

RECOMMENDATION FOR
ADMISSIONS CRITERIA FOR
UNIVERSITIES OF APPLIED
SCIENCES 2017

16 JANUARY 2017

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RECOMMENDATION FOR ADMISSIONS CRITERIA 2017

1 GENERAL INFORMATION SECTION: BACHELOR'S DEGREE PROGRAMMES

1.1 Eligibility for Bachelor's degree programmes

Provisions on eligibility for universities of applied sciences are contained in the Polytechnics Act (932/2014).

You can apply to a Bachelor's degree programme if you have completed:

- the Finnish general upper secondary school syllabus and/or the matriculation examination;
- an International Baccalaureate (IB) Diploma;
- a European Baccalaureate (EB) Diploma;
- Reifeprüfung (RP) Diploma;
- a Finnish vocational upper secondary qualification with a scope of 120 credit units or 180 credit points, or a comparable previous Finnish vocational qualification with a minimum scope of 80 credit units;
- a Finnish post-secondary or higher vocational level diploma;
- a Finnish vocational upper secondary qualification or a further or specialist vocational qualification as a competence-based qualification, or a comparable previous qualification; or
- foreign qualification that provides eligibility for higher education studies in the country in question.

As a basic assumption, the qualification requirements listed in this Recommendation for admissions criteria always refer to a Finnish qualification unless otherwise stated.

A higher education degree does not confer eligibility unless otherwise specified in the admissions criteria of the programme in question. For some programmes, universities of applied sciences may require a specific qualification or other evidence.

Some universities of applied sciences may, at their discretion, consider an applicant to be eligible for a specific programme if the UAS in question deems that he or she possesses sufficient knowledge and skills for UAS studies in that programme. For further information, see Section 1.4.

1.2 Proving eligibility

Applicants must have completed the qualification used in the application procedure in time for a copy of the certificate to reach the relevant university of applied sciences by the deadline specified in advance following the publication of admission results (see the Schedule Appendix).

Applicants with a Finnish qualification certificate need not submit copies of their certificates, as only the certificates of those admitted as students will be checked. However, this does not apply to applicants who have taken the Finnish matriculation examination prior to 1990, as they will need to submit copies of their certificates to the admissions offices of the relevant universities of applied sciences by the deadline specified in advance (see the Schedule Appendix).

In order to prove their eligibility, **applicants with a non-Finnish qualification certificate** must submit a copy of the final certificate used as the basis for application by the deadline specified in advance (see the Schedule Appendix) to the admissions office of the university of applied sciences marked as the first choice on their application form, which will then decide on each applicant's eligibility for all UAS programmes they have selected. However, this does not apply to EU/EEA citizens graduating

during the application period, or to those applying with an IB, EB or RP Diploma, who will need to submit certificate copies by another deadline specified in advance (see the Schedule Appendix). Only final qualification certificates can be accepted; no provisional or temporary certificates will be accepted.

In addition, each applicant must submit a copy of his or her qualification certificate translated into Finnish, Swedish or English by an official (authorised) translator if the original document is in none of these languages. Such translations must be signed and stamped by the translator. The translations must be submitted by the deadline specified in advance (see the Schedule Appendix) to the admissions offices of the relevant universities of applied sciences.

A person with **refugee status*** or an **asylum seeker** may apply and be accepted to study in education just as any other eligible citizen of Finland or any other country.

If the applicant is a **refugee**, has **status comparable to a refugee**** or is an **asylum seeker**, and he or she cannot thus verify his or her previous degree with relevant documentation, the higher education institution may invite the applicant to take an entrance exam or, if necessary, submit the application for academic assessment. The higher education institution of the degree programme will use the report requested from the applicant as basis for making the decision on whether the documentation on the previous degree is sufficient.

The applicant must have a decision by the authorities concerning his or her status (decision on asylum or residence permit on the basis of protection). The applicant must submit a copy of the relevant decision within a previously notified time limit to the admissions services of all the higher education institutions where he or she is applying (see appendix with timetables).

In order to declare his or her status, an asylum seeker who has not yet been granted a decision may verify his or her status by presenting an identity card with his or her photograph granted by Migri and, when required by the degree programme, a fee-based (€20) pending application by Migri that states that the applicant is permitted to legally reside in Finland during the time when his or her case is being processed, i.e. until a lawful decision has been made on the case.

*** a person with refugee status i.e. asylum** = Residence outside of one's country of origin or country of former habitual residence owing to a justified fear of being persecuted in the country concerned. The reason for persecution must be the person's origin, religion, nationality, membership in a certain social group, or political opinions. It is also assumed that because of the person's fear, he or she is unwilling to turn to the country concerned for protection.

**** a person whose status is comparable to a refugee** is a person provided with subsidiary protection = the person faces a risk of being subjected to the death penalty, execution, torture or other inhuman or degrading treatment or punishment in his or her home country or country of former habitual residence. A permit may also be issued if the person is unable to return to his or her home country or country of former habitual residence without being exposed to serious and individual threat as a result of an armed conflict in the country concerned.

1.3 Admissions criteria

Each university of applied sciences will determine which of the following selection methods are to be used for each programme choice and allocate a certain number of places to each selection method. Depending on their educational backgrounds, applicants are included in the selection methods used in their chosen field.

