Offence = a small offence, a reproachable, condemnable deed, error, sin (Nykysuomen sanakirja (The Dictionary of Modern Finnish))

<table>
<thead>
<tr>
<th>DEGREE OF INTENTIONALITY OF DEED</th>
<th>Ignorance</th>
<th>Disregard</th>
<th>Intent to commit an offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-intention</td>
<td>Gross negligence</td>
<td>indifference</td>
<td>(damage, unlawful use, espionage, breaching an obligation of secrecy, abuse of a function by a public official etc.)</td>
</tr>
<tr>
<td>Accident</td>
<td>The need to prove</td>
<td>Frequency</td>
<td></td>
</tr>
<tr>
<td>Negligence</td>
<td>User account suspended or restricted, 1 week - 3 months</td>
<td>User account suspended or restricted, 1 week - 2 months</td>
<td>User account suspended or restricted, 1 week - 1 month</td>
</tr>
<tr>
<td>Lack of skill</td>
<td>Notification to rector for disciplinary action</td>
<td>Notification to rector for disciplinary action</td>
<td>Notification to rector for disciplinary action</td>
</tr>
<tr>
<td>Hacking, intrusion</td>
<td>The university will consider reporting the offence to the relevant authorities</td>
<td>The university will consider reporting the offence to the relevant authorities</td>
<td>The offence will be reported to the relevant authorities</td>
</tr>
<tr>
<td>Handling of illegal material subject to criminal law without right</td>
<td>Reprimand / User account suspended or restricted, 1 week - 2 months</td>
<td>User account suspended or restricted, 1 - 3 months</td>
<td>User account suspended or restricted, 1 - 3 months</td>
</tr>
<tr>
<td>Intentional unauthorised port scanning</td>
<td>Notification to rector for disciplinary action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliberate spreading of malware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial of service attack</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEVERITY OF THE OFFENCE**

**Serious offence (a deed punishable by law as an offence or criminal offence); for example:**
- Hacking, intrusion
- Handling of illegal material subject to criminal law without right
- Intentional unauthorised port scanning
- Deliberate spreading of malware
- Denial of service attack

**Severity:**
- The university will consider reporting the offence to the relevant authorities
- Notification to rector for disciplinary action
- User account suspended or restricted, 1 week - 2 months

**Offence (serious abuse or endangering security); for example:**
- Unauthorised copying of software and games
- Installing unauthorised software
- Unlawful possession of hacker / administrator tools
- Unauthorised setup of service
- Surrendering user ID to another person
- Endangering information confidentiality
- Unlawful distribution of material subject to copyright law

**Severity:**
- The university will consider reporting the offence to the relevant authorities
- Notification to rector for disciplinary action
- User account suspended or restricted, 1 - 3 months

**Minor offence (abuse); for example:**
- Negligence of personal data security
- Inappropriate behaviour
- Causing harm
- Wasting resources
- Negligence of protection against malware or security updates
- Unlawful commercial or political activity
- Breaking access control rules

**Severity:**
- The university will consider reporting the offence to the relevant authorities
- Notification to rector for disciplinary action
- User account suspended or restricted, 1 week - 2 months

User rights to individual systems may be denied for a specified term or permanently once loss of confidence has arisen due to abuse.

Under section 45 of the Universities Act, a university student may be cautioned or suspended for a maximum of one year as a disciplinary measure. In accordance with the table of sanctions, a notification is made for specific offences to the rector for disciplinary action. The rector will decide whether a written caution is warranted. If the rector considers a written caution to be an insufficient sanction, he or she shall refer the matter to the board of the university for a decision in regard of a suspension.