foreign language, English, is presented below. Students must complete the courses 902000Y Reading for Academic Purposes in the Humanities (RAP-Hum, 2 ECTS credits) and 902001Y Academic Communication (AcadComm, 3 ECTS credits).

For other language options, see the study guide of Language and Communication unit. The skill level of both written and oral proficiency must be at least B1.

902000Y Reading for Academic Purposes in the Humanities (RAP-Hum) 2 ECTS credits

Detailed information in WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=902000Y&html=1>

902001Y Academic Communication (AcadComm) 3 ECTS credits

Detailed information in WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=902001Y&html=1>

Other Language and Communication studies

694926Y Structure of Finnish 3 ECTS credits, see the Finnish Language course catalogue

694500P Introduction to Phonetics 3 ECTS credits, see the Phonetics course catalogue

695250Y Introduction to General Linguistics 4 ECTS credits, see the General Linguistics course catalogue

Courses in speech communication for students studying to become Teachers of Finnish and Literature

See WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=695111P&html=1>

Studies in Statistics and in Information and Communication Technology

Students of Information Studies complete studies in Statistics worth 4 ECTS credits and studies in Information and Communication Technology worth 7 ECTS credits as part of their compulsory Language and Communication studies.

Optional courses

Students may complete the following courses as optional courses. They appear in the degree as 'other studies'.

010132Y Humanistic Research and Information Seeking Systems I

ECTS credits: 1

Timing: 2nd or 3rd year

Learning outcomes: Upon completion, students can search for academic information. Students can use the most important databases and reference management systems in their field of study and are able to evaluate various information sources.

See WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=010132Y&html=1>

010136Y Humanistic Research and Information Seeking Systems I

ECTS credits: 1

Timing: 4th or 5th year

Learning outcomes: Upon completion of the course, students can apply their information-seeking skills in their own research. Students are familiar with the most central publications in their own field and are able to use the databases of their field in order to follow scholarly discourse concerning their research topic.

Candidate's Thesis

The Candidate's Thesis is a seminar paper produced in a Candidate's Seminar in which the student has presented a precise research question and worked with it by applying the existing academic research. In some cases the work is commented upon and later revised with respect to form and language. The scope of the Thesis is 10 ECTS credits. It is evaluated by the instructor of the Seminar. Detailed instructions and learning outcomes for the Thesis can be found in curriculum of each degree programme.

An approved Candidate's Thesis is assessed using the following scale:

5 (excellent)

The thesis has a very clear structure. The theoretical background is credible and the writer has presented clear research questions and hypotheses which have been addressed. The connection between the background and the research and results section is strong. The sources are well-selected and numerous, and are used critically. The methodology selection is successful and the writer has a good command of it. The concepts are well-defined and their use is correct and clear. The research data is suitable for the thesis. The classification of the research data is well-conducted and the analysis of the data has no flaws. The thesis has sufficient examples and they have been addressed expertly. The central results are presented well and have been evaluated critically. The thesis and the academic process have been done independently and the thesis adheres to scholarly conventions. The thesis has proper structure, form and language. The thesis demonstrates that the student has an excellent command of research conventions.

4 (Very good)

The thesis has almost all the same features as above, but some of the aspects do not reach the standards of the higher mark. The thesis is of very credible structure, form and language. The work and the research process demonstrate the student's ability to conduct independent research.

3 (Good)

The thesis demonstrates that the student understands the basics of conducting a research study. The data is well-analysed, without major issues. However, the quality level of the different aspects of the thesis may be uneven and thus the thesis as a whole is considered no better than good. The thesis attests good but not flawless language and form.

2 (Satisfactory)

The thesis has clear shortcomings. They may be related to command of theory or method or with respect to mastering the overall structure of the work. The analysis is flawed and also the language and form have clear problems. Considering all the aspects of the thesis, it does not seem that the student has adopted and understood the topic and research study process sufficiently.

1 (Sufficient)

The thesis has much that need be addressed, on several levels, and evidences clear mistakes and severe shortcomings. The work may also be too narrow in scope. Processing of the topic is shallow. The thesis has not been done independently enough nor does it demonstrate that the student has a sufficient command of the research study process.

Maturity Test in Bachelor's Degree

In the Maturity Test, students demonstrate their familiarity with the subject of their Candidate's Thesis and demonstrate their language skills either in Finnish or Swedish.

Students whose native language is something other than Finnish or Swedish write the Maturity Test in their native language or in the language of their thesis. The Maturity Test can be written in a native language only in the case that this language is represented at the University.

Learning outcomes:

Based on the provided question(s), students are able to write an essay with polished language and content in which they are able to present, in an evaluative manner, the theoretical and methodological background as well as the central results of their thesis.