Each university of applied sciences will determine the number of reserve places per programme and include this information in the application instructions.

Scoring tables relating to points awarded for school performance are included in the field-specific recommendations for admissions criteria.

The maximum admission score is as follows:

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	40/70/100 points
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Universities of applied science may reserve some of the intake places allocated to selection method 1 for applicants with a vocational qualification. (The quota includes holders of a vocational upper secondary qualification, a further vocational qualification, a specialist vocational qualification or a post-secondary or higher vocational level diploma). Universities of applied sciences will announce the size of the quota for vocational qualification holders in each programme.

In cases of equal admission scores under **selection method 1**, applicants will be ranked on the following grounds:

1. entrance examination points
2. applicant's first-choice programme on the application form.

If these criteria fail to produce a difference between tied applicants, a university of applied sciences may choose to admit all or none of the equally ranked applicants, or the applicants may be automatically selected by lots drawn by a computer system.

SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2A

School performance	30 points (matriculation examination grades)
Entrance examination	70 points
Total	100 points

Alternative 2B

School performance	60 points (matriculation examination grades)
Entrance examination	40 points
Total	100 points

In cases of equal admission scores under **selection method 2**, applicants will be ranked on the following grounds:

1. entrance examination points
2. points for school performance
3. applicant's first-choice programme on the application form.

If these criteria fail to produce a difference between tied applicants, a university of applied sciences may choose to admit all or none of the equally ranked applicants, or the applicants may be automatically selected by lots drawn by a computer system.

SELECTION METHOD 3: SCHOOL PERFORMANCE (only available to those applying with a matriculation examination certificate)

Alternative 3A

School performance 30 points (matriculation examination grades)

Alternative 3B

School performance 60 points (matriculation examination grades)

In cases of equal admission scores under **selection method 3**, applicants will be ranked on the following grounds:

1. points for school performance
2. applicant's first-choice programme on the application form.

If these criteria fail to produce a difference between tied applicants, a university of applied sciences may choose to admit all or none of the equally ranked applicants, or the applicants may be automatically selected by lots drawn by a computer system.

SELECTION METHOD 4: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Work experience	30 points
Total	100 points

In cases of equal admission scores, applicants to universities of applied sciences will be ranked on the following grounds:

1. entrance examination points
2. points for work experience
3. applicant's first-choice programme on the application form.

If these criteria fail to produce a difference between tied applicants, a university of applied sciences may choose to admit all or none of the equally ranked applicants, or the applicants may be automatically selected by lots drawn by a computer system.

The university of applied sciences may cancel admission if an applicant fails to submit qualification certificates/certificates of employment by the specified deadline, or if an applicant has provided false information.

Conversion formula for EB, IB and Reifeprüfung Diplomas

Applicants who have completed an International Baccalaureate (IB), a European Baccalaureate (EB) or a Reifeprüfung (RP) Diploma will convert their diploma grades according to the following conversion table:

EB Diploma		IB Diploma	Reifeprüfung Diploma	Finnish matriculation examination
Mathematics	Other subject-specific test			
9.50–10.00	9.00–10.00	7 (Excellent)	13–15 points	Laudatur
8.50–9.45	8.00–8.95	6 (Very good)	10–12 points	Eximia cum laude approbatur
7.00–8.45	7.00–7.95	5 (Good)	8–9 points	Magna cum laude approbatur
6.00–6.95	6.00–6.95	4 (Satisfactory)	7 points	Cum laude approbatur
5.00–5.95	5.00–5.95	3 (Mediocre)	5–6 points	Lubenter approbatur
4.00–4.95	4.00–4.95	2 (Poor)	4 points	Approbatur

Comparability of subjects included in IB, EB and RP Diplomas with subjects in the Finnish matriculation examination

Comparability of subjects included in the IB Diploma with subjects in the Finnish matriculation examination

IB Diploma	Finnish matriculation examination
GROUP 1: student's mother tongue	

A language – the language the student knows best, usually mother tongue	Mother tongue
GROUP 2: foreign languages	
Level B	2nd national language, advanced syllabus
	Foreign language, advanced syllabus
	Foreign language, basic syllabus
GROUPS 3 and 4: General subjects	
Other subject	General subjects
*Biology	*Biology
*Physics	*Physics
*Chemistry	*Chemistry
GROUP 5: mathematics	
Mathematics High level & Standard level	Advanced syllabus in mathematics
Mathematical studies	Basic syllabus in mathematics

* Only used in the field of Technology. In other fields, these are included in general subjects.

Comparability of subjects included in the EB Diploma with subjects in the Finnish matriculation examination

EB Diploma	Finnish matriculation examination
1st language (L1)	Mother tongue
2nd language (L2)	2nd national language, advanced syllabus
3rd language (L3)	Foreign language, advanced syllabus
4th language (L4)	Foreign language, basic syllabus
Other subject	General subjects
*Biology	*Biology
*Physics	*Physics
*Chemistry	*Chemistry
Mathematics Standard level (5 classes)	Advanced syllabus in mathematics
Mathematics Elementary level (3 classes)	Basic syllabus in mathematics

* Only used in the field of Technology. In other fields, these are included in general subjects.

Comparability and scores of subjects included in the RP Diploma with subjects in the Finnish matriculation examination

The points received for the Reifeprüfung Diploma are converted into comparable matriculation examination points by dividing the score for the section "Prüfungsergebnis in vierfacher Wertung" by four (for example $48/4 = 12 = E$) or for the section "Prüfungsergebnis in dreifacher Wertung" by three (for example $27/3 = 9 = M$).

RP Diploma	Finnish matriculation examination
Muttersprachliches Niveau	Mother tongue
Second language	Mother tongue
A language	Foreign language, advanced syllabus
B1, B2 and B3 language	Foreign language, basic syllabus
Other subject	General subjects
*Biology	*Biology
*Physics	*Physics
*Chemistry	*Chemistry

Mathematics, advanced syllabus	Advanced syllabus in mathematics
Mathematics	Basic syllabus in mathematics

* Only used in the field of Technology. In other fields, these are included in general subjects.

1.4 Applying through discretionary admission

Each university of applied sciences decides on discretionary admissions by programme. Anyone applying through discretionary admission is required to submit copies of the certificates that he or she wishes to use to the admissions office of each university of applied sciences to which he or she is applying by the deadline specified in advance (see the Schedule Appendix). Discretion only concerns an applicant's eligibility to apply.

1.5 Evidence of language proficiency as part of admissions

1.5.1 or Swedish language test

A university of applied sciences may organise a Finnish or Swedish language test for applicants whose mother tongue and/or schooling language is different from its language of instruction. A person is considered to have received his or her schooling in the language in which he or she has received an approved grade in Finnish or Swedish studied as the mother tongue on the final certificate awarded for studies referred to in the Basic Education Act (628/1998) or the General Upper Secondary Schools Act (629/1998), or comparable studies. A schooling language may also refer to the language in which a person has passed the mother tongue test in the matriculation examination, or in which the person has received at least the grade magna cum laude approbatur for the Finnish or Swedish as a second language test.

Instead of a language test, it is also possible to accept skills demonstrated in speaking, listening comprehension, writing and reading comprehension at least at skills level 4 of the National Certificate of Language Proficiency test as evidence of Finnish or Swedish language proficiency. Completion of the oral and written skills tests included in the Civil Service Language Proficiency Certificate examination at least at skills level 'good' may also be accepted as comparable proof of Finnish or Swedish language proficiency.

1.5.2 English language proficiency in degree programmes provided in English

Excellent skills in English are required for success in degree programmes provided in English. The applicants' language proficiency is assessed in the entrance examination. For a more detailed description of the examination, see the admissions criteria for specific fields.

When applying to a degree programme provided in English, the applicants need not submit evidence of language proficiency.

1.6 Work experience

When calculating the points for work experience, only experience obtained at the age of 18 or over and by no later than **31 July 2017** for the spring application period and by no later than **31 December 2017** for the autumn period will be taken into account. One point is awarded for two months of general work experience (not necessarily in the field of the programme). The maximum score for work experience is 30 points.

Points may only be awarded for work experience when a certificate issued by the employer is produced. The certificates of successful candidates will be checked. An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. Certificates of employment need not be submitted during the application period. Instructions for submitting employment certificates are included in the Schedule Appendix. Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme (YEL = statutory pension scheme for entrepreneurs; MYEL = statutory pension scheme for farmers, forest estate owners, fishers and reindeer herders and their family members). Enterprising activities abroad should be substantiated with comparable official documents.

When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained with the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment. If an original employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

For the details of any requirements concerning programme-specific work experience, see the recommendations for admissions criteria of each programme.

1.7 Accessible student admission – special arrangements for entrance examinations

An applicant may submit a separate application to request the right to special arrangements for taking an entrance examination. The same application form is used by all higher education institutions, and it can be found on the website of each institution. The application should indicate the types of special arrangements being requested and the grounds for the request. The applicant should enclose copies of the certificates to which he or she makes appeal.

Please note: Documents verifying dyslexia must have been issued within the last 5 (five) years. In addition, documents verifying a permanent disability, illness or learning disability must have been issued within the last 5 (five) years. The period of validity of other documents will be decided case-by-case

In cases where an issue entitling an applicant to special arrangements already exists during the application period, an application for special arrangements for entrance examinations must be submitted by the common deadline decided by the universities of applied sciences (see the Schedule Appendix). The applicant must submit a separate application to each university of applied sciences to which he or she has submitted an application. A university of applied sciences may provide additional instructions, for example related to two-stage admissions. The application should be submitted to the admissions offices of the relevant higher education institutions.

If an issue entitling an applicant to special arrangements emerges or is identified between the end of the application period and the entrance examination date, the applicant must submit an application for special arrangements to the admissions offices of each university of applied sciences arranging the entrance examinations that he or she intends to take without delay. A university of applied sciences may deny an applicant the right to special arrangements if such arrangements are impossible to implement, for example because of schedule-related reasons.

Decisions on special arrangements for entrance examinations are specific to each programme choice and a decision is only valid on a specific examination date. Procedures indicated by good governance must be followed when making the decisions. Any attachments to applications for special arrangements shall be secret.