The Maturity Test for the Bachelor's Degree is written on an examination day organized by the Faculty. The length of the Maturity Test is about four handwritten pages, i.e. 500 words. The answer should be of essay-type, analytical and a coherent discussion about the topic of the thesis, in which students present and analyse the data of their research, research methods and results. No ECTS credits are awarded for the Maturity Test.

The language of the Maturity Test is assessed by an expert of Finnish or Swedish, the content being evaluated by the instructor of the degree programme; however, in the case of Finnish Language and Saami Language, solely the instructor of the degree programme. The Maturity Test is assessed on a scale of Pass/Fail. The Maturity Test is approved by the Dean of Education based on the assessments of the language expert and the instructor of the subject.

Students write the Maturity Test based on one, though sometimes a number of possible questions.

Maturity Tests must meet the following minimum requirements concerning language:

1. The text is legible and lower and upper case letters and word limits are discernible.
2. The text has a title. Content and title must be in accordance with one another.
3. The text is divided into paragraphs that are clearly discernible.
4. Students have a command of the fundamentals of spelling and punctuation.
5. Relations between sentences and clauses are expressed clearly.
6. Word order is unambiguous and serves the interests of communicating information.
7. The style of the text is academic.
8. The progress of the text is based on language and not, for example, on diagrams, charts or pictures.
9. The text has a structured and consistent form.
10. The reader must be able to understand the text. The writer cannot assume that the reader is acquainted with the writer's thesis.

The Maturity Test receives a failing mark if it has many different kinds of mistakes, or if it demonstrates serious and recurring problems in some of the aforementioned areas.

Language proficiency requirements for students who received their primary education in a language other than Finnish or Swedish

Finnish language skills

Students must reach the level A2 in the Common European Framework of Reference for Languages taught in the Finnish language. This requires that students take elementary courses and the course Intermediate Finnish course 1 in Language and Communication unit.

Maturity Test

Students write the Maturity Test in their native language or in the language of their thesis. The Maturity Test can be written in the student's native language if this language is represented at the University.

Foreign language skills

Students must demonstrate a command of at least one foreign language (not the language of primary education).

Accreditation and exemption from Language and Communication studies

Students can demonstrate that they have achieved the skills otherwise acquired in language studies, in their previous studies or studies included in their degree. Accreditation is done according to the following guidelines.

Native language (Finnish) studies (5 ECTS credits) are not required from students who have completed at least the Basic Studies in the Finnish Language degree programme.

Compulsory degree studies concerning both oral and written skills in native language, second official language and foreign language completed at some other Finnish university or university of applied sciences may be accredited as completed courses in the Faculty of Humanities. If these studies are narrower than the studies in the Faculty of Humanities, the faculty may require students to supplement the studies.

Proficiency in a foreign language (oral proficiency excluded) can be demonstrated with a grade of *Laudatur* or *Eximia Cum Laude Approbatur* for the subject (A-level) in the Finnish Matriculation Examination.

Proficiency in a foreign language can be demonstrated by an International Baccalaureate (IB), a European Baccalaureate (EB) or a *Reifeprüfung* certificate.

Proficiency in a compulsory foreign language can be demonstrated by completing study packages of foreign languages taught in the Faculty.

Compulsory studies in a foreign language (5 ECTS credits) can be compensated by completing the Basic Studies in language degree programmes in which the teaching does not start on the elementary level (English Philology, Germanic Philology, French Language in the Faculty of Humanities).

Language and Communication studies may be compensated mainly by Intermediate Studies in language degree programmes in which the teaching starts on the elementary level (Estonian Language, in the Faculty of Humanities).

Incomplete study packages cannot be used to compensate for Language and Communication studies; rather, the students can demonstrate their language proficiency by taking a language course in the Language and Communication unit.

Basic Studies in Nordic Philology/Finnish Language programmes may be used to compensate for studies in the second official language (Finnish or Swedish) with respect to written and oral skills. These studies are considered to demonstrate a satisfactory proficiency. In order to demonstrate good proficiency, students must complete the Basic and Intermediate Studies in Nordic Philology/Finnish Language. Incomplete study packages cannot be used for compensation, but students can demonstrate the language proficiency required for their degree through an exemption test organized by the Language and Communication unit or by completing a language course required in their degree. ('Decree of the demonstration of Finnish and Swedish proficiency concerning public administration', 481/2003, 16 §, sect. 3 and 4. And 17 §, sect. 2 and 3.)