2 GENERAL INFORMATION SECTION: MASTER'S DEGREE PROGRAMMES

2.1 Eligibility for Master's degree programmes at universities of applied sciences (programmes provided in Finnish, Swedish and English)

Eligibility for a UAS Master's degree programme is conferred by an appropriate UAS Bachelor's degree or another appropriate higher education degree and at least three years of subsequent work experience in a relevant field. As a relevant field is regarded both the field being applied to and the field of the previous higher education degree.

2.1.1 educational requirements

Each university of applied sciences determines the basic educational requirements separately for each programme choice.

Applicants must complete the degree used in the application procedure in time for a **copy of the final degree certificate** to arrive at the admissions office of the relevant university of applied sciences by the deadline specified in advance (see the Schedule Appendix).

In order to prove their eligibility, anyone applying with a **non-Finnish degree certificate** must submit a copy of the final certificate used as the basis for the application by the deadline specified in advance (see the Schedule Appendix) to the admissions office of the university of applied sciences. This does not apply to EU/EEA citizens who complete their qualification during the application period.

If a certificate was issued in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator to the admissions office of their first-choice university of applied sciences. Such copies must be submitted to the admissions office by the deadline specified in advance (see the Schedule Appendix).

If an applicant is a **refugee** or in a refugee-like situation and is unable to submit documentary evidence of his or her qualification, a university of applied sciences may invite the applicant to sit an entrance examination or take any advance assignment submitted by the specified deadline into account. The applicant must have an official decision attesting to his or her refugee status (a decision to grant asylum or a residence permit issued on the basis of need for protection). The applicant must submit a copy of this decision to the admissions office of each university of applied sciences to which he or she is applying by the deadline specified in advance (see the Schedule Appendix).

2.1.2 Work experience requirements

In order to be eligible, applicants must have three years of work experience accumulated as from the date of award of the final degree certificate and obtained no later than **31 July 2017** for the spring application period and no later than **31 December 2017** for the autumn application period.

Universities of applied sciences also accept work experience obtained after completion of a post-secondary or higher vocational level diploma in Finland (in any field of education) but prior to taking the higher education degree. In such cases, too, at least three years of work experience obtained in a relevant field is required.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme (YEL = statutory pension scheme for entrepreneurs; MYEL = statutory pension scheme for farmers, forest estate owners, fishers and reindeer herders and their family members). Enterprising activities abroad should be substantiated with comparable official documents.

Instead of work experience, artistic activities of equivalent duration, verifiable by evidence such as a portfolio, may be required in the fields of Crafts and Design, Media and Visual Arts, Theatre and Dance, and Music (Act 932/2014).

In Seafaring, at least six months of officer service aboard a vessel approved by the Finnish Transport Safety Agency (Trafi), as per an extract of the seamen's register, is accepted for the Master's Degree Programme in Marine Technology (Master Mariner). An additional requirement is work experience in the seafaring field, either at sea or on land, to the extent that the above-mentioned officer duties and other seafaring work experience add up to at least three years of work experience.

Work experience should be indicated in full months. When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained working for the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment.

Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

2.1.3 Submitting degree and employment certificates

Degree and employment certificates and any possible other certificates will be checked for those admitted as students. The university of applied sciences may cancel admission if an applicant fails to submit qualification certificates/certificates of employment by the specified deadline, or if an applicant has provided false information.

Work experience must be verified with an employment certificate provided by the employer. An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. If the employment continues, the applicant should request a temporary employment certificate from the employer.

If an original employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

2.2 Accessible student admission – special arrangements for entrance examinations

An applicant may submit a separate application to request the right to special arrangements for taking an entrance examination. The same application form is used by all higher education institutions, and it can be found on the website of each institution. The application should indicate the types of special arrangements being requested and the grounds for the request. The applicant should enclose copies of the certificates to which he or she makes appeal.

Please note: Documents verifying dyslexia must have been issued within the last 5 (five) years. In addition, documents verifying a permanent disability, illness or learning disability must have been issued within the last 5 (five) years. The period of validity of other documents will be decided case-by-case.

In cases where an issue entitling an applicant to special arrangements already exists during the application period, an application for special arrangements for entrance examinations must be submitted by the common deadline decided by the universities of applied sciences (see the Schedule Appendix). The applicant must submit a separate application to each university of applied sciences to which he or she has submitted an application. A university of applied sciences may provide additional instructions, for example related to two-stage admissions. The application should be submitted to the admissions offices of the relevant higher education institutions.

If an issue entitling an applicant to special arrangements emerges or is identified between the end of the application period and the entrance examination date, the applicant must submit an application for special arrangements to the admissions offices of each university of applied sciences arranging the entrance examinations that he or she intends to take without delay. The university of applied sciences may deny an applicant the right to special arrangements if such arrangements are impossible to implement, for example because of schedule-related reasons.

Decisions on special arrangements for entrance examinations are specific to each programme choice and a decision is only valid on a specific examination date. Procedures indicated by good governance must be followed when making the decisions. Any attachments to applications for special arrangements shall be secret.

2.3 Admissions criteria for Master's degree programmes at universities of applied sciences (programmes provided in Finnish, Swedish and English)

1 Entrance examination and/or advance assignment

Entrance examination and/or advance assignment 100 points (an entrance examination may include an interview). The minimum acceptable score is 20 points.

Language proficiency will be assessed in connection with the entrance examination/advance assignment for those applying to programmes provided in English.

The grade awarded for a Bachelor's thesis, school performance and work experience may be taken into account as part of the entrance examination/advance assignment.

2.4 Selection between applicants with equal admission scores

In cases of equal admission scores, applicants will be ranked on the following grounds:

1. Entrance examination and/or advance assignment
2. Applicant's first-choice programme on the application form.

If these criteria fail to produce a difference between tied applicants, a university of applied sciences may choose to admit all or none of the equally ranked applicants, or the applicants may be automatically selected by lots drawn by a computer system.

3 BACHELOR'S DEGREE PROGRAMMES IN HUMANITIES AND EDUCATION

3.1 Student selection for full-time implementations in Finnish

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 100 points

Students will be selected exclusively on the basis of an entrance examination. All eligible applicants may take part in the entrance examination without a specific invitation. In order to be considered for admission, applicants must score at least 50 points (Degree Programme in Civic Activities and Youth Work) or 35 points (Degree Programme in Sign Language and Interpreting) in the entrance examination. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

Within Humanities and Education, universities of applied sciences engage in admissions cooperation when organising entrance examinations in the following two admission groups for full-time studies: Civic Activities and Youth Work and Civic Activities and Youth Work/Christian Child and Youth Work; and Sign Language and Interpreting/Interpreter.

Universities of Applied Sciences engaging in admissions cooperation:

3.1.1 Civic Activities and Youth Work and Civic Activities and Youth Work/Christian Child and Youth Work

- Centria University of Applied Sciences
- Humak University of Applied Sciences
- South-Eastern Finland University of Applied Sciences (Xamk)

Admissions co-operation means that universities of applied sciences included in the same admission group will accept an entrance examination taken at another university of applied sciences. Each applicant sits the entrance examination at the unit that provides the applicant's first-choice programme. All eligible applicants may sit the entrance examination without a specific invitation.

3.1.2 Sign Language and Interpreting/Interpreter

- Diaconia University of Applied Sciences
- Humak University of Applied Sciences

Invitations to sit an entrance examination will be sent to all those eligible applicants who have returned the advance assignment by and completed it to an acceptable standard. The advance assignment will be made available on the websites of Diaconia University of Applied Sciences and Humak University of Applied Sciences (www.diak.fi ja www.humak.fi) at the beginning of the joint application period.

3.1.3 Entrance examination

The entrance examination for the **Degree Programme in Civic Activities and Youth Work** consists of various individual and group assignments and, at Centria University of Applied Sciences, also of a psychological test. The examination aims to assess applicants' study skills, aptitude for the field, motivation, social capability and creativity. Applicants must score at least 50 points in the entrance examination (max. 100 points) and pass each compulsory section.

The entrance examinations will be organised on 6 – 8 June 2017 during the spring joint application period, and on 31 October – 1 November 2017 during the autumn joint application period (Xamk). The entrance examination will take place on a single day for each applicant. The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences announce the dates and contents of entrance examinations on the Opintopolku.fi (Studyinfo.fi) website and on their own websites.

The entrance examination for the **Degree Programme in Sign Language and Interpreting** consists of Finnish language assignments, memory tests, assignments measuring sign language acquisition, interviews and sections assessing aptitude. The examination aims to assess applicants' aptitude and motivation for the field diversely. In order to be considered for admission, applicants must score at least 35 points in the entrance examination (max. 100 points).

The entrance examination for the Degree Programme in Sign Language and Interpreting will be organised on 6 – 8 June 2017. The entrance examination will take place on a single day for each applicant. The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences announce the dates and contents of entrance examinations on the Opintopolku.fi (Studyinfo.fi) website and on their own websites.

3.2 Student selection for part-time implementations in Finnish

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 100 points

In order to be considered for admission, applicants must score at least 50 points (Civic Activities and Youth Work, part-time studies) or 35 points (Interpreter/Sign Language and Interpreting and Interpreter/Community Interpreting, part-time studies) in the entrance examination.

All eligible applicants will be invited to sit the entrance examination for part-time studies. The selection will be carried out exclusively on the basis of the entrance examination. There is no admissions co-operation in part-time studies. Applicants will be invited to sit the entrance examination of their chosen programme on a date announced by each university of applied sciences.

3.2.1 Civic Activities and Youth Work

- Centria University of Applied Sciences
- Humak University of Applied Sciences
- South-Eastern Finland University of Applied Sciences (Xamk)

3.2.1.1 Entrance examination

The entrance examination may include sections measuring study skills, aptitude for the field and motivation. Work experience obtained by applicants in the humanities and education field and their

orientation to the field will also be taken into account as part of points awarded for the entrance examination. Applicants must score at least 50 points in the entrance examination (max. 100 points) and pass each compulsory section.

The entrance examinations for part-time implementations of Civic Activities and Youth Work programmes will be organised on 30 May – 1 June 2017 (Humak UAS) and 7 – 8 June 2017 (Centria UAS) during the spring joint application period, and on 7 November 2017 (Xamk) during the autumn joint application period. The entrance examination will take place on a single day for each applicant. The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences announce the dates and contents of entrance examinations on the Opintopolku.fi (Studyinfo.fi) website and on their own websites.