Good oral and written proficiency in the second official language can also be demonstrated with a passing grade in the Finnish Matriculation Examination with Finnish or Swedish as the native language or with a grade *Laudatur*, *Eximia Cum Laude Approbatur* or *Magna Cum Laude Approbatur* in the Matriculation Examination with Finnish or Swedish as a second language. ('Decree of the demonstration of Finnish and Swedish proficiency concerning public administration', 481/2003, 16 §, sect. 1.)

A Language Degree of Public Administration, concerning oral and written proficiency in Finnish or Swedish, awarded by a member of the Board of Language Degrees in Public Administration or by a awardee of a degree awarded by the Finnish National Board of Education, of at least a grade of satisfactory, is sufficient to demonstrate the language proficiency required of the degree (decree 442/1987 3 §, sect. 2 and 481/2003 1 §.)

Any extra Language and Communication studies completed within the Language and Communication unit or at other foreign or Finnish universities are included in 'Other Studies' in the degree.

The Dean of Education can, under special circumstances, grant a partial or a complete exemption of Language and Communication studies and may decree complementary regulations.

Master of Arts Degree

The minimum scope of the Master of Arts degree is 120 ECTS credits, the maximum being 130 ECTS credits.

The degree consists of Advanced Studies in the major subject and other supporting studies. Supporting studies can be studies in subsidiary subject(s), Language and Communication studies, training or other studies.

The scope of the Advanced Studies in the major subject is at least 80 ECTS credits, which includes a Master's Thesis with a scope of 40 ECTS credits.

A Maturity Test based on the topic of the Master's Thesis is also a part of the compulsory studies in the Master's degree. No ECTS credits are awarded for the Maturity Test.

Studies in major subject that provide the students Subject Teacher qualifications are designed in such a way that students are able to complete them as 80 ECTS-credit study packages.

The scope of the Advanced Studies completed as subsidiary subject is 60 ECTS credits and includes a thesis or equivalent studies of 20 ECTS credits in scope. The Advanced Studies in a subsidiary subject do not include a Master's Thesis. Additionally, the Advanced Studies completed as a subsidiary subject provide the students with qualifications for postgraduate education.

A Master's Degree can also be completed in the Master's Degree Programme in Science Communication, which consists of 120 ECTS credits of studies in Science Communication. The studies include a Master's Thesis and the Seminar (35 ECTS credits).

Upon completion of the Master's Degree, the students:

- Know the fundamental aspects of the scholarly discourse of their field of study and are able to use this discourse in order to structure and interpret data on a practical level as well as to communicate the information to others when required.
- Are able to distinguish between academic thinking and everyday thinking, and are able to independently produce new scholarly knowledge when required.
- Are capable of doing challenging independent work that requires analytical skills, creativity and ethical evaluation, are able work as experts in various kinds of groups and organizations.
- Are able to plan and execute profound projects for searching for and applying information as well as producing new academic knowledge.
- Understand the essential aspects of their subsidiary subjects and are able to follow and interpret the scholarly discourse of these subjects and their wider societal significance.
- Are able to communicate fluently in their native language, orally and in writing, with people from their own field of study as well as with people outside of the field.
- Are able to communicate and interact in international settings in their own field with the second official language as well as with at least one foreign language.

Learning outcomes for Candidates and Masters with teacher education can be found in the study guide of the Faculty of Education.

Examples of the structure of Master's degree. The degree can also be constructed in several other ways. The compulsory parts appear in **bold** font.

Advanced Studies in main subject 80 ECTS credits, including Master's Thesis 40 ECTS credits	Intermediate Studies in subsidiary subject 35 ECTS credits	Other studies 5 ECTS credits
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Advanced Studies in main subject 80 ECTS credits, including Master's Thesis 40 ECTS credits	Basic Studies in subsidiary subject 25 ECTS credits	Other studies 15 ECTS credits
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Advanced Studies in main subject 80 ECTS credits, including Master's Thesis 40 ECTS credits	Subject Teacher's pedagogical studies 30 ECTS credits	Other studies 10 ECTS credits
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Language and Communication studies in the MA degree

All compulsory Language and Communication studies are included in the Bachelor's degree. The Master's degree includes some Language and Communication studies in the following cases.

German and Nordic Philology

Language Training (3–5 ECTS credits) for major subject students and for subsidiary subject students who complete the Advanced Studies. Language Training can be included in the Bachelor's or Master's degree.

Finnish Language

695112P Communication Know-How (5 ECTS credits)

See WebOodi: <https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=695112P&html=1>

Saami Language

Students studying to become subject teachers: Communicative Skills and Interaction 695111P (5 ECTS credits) (<https://weboodi oulu.fi/oodi/opintjakstied.jsp?Kieli=6&Tunniste=695111P&html=1>); for other students: a related language, e.g. Hungarian or Estonian, (5 ECTS credits).