3.2.1.2 Work experience as part of the entrance examination

More instructions on work experience and demonstration of orientation to the field for which points will be awarded as part of the entrance examination are provided in the application instructions of each university of applied sciences. When calculating the points for work experience, only experience obtained at the age of 18 or over accumulated by no later than **31 July 2017** for the spring application round and by no later than **31 December 2017** for the autumn application round will be taken into account. A period of two months of full-time work experience equals one point.

Points may only be awarded for work experience when a certificate issued by the employer is produced. The certificates of successful candidates will be checked. An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme (YEL = statutory pension scheme for entrepreneurs; MYEL = statutory pension scheme for farmers, forest estate owners, fishers and reindeer herders and their family members). Enterprising activities abroad should be substantiated with comparable official documents.

When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained with the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment. If an original employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

3.2.2 Sign Language and Interpreting/Interpreter

- Humak University of Applied Sciences

3.2.2.1 Entrance examination

Admissions will be exclusively based on an interview and the related portfolio. Work experience in the field will be taken into account as part of the interview, not as a separate score. Applicants must score at least 35 points in the entrance examination (max. 100 points). The entrance examination for Sign

Language and Interpreting will be organised on 24 May 2017. The entrance examination result is valid for the duration of the application period in question.

3.2.3 Community Interpreting/Interpreter

- Diaconia University of Applied Sciences

Invitations to sit an entrance examination will only be sent to those eligible applicants who have submitted a certificate of Finnish language proficiency required for the programme to the admissions office of Diaconia University of Applied Sciences by the specified deadline. Applicants must score at least 35 points in the entrance examination (max. 100 points) and pass each section.

Those applying to study Community Interpreting will demonstrate their proficiency in two working languages, language A and B. Working language A is usually the applicant's native language. Working language B is a non-native language which the applicant also knows well enough to use as a target language. Applicants who have completed the qualification providing eligibility in Finnish can use the qualification certificate in question (such as the general upper secondary school certificate, the matriculation examination certificate or an upper secondary vocational certificate) to demonstrate sufficient Finnish language proficiency. Those who have obtained the qualification providing eligibility in some other language will demonstrate their Finnish language proficiency using a National Certificate of Language Proficiency, a Civil Service Language Proficiency Certificate (obtained in or after 2003) or a qualification certificate for the Further Qualification for Community Interpreters. The required certificates of Finnish language proficiency must be submitted to the admissions office of Diaconia University of Applied Sciences by the end of the application period.

3.2.3.1 Entrance examination

Applicants' proficiency in both working languages will also be assessed as part of the entrance examination. In addition to assignments in Finnish and the other working language, the entrance examination consists of an interview and assignments measuring study and work skills.

The entrance examination for Community Interpreting will be held on 1 June 2017. The entrance examination result is valid for the duration of the application period in question.

3.3 Health requirements

Those applying to study within the field of Humanities and Education must have a sufficiently good health status and functional capacity to be capable of completing practical assignments and work placement periods as part of the studies. Information about health requirements within the field is available on UAS websites and on the Opintopolku.fi (Studyinfo.fi) service. Applicants are required to provide information concerning their health status and functional capacity as required to assess admission at the request of the university of applied sciences concerned, as well as information on any possible prior decision on cancellation of their study entitlement.

Students are required to produce an extract from criminal records at the request of the university of applied sciences if working with minors forms an essential part of the tasks assigned to them during their studies or work placement periods that are part of their studies. Universities of applied sciences are entitled to require a student to produce a certificate of a drugs test if there is any reason to suspect that the student is under the influence of drugs during practical assignments or during a work placement that is part of their studies, or that the student is addicted to drugs.

4 BACHELOR'S DEGREE PROGRAMMES IN CULTURE

This Recommendation describes admissions criteria for degree programmes provided in Finnish, Swedish and English. There is no co-operation in the admission procedures in the field of Culture, which means that all universities of applied sciences will organise their entrance examinations independently. More specific information about programme start dates, other relevant dates and details relating to the application procedure are available on the website opintopolku.fi (studyinfo.fi).

If a university of applied sciences deviates from the programme choices specified in this Recommendation, the programmes and programme choices should be formulated by adding a major subject as a qualifier (such as Designer, Jewellery Design / Programme choice: Designer, Jewellery Design, full-time studies). Each university of applied sciences should independently create a model of any programme choices and scoring methods diverging from this Recommendation for the joint application system. The programme choices of programmes provided in English are formulated by including the Degree Programme corresponding with the programme after the degree title (for example: Bachelor of Culture and Arts, DP in media, Full-time studies).

For general eligibility for degree programmes and the admissions criteria for Master's programmes, see the General information section of the Recommendation.

4.1 Selection to full-time implementations in Finnish and Swedish

4.1.1 Student selection

The entrance examinations are specific to each University of Applied Sciences. Applicants should read through the UAS-specific application instructions and schedules carefully.

Any advance material relating to an entrance examination as well as any qualification and employment certificates should be submitted to the university of applied sciences that requested them in the manner specified by the UAS.

In the Culture field, total scores for student selection are calculated on the basis of an entrance examination. The selection is also influenced by the division of students into specialisation areas, options or instrument groups; the student numbers of these groups are based on an assessment of workplace needs.