If a student completes only the Master's degree at the Faculty of Humanities and their previous degree did not include equivalent Language and Communication studies required by the Faculty of Humanities, such studies must be included in the Master's degree.

Master's Thesis and thesis in a subsidiary subject

For a Master's degree, students write a Master's Thesis which is included in the Advanced Studies of their subject of major. The scope of the thesis is 40 ECTS credits.

The aim of the Master's Thesis is to develop the skills needed for conducting a research study. These skills include:

- Ability to search for information independently.
- Analysis and critical assessment of the existing research.
- Independent production and application of knowledge

Master's Thesis must demonstrate the student's:

- Skills to define and address the chosen research question.
- Capacity to think academically.
- Command of theories and research methods required in the thesis.
- Familiarity with the topic of the thesis and the research literature of the field.
- Ability to communicate in a scholarly manner.
- Ability to work with diligence and the ability to perceive issues in their wider contexts.

In addition, some degree programmes may determine alternative aims, which are detailed in their curricula.

A Thesis can also consist of, for example, articles or digital or traditional picture/photo/film, sound or other presentation forms that meets the requirements set for the Thesis. Master's theses based on other than conventional written forms must also always include a written section that follows the conventions of scholarly discourse.

The assessment process of the Master's Thesis proceeds in the following way:

NB. Master's thesis can be submitted for examination first after the Bachelor's thesis and Bachelor's maturity test have been approved. (Education Committee, 5.12.2013)

1. The instructor gives the student permission to download the thesis into the Laturi system when the thesis is finished.
 2. The instructor sends the following information to the Snellmania Service Centre for registration in Oodi: the student's name, title of the thesis, names of the instructor and inspectors, and subject of major. The information is registered into Oodi.
 3. The Laturi system retrieves this information from Oodi. The information is uploaded into Laturi the day after it is registered in Oodi.
 4. The student uploads the finished thesis into the Laturi system (<http://laturi oulu.fi/>). The file form of the thesis must be PDF/A (See <https://muuntaja oulu.fi/>). The abstract of the thesis is uploaded at the same time.
- NB. If the abstract is written in the same language as the thesis, it is attached in the field "abstract (primary)". If the language of the thesis is not Finnish, a Finnish abstract is also attached in the field "abstract (secondary)".
5. The inspectors retrieve the information from Laturi for assessment.
 6. The inspectors have one month to give their assessment. The inspectors provide the assessment in writing and return it signed to the Service Centre.
 7. The Dean of Education accepts the thesis. The abstract functions as the Maturity Test.
 8. The student receives notification of the acceptance of the thesis and grade from WebOodi after the thesis is accepted. Information about acceptance is sent also to the supervisor of the thesis.
 9. The Service Centre sends the student the inspectors' statement via the e-mail address found in the Oodi.
 10. Students may apply for a redress from the board of examiners concerning the assessment of the thesis within 14 days, starting from the day that the assessment and the assessment criteria have been on view. See <http://www oulu.fi/yliopisto/hallinto/tutkintolautakunta> (in Finnish).

The assessment of the Master's Thesis focuses on the following main points:

1. Aims of the thesis and the definition of the topic.
2. Methods and data
3. Theoretical background and its use and evaluation.
4. Structure of the thesis and processing of the topic.
5. Language, style and the mode of presentation.
6. Results and their evaluation.

The Master's Thesis is assessed according to the following criteria:

5 (Excellent)

The thesis has a very clear structure. The theoretical background is credible and versatile. The research questions are formulated based on the background with excellent argumentation. There is a very strong connection between the empirical research and the background. The sources are well selected and abundant and are used critically. The choice of methodological approach is successful. The terminology used is well-defined and its usage is correct and clear. The research data is suitable for the thesis. The data is classified and analysed well with a creative and flawless approach. The thesis has sufficient examples and they have been addressed expertly. The central results

are presented exceptionally well and have been evaluated critically. The thesis has a novel approach and adheres to proper scholarly conventions. The thesis offers several new observations on the field. The thesis uses almost perfectly correct form and language.

4 (Very good)

The thesis has the same aspects as above, but some aspects do not meet the requirements for the higher mark. However, the thesis is very credible. It has new results or points of view and hardly any mistakes.

3 (Good)

Thesis is primarily good. The data is processed well and almost flawlessly. Some central aspects of the thesis may be slightly clumsily formulated. The thesis evidences good language and form, but is not completely flawless.

2 (Satisfactory)

The thesis has a number of good aspects, but also some clear shortcomings. The shortcomings might be related to command of the theory or method or to perceiving the overall structure. The analysis shows mistakes and the language and form also show clear weaknesses.