An applicant is required to score at least a half (50%) of the maximum score of an entrance examination (min. 50 points). Each section of the examination must be passed. For details of the contents and scoring of entrance examinations, see the website opintopolku.fi (studyinfo.fi).

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 100 points

All applicants are invited to sit an entrance examination, or the entrance examination may involve screening evidence to be submitted in advance as determined by the university of applied sciences. The screening evidence comprises sections to be completed independently and submitted to the UAS before the date of the entrance examination, which are used to assess applicants' motivation, other education, training, work experience and general interest relating to the field, as well as their aptitude for the field. Advance evidence will be assessed on a scale of pass/fail. No points will be awarded for any materials requested in advance as part of the entrance examination.

4.2 Student selection for part-time implementations in Finnish and Swedish

4.2.1 Student selection

The entrance examinations are specific to each university of applied sciences. Applicants should read through the UAS-specific application instructions and schedules carefully. Selection is also influenced by the division of students into specialisation areas, options or instrument groups, the student numbers of which are based on an assessment of workplace needs.

Any advance materials relating to an entrance examination as well as any qualification and employment certificates and portfolios should be submitted to the university of applied sciences that requested them in the manner specified by the UAS.

An applicant is required to score at least a half (50%) of the maximum score of an entrance examination (min. 50 points). Each section of the examination must be passed. For details of the contents and scoring of entrance examinations, see the website opintopolku.fi (studyinfo.fi).

Selection method 1: Entrance examination

Entrance examination 100 points

All applicants are invited to sit an entrance examination, or the entrance examination may involve screening evidence to be submitted in advance as determined by the university of applied sciences. The screening evidence comprises sections to be completed independently and submitted to the UAS before the date of the entrance examination, which are used to assess applicants' motivation, other education, training, work experience and general interest relating to the field, as well as their aptitude for the field. Advance evidence will be assessed on a scale of pass/fail. No points will be awarded for any materials requested in advance as part of the entrance examination.

For programmes provided in the Culture field as part-time studies, work experience or artistic activities may be taken into account as advance evidence or as part of an entrance examination. Applicants are required to substantiate their work experience with employment certificates as set out in section 1.6, and their artistic activities with evidence such as portfolios or in some other manner as requested by the university of applied sciences. The university of applied sciences will assess the eligibility of artistic activities based on the evidence provided.

4.3 Student selection for full and part-time implementations in English

The scoring models used for selection are similar to those used for the corresponding Finnish-language programmes.

5 BACHELOR'S DEGREE PROGRAMMES IN NATURAL RESOURCES

5.1 Student selection for full-time implementations in Finnish and Swedish

5.1.1 Selection method

Selection methods 1 and 3B are used in student selection.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 40 points

SELECTION METHOD 3: SCHOOL PERFORMANCE (only available to those applying with a matriculation examination certificate)

Alternative 3B

School performance 60 points (matriculation examination grades)

Selection based on school performance (method 3B) is only used for the applicant's first-choice programme.

The number of places reserved for students selected using method 3B is at the discretion of individual universities of applied sciences. Of the two admission queues for full-time studies, **selection method 1** will be filled first, followed by **selection method 2**.

5.1.2 Scoring of school performance for full-time studies

Points awarded for school performance are based on the matriculation examination certificate. The grades on the matriculation examination certificate for the applicant register will be obtained directly from the Matriculation Examination Board.

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	20	19	17	12	10
The best language (foreign languages and the second national language), advanced (basic/intermediate) syllabus	20 (19)	19 (18)	17 (16)	12 (11)	10 (9)
Mathematics (basic or advanced) or the best of general subject tests (general studies test for those who took their matriculation examination prior to 2006)	20	19	17	12	10

When using selection method 3B, mother tongue will be taken into account as a selection criterion in the order of priority of tied applicants.

5.1.3. Entrance examinations

The joint entrance examination for programmes in Natural Resources will be organised at **9 a.m. – 2 p.m. on 30 May 2016**. All eligible applicants may sit the entrance examination without a specific invitation. The examination may be taken in Finnish or Swedish. Applicants sit the entrance examination at the university of applied sciences providing their first-choice programme in the Natural

Resources sector. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

The maximum score for the entrance examination is 40 points in total. In order to be considered for admission, applicants must score at least 14 points in the entrance examination.

For full-time studies, universities of applied sciences will accept an entrance examination taken at another university of applied sciences. The entrance examination result is valid for the duration of the application period in question.

5.2 Student selection for part-time implementations in Finnish and Swedish

5.2.1 Selection method

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 100 points

5.2.2 Entrance examination

Each university of applied sciences organises its own entrance examination, in which the maximum score is 100 points. In order to be considered for admission, applicants must score at least 30 points in the entrance examination. The universities of applied sciences provide information on the dates and structure of the entrance examination on the www.opintopolku.fi (www.studyinfo.fi) service and on their websites. The entrance examination result is valid for the duration of the application period in question.

6 BACHELOR'S DEGREE PROGRAMMES IN TOURISM AND CATERING

6.1 Student selection for full-time implementations in Finnish

For general eligibility for the degree programmes, see the General information section of the Recommendation.

6.1.1 Selection method

Applicants may be selected to each programme choice using two different selection methods.