1 (Sufficient)

The thesis has a number of issues on several levels, as well as clear mistakes and severe shortcomings. It may also be too narrow in scope. The thesis has not been done independently enough.

In addition to a Master's Thesis in the major subject, students have an opportunity to complete Advanced Studies in a subsidiary subject that include either a thesis in a subsidiary subject or equivalent studies. Students may include these studies in their Master's degree or complete them after their Master's degree. The requirements for a thesis in a subsidiary subject or equivalent work are the same, where applicable, as with a normal Master's Thesis because the Advanced Studies in a subsidiary subject must also provide students with the qualifications for postgraduate education.

The topic and research question for a thesis in a subsidiary subject must be defined in such a way that the workload of the thesis is no more than 20 ECTS credits. The inspector of the thesis assesses the thesis on a scale of 0–5. The grade and feedback for the thesis is given in the same manner as the grade and feedback for other courses, that is, the acceptance of the thesis does not concern the Dean of Education. A written evaluation of the thesis in a subsidiary subject is not required, but the inspector should submit an evaluation if requested.

Maturity Test in a Master's Degree

In the Maturity Test, students show their familiarity with the topic of their Master's Thesis and demonstrate their language proficiency in either Finnish or Swedish. The Maturity Test is taken in both the Bachelor's and Master's degree.

Students whose native language is not Finnish or Swedish may write the Maturity Test in their native language or in the language of their thesis. The Maturity Test can be written in a native language if this language is represented at the Faculty or at the Language and Communication unit.

The Maturity Test in a Master's degree can be completed in two alternative ways:

1. If Finnish or Swedish proficiency has not been demonstrated in the Bachelor's degree, the Maturity Test is taken on an examination day. See Maturity Test in Bachelor's degree.
2. If the Maturity test is included in the Bachelor's degree, and the student has shown their proficiency in Finnish or Swedish, the abstract of the Master's thesis, written in Finnish or Swedish (the language of student's primary education), functions as the Maturity Test in the Master's degree. If the thesis is written in a language other than their native language, students must also write an abstract in their native language (Finnish/Swedish).

Learning outcomes: Students are able to present the central methodological foundations, results and conclusions of their thesis in an expert, condensed and selective manner.

The abstract should feature:

- The topic of the thesis.
- Topic, data and aim of the research.
- The used research methods (if the study is theoretical in approach and based on certain written material, the most important sources must be mentioned; if the study has an empirical approach, the used methods must be mentioned).
- Central research results.
- Conclusions based on the results and suggestions for measures to be taken.
- Key words.

The abstract must fit on one page (font size 12, line spacing 1.5).

The Maturity Test is assessed by an instructor from the degree programme. The Maturity Test is graded as Pass/Fail. The Maturity Test is accepted by the Dean of Education.

Changing majors

In order to change the subject of major in the Faculty of Humanities, students must first complete at least the Basic Studies in the prospective degree programme with a grade of 3. The previous study right for a Master's degree in the Faculty of Humanities expires when the change is awarded.

Students may apply for the change immediately after the required studies have been completed and are registered in Oodi. Students applying for the change are chosen according to the resources of degree programme in question.

The study right for Logopedics, however, can only be obtained by taking part in the formal student selection process and passing the entrance exam.

The study right in the old subject expires when the subject of major changes. This change does not have an effect on the time a student's overall study right is valid.

Practical training

Degree studies may include practical training. Practical training is considered to be work practice in the student's field of study which is completed during the studies, and which is specified in the curriculum and been reported according to the instructions of the department. Practical training may be compulsory for all students, or may be an alternative to other studies or completely optional. Practical training can be included in the Intermediate or Advanced Studies. The recommended minimum scope of the training is 5 ECTS credits. For students in language programmes, the degree studies may include language training in a country where the language is spoken.

Teacher Education

Teacher education can be included in the Bachelor or Master of Arts degree.

Pedagogical Studies

Pedagogical studies give the student the qualifications to work as a teacher. The scope of the studies is 60 ECTS credits, which are typically included partially in the Bachelor's degree and partially in the Master's degree.

In the first phase of the teacher education, 30 ECTS credits are completed during the spring term of a student's third study year. In the second phase, 30 ECTS credits are completed in the autumn term of a student's fourth study year.

Students are selected to the teacher education programme on the basis of an aptitude test and performance in their studies. Students must take the aptitude test during their first three study terms and only twice. Examinations are held once a term.

The aptitude test is scored on the basis of 0–15 points. The lowest accepted score is 8 points.

Study success is scored by multiplying the exact grade average of a student's major subject by three. The Basic Studies must be completed by the November of a student's second study year for the scoring. If a student has not completed their Basic Studies at this time, the average will be scored by dividing the total grade score of the completed modules by the total number of required Basic Studies modules. In the former scoring method, using the weighted mean, the score is calculated by dividing the total grade score of completed modules with the required number of credits. The maximum score is 15 points. The lowest accepted score is eight points. If a student has completed their Basic Studies at another university or at the Open University, study success will be scored on the basis of these studies.

Students are selected into the teacher education programme at the end of the autumn term of their second study year. Students are permitted to participate in the selection just once. If two or more applicants have scored the same number of points, the selection will be carried out primarily on the basis of the students' study success and secondarily on the basis of their aptitude test.

By accepting the offered study place, the student commits to completing the teacher education in the normal time. The first phase of the pedagogical studies, with the scope of 30 ECTS credits, is to be completed during the spring–autumn of the third study year. The pre-requirement for commencing the teacher education is that a student has completed at least 60 ECTS credits in their major subject or at least 25 ECTS credits in their subsidiary subject (if applicable). Study progress is monitored at the end of the autumn term in the third year. A student may postpone the start of their teacher education for one year for one of the following acceptable reasons: illness, conscription/civil service, or pregnancy. The second phase of pedagogical studies, with the scope of 30 ECTS credits, is to be completed during the autumn term of the fourth year. A student may postpone the start of the second phase for the reasons states above.

Subject Studies

The teaching profession is regulated in Finland in the Teaching Qualifications Decree 986/1998. (Decree No. 986 /1998 on the qualification requirements for teaching personnel and the amendment to the aforementioned decree, Decree No. 865/2005.)

To be a qualified subject teacher in the comprehensive school (Grades 1 to 9) in Finland, a person must have completed at least 60 ECTS credits in a subject that is taught in comprehensive schools.

To be a qualified subject teacher in the upper secondary school in Finland, a person must have completed at least 120 ECTS credits in one teaching subject that is taught in the upper secondary school and at least 60 credits in other possible teaching subjects.

The qualification for Finnish and Literature (at least 120 ECTS credits) consists of studies in Finnish Language, Literature as well as Spoken Communication. A student must complete the Basic, Intermediate and Advanced Studies in their major subject (Finnish/Literature) and the Basic and Intermediate Studies of their subsidiary subject (Literature/Finnish). If the student majors in Finnish, in their Bachelor's degree they must complete 5 ECTS credits of Spoken Communication, which is included in the Language and Communication Studies. For the Master's degree, a student must complete an additional 5 ECTS credits of Spoken Communication. If the student majors in Literature, the 10 ECTS credits of Spoken Communication will be marked as a subsidiary subject on the diploma.

Finnish and Literature (with the scope of at least 60 ECTS credits) consists of studies in Finnish Language and the Basic and Intermediate Studies in Literature (60 ECTS credits + 60 ECTS credits) and 10 ECTS credits studies is Spoken Communication.

Saami and Literature (with the scope of at least 120 ECTS credits) consists of Basic, Intermediate and Advanced Studies in Saami, Basic Studies in Literature and 5 ECTS credits of Spoken Communication. The subject requires at least 60 ECTS credits consisting of Basic and Intermediate Studies in Saami and Basic Studies in Literature.

The History qualification (with the scope of at least 120 ECTS credits) consists of the Basic, Intermediate and Advanced Studies in one of the available focus areas. A narrower History qualification (60 ECTS credits) consists of Basic and Intermediate Studies in one of the focus areas available.

Civics is required subject at Finnish schools. The subject is typically a secondary requirement for history teacher posts. Studies in Civics are meant for students who major in history and who have been selected for the teacher education programme. To gain the qualification in Civics, history majors have to complete 60 ECTS credits in the following subjects:

Basic Studies (25 ECTS credits) in two of the following:

- Sociology
- Economics and Business Administration
- Political Science

5 ECTS credits of freely chosen modules in the above fields, excluding the two chosen for Basic Studies

Law module (5 ECTS credits)

To gain qualification in the modern languages (English, German) or in the second national language, the 120 ECTS-credit package consists of Basic, Intermediate and Advanced Studies in English, German or Nordic Philology. A smaller package of 60 ECTS credits consists of Basic and Intermediate Studies.

Students who graduate with teacher qualifications are awarded a separate certificate along with their degree diploma. This certificate recognizes the student's teacher qualifications and cites the qualified subjects. A so-called 'competence equivalency certificate' for Pedagogical studies completed after graduation, e.g. in order to gain teacher's qualifications, may be awarded in some circumstances. A Master of Arts graduate who completes their teacher qualifications later must also request a competence equivalency certificate from the Faculty. This certificate is subject to a fee. However, the fee is waived for students who have graduated from the Faculty of Humanities at the University of Oulu and who request the certificate within 10 years of their graduation.

Active Participation and Positions of Responsibility in Student Organizations

A student may be awarded credit if they have shown active extracurricular participation by way of functioning as an entrusted role in student organizations in the Faculty or in the University.

The course can include functions in a number of positions of trust as follows:

- Student Union Board, 1 year, 4-5 credits
- Student Union representatives, 2 years, 2 credits
- University Board of Directors, 1 year, 2 credits
- University Collegium, 2 years, 2 credits
- Education Council, 1 year, 2 credits
- Faculty Board, 2 years, 2 credits
- Board of a subject organization, 1 year, 1-3 credits
- National student organization such as SYL, 1 year, 1-5 credits
- Other important functions in the field of education policy and/or development of teaching, such as Education Committee or section of the Student Union, 1-3 credits

The number of credits to be awarded to the student is determined by the Chief Academic Officer based on available documentation following the principles mentioned above.

The maximum number of credits for the activities mentioned above is 10 credits in one to two parts. The credits can be included in general studies, or if agreed in the subject, in the main or subsidiary subject's studies.

Accreditation may be requested by open application letter which must include the applicant's personal details (name and student number/Finnish national identity number), contact information (address, phone number and email address).

The student shall write a learning diary of the position(s) of trust that she or he has been managing, discussing the following issues:

1. Which organization has the student been working in, how long and how actively has s/he been taking part in its activities?
2. What does the student think s/he has learnt from the position of trust? (With special consideration of these working life skills: communication skills, social skills, technical skills, international competence, commercial and financial competence, development of self-knowledge)
3. How can the student make use of his or her experience in the future?
4. In the student's mind, how should the preparation of matters be developed?

The learning diary and proof of having been in charge of a position of trust are returned to the Chief Academic Officer of the Faculty who will determine the number of credits to be awarded. The length of the learning diary is 2 – 5 pages (font 11, line spacing 1).

Graduation

In the two-cycle degree system the Bachelor of Arts and Master of Arts are independent degrees and the student is awarded a diploma for both.

Bachelor of Arts Degree

Degree diplomas are granted in a graduation ceremony organized once a month, excepting July and August. Dates and graduation deadlines can be checked on the Faculty website <http://www.oulu.fi/hutk/node/4102#Publiikki> (in Finnish).

Students can make the necessary request for graduation by filling out a form available at the Faculty's Student Services office (3rd floor). The form can also be printed on the website <http://www.oulu.fi/hutk/node/14816> (in Finnish).

Before requesting graduation, a student must ensure that all study packages to be included in the degree have been compiled in the Oodi registry.

The details to be included in the graduation request are Basic Studies and Intermediate Studies in the major subject and Basic Studies in at least one subsidiary subject. All these must be compiled in the Oodi study registry as whole packages. The same applies for all other subsidiary subject study packages to be included in the degree. Those students graduating as teachers will mark the first part of their pedagogical studies as a subsidiary subject in their Bachelor's degree. The minimum scope of the degree is 180 ECTS credits and the maximum scope is 190 ECTS credits.

A student must ensure that all the Language and Communication Studies required for the Bachelor's degree have been completed. The request form includes a separate section for required Language and Communication Studies.

In the section "other studies" a student may include individual study packages, for example extra language studies. It is good to bear that any such modules in the "other studies" section which are to be later included in another study package should not be included, as study modules may be used in only one degree.

The degree diploma, which is in Finnish, includes a transcript of records detailing all the modules included in the degree. Students are also given a Diploma Supplement and a transcript of records in English.

It is recommended that students participate in the graduation ceremony, but the diploma can also be collected from the Faculty's Student Services office or it can be sent to the graduate by mail (normal post).

Master of Arts Degree

Degree diplomas are granted in a graduation ceremony organized once a month, excepting July and August. Ceremony dates and deadlines for graduation can be checked on the Faculty website <http://www.oulu.fi/hutk/node/4102#Publiikki> (in Finnish).

Students can make the necessary request for graduation by filling out a form available at the Snellmania Student Centre. The form can also be printed on the website <http://www.oulu.fi/hutk/node/14816> (in Finnish).

Before requesting graduation, a student must ensure that all study packages to be included in the degree have been compiled in the Oodi study registry.

The details to be included in the request are the Advanced Studies in the major subject and the Master's Thesis information. These must be registered in the Oodi registry as whole packages. The same applies for all subsidiary subject study packages to be included in the degree. The minimum scope of the degree is 120 ECTS credits and the maximum scope is 130 ECTS credits.

A student must ensure that all the Language and Communication Studies required for the Master's Degree have been completed and compiled. The request form includes a separate section for the required Language and Communication Studies.

In the section "other studies" a student may include individual study packages, for example extra language studies. It is good to bear that any such modules in the "other studies" section which are to be later included in another study package should not be included, as study modules may be used in only one degree.

The degree diploma, which is in Finnish, includes a transcript of records detailing all the modules included in the degree. Students are also given a Diploma Supplement and a transcript of records in English.

It is recommended that students participate in the graduation ceremony but the diploma can also be collected from the Faculty's Student Services or it can be sent to the graduate by mail (normal post).

Supplementary Studies Certificate

Students are allowed to accumulate more study credits than the required maximum number of credits. On request, a certificate detailing the supplementary studies can be given for these additional credits. Supplementary studies certificates are only awarded for whole study packages, not for individual study modules.

Competence Equivalence Certificate

A so-called "competency equivalence certificate" for pedagogical studies completed after graduation, e.g. in order to gain teacher's qualifications, may be awarded on request. A Master of Arts graduate who completes their teacher qualifications at a later date must request a competence equivalency certificate from the Faculty. This certificate is subject to a fee. However, the fee is waived for students who have graduated from the Faculty of Humanities at the University of Oulu and who request the certificate within 10 years of their graduation. If the studies have been completed at the Open University, the certificate is always subject to a fee.

Employment

The degree in the Humanities offers an all-round education and it typically develops skills in thinking and criticism. However, excluding subject teachers and graduates from Logopedics and Information Studies, a degree in the Humanities does not offer clear professional profiles. The advantage of a Humanities degree is the variety of prospects and the opportunity to direct the degree and professionalism into different, interesting professional tasks.

When planning their studies and personal study plan (PSP), a student is advised to find out about the career prospects of their planned major and subsidiary subjects. Information is available about which subsidiary subjects complement each other well and whether they support other subjects from a career-oriented point of view. Moreover, students have the opportunity to discuss with a career expert how their completed and planned studies go together with their career prospects. These career experts are the subject's study advisor or teacher tutor, the Chief Academic Officer at the Faculty and the staff of the Student Centre.

More information on how students of the Humanities have progressed to employment can be obtained by attending the *Humanistien työllistymispäivät* event ('Employment Opportunities in the Humanities') organized every spring by the Humanities Guild. To make the most of a Humanities degree, the degree should be planned to be a realistic and rationale whole so that, for example, subsidiary subject choices support the desired career opportunities.

Extracurricular activities, a student's personality and networking contacts made in work placements or through hobbies can play a crucial role in finding job opportunities. In addition to education, personal aptitudes and transferable skills from outside of studies play a significant role in career recruitment and in progressing to employment.

The Finnish municipalities are the most significant employer of Humanities graduates, as over half of all the students in the Faculty of Humanities become teachers. Other employers are the private sector, the state and different (research) projects. Most graduates from the University of Oulu find employment in the Northern Ostrobothnian region.

The Student Centre at the University of Oulu offers students guidance and training in planning their studies and their futures; moreover, the Student Centre staff help with career counselling and applying for jobs. The Centre also provides information about different work profiles, expected salaries and about entry into work-life after graduation.

Student Centre online: www.oulu.fi/english/studying/student-center.

When Life or Studies Get Tough

During the course of their studies, students may find themselves losing motivation, for example, about finishing their thesis. At some point in their studies nearly all students doubt their choice of major. Stress and the threat of burnout are not just fancy words or trends but real problems which are often caused by external pressure and a student's overly ambitious expectations regarding their studies. Planning ahead and setting realistic goals can help a student progress through their studies. Help and tips are available from study groups, from staff, and numerous websites.

Concerns about the choice of a student's area of study can be discussed, for example, at the Student Centre (<http://www.oulu.fi/yliopisto/opiskelu/opintojentueksi/opiskelu-ja-uraohjaus>, *in Finnish*).

If problems begin to impact a student's studies, it is best to contact the Student Health Service (FSHS) or the Student Counselling Psychologist services (opintopsykologi@oulu.fi, online <http://www.oulu.fi/english/student-services/psychologist>).

For relationship problems, students can turn to the Finnish Evangelical-Lutheran Church's family guidance for help. Students can also help each other; if you notice a student being left outside of almost all social contact, get in touch with them and ask how they are doing. If it sounds like they are in need of help, talk to them about what options they have to improve their situation.

Opintojaksojen kuvaukset