If two admission queues are used for full-time studies, **selection method 2** will be filled first, followed by **selection method 1**. Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

Maximum admission scores:

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2A

School performance	30 points (matriculation examination grades)
Entrance examination	70 points
Total	100 points

6.1.2 Scoring of school performance

Points awarded for school performance are based on the matriculation examination certificate. The grades on the matriculation examination certificate for the applicant register will be obtained directly from the Matriculation Examination Board.

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	10	9	8	7	6
The best language (foreign languages and the second national language), advanced (basic/intermediate) syllabus	10 (9)	9 (8)	8 (7)	7 (6)	6 (5)
Mathematics (basic or advanced) or the best of general subject tests (general studies test for those who took their matriculation examination prior to 2006)	10	9	8	7	6

6.1.3 Entrance examination

All eligible applicants may sit the entrance examination without a specific invitation. The national entrance examination in the Tourism, Catering and Domestic Services field is the same for full and part-time studies. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

The common section of the entrance examination will be held on Tuesday, 6 June 2017 during the spring joint application period, and on Tuesday, 31 October 2017 during the autumn joint application period, starting in each case at 10 a.m.

The entrance examination is based on advance material, which will be made available on the websites of all universities of applied sciences using the national examination on the following dates: 5 May – 6 June 2017 for the spring application period and 29 September – 31 October 2017 for the autumn application period. Applicants are not allowed to bring the material to the examination.

In addition to a common written section, the entrance examination consists of either an interview or an essay, at the discretion of each university of applied sciences. Interviews may be held before or after the written section or, where necessary, also on the day following the written section.

The entrance examination places emphasis on aptitude for studying the field, motivation and mother tongue, English language and problem-solving skills as well as mathematical/logical thinking.

Applicants must score at least 25 points in the entrance examination and at least one point for each section. The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences engaging in admissions cooperation will accept an entrance examination taken at another university of applied sciences. A list of the universities of applied sciences engaged in admissions co-operation can be found on their websites.

6.2 Student selection for part-time implementations in Finnish

For general eligibility for the degree programmes, see the General information section of the Recommendation.

6.2.1 Selection method

Applicants may be selected to each programme choice using two different selection methods.

If two admission queues are used for part-time studies, **selection method 4** will be filled first, followed by **selection method 1**. Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

Maximum admission scores:

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

SELECTION METHOD 4: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Work experience	30 points
Total	100 points

6.2.2 Entrance examination

All eligible applicants may sit the entrance examination without a specific invitation. The national entrance examination in the Tourism, Catering and Domestic Services field is the same for full and part-time studies. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

The common section of the entrance examination will be held on Tuesday, 6 June 2017 during the spring joint application period, and on Tuesday, 31 October 2017 during the autumn joint application period, starting in each case at 10 a.m.

The entrance examination is based on advance material, which will be made available on the websites of all universities of applied sciences using the national examination: on 5 May – 6 June 2017 for the spring application period and on 29 September – 31 October 2017 for the

autumn application period. Applicants are not allowed to bring the material to the examination.

In addition to a common written section, the entrance examination consists of either an interview or an essay, at the discretion of each university of applied sciences. Interviews may be held before or after the written section or, where necessary, also on the day following the written section.

The entrance examination places emphasis on aptitude for studying the field, motivation and mother tongue, English language and problem-solving skills as well as mathematical/logical thinking.

Applicants must score at least 25 points in the entrance examination and at least one point for each section. The entrance examination result is valid for the duration of the application period in question.

Universities of applied sciences engaging in admissions cooperation will accept an entrance examination taken at another university of applied sciences. A list of the universities of applied sciences engaged in admissions co-operation can be found on their websites.

6.2.3 Work experience

For instructions for calculating the score for work experience, see the General information section of the Recommendation.

6.3 Student selection for full-time implementations in English

For general eligibility for the degree programmes, see the General information section of the Recommendation.

6.3.1 Selection method

Applicants may be selected to each programme choice using two different selection methods.

If two admission queues are used for full-time implementations provided in English, **selection method 2** will be filled first, followed by **selection method 1**. Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

Maximum admission scores:

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2A

School performance	30 points (matriculation examination grades)
Entrance examination	70 points
Total	100 points

6.3.2 ing of school performance

Selection method 2

Points awarded for school performance are based on the matriculation examination certificate. The grades on the matriculation examination certificate for the applicant register will be obtained directly from the Matriculation Examination Board.

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	10	9	8	7	6
The best language (foreign languages and the second national language): advanced (basic/intermediate) syllabus	10 (9)	9 (8)	8 (7)	7 (6)	6 (5)
Mathematics (basic or advanced) or the best of general subject tests (general studies test for those who took their matriculation examination prior to 2006)	10	9	8	7	6

6.3.3 Entrance examination

All eligible applicants will be invited to sit the entrance examination. Invitations to the examination are sent to the e-mail address given in the application. The common section of the national entrance examination in the Tourism, Catering and Domestic Services field will be held on Thursday, 20 April 2017.

The entrance examination places emphasis on aptitude for studying the field. Applicants must score at least 25 points in the entrance examination, including at least 11 points for the motivation section (max. 30 points), 7 points for the essay/article section (max. 20 points), and 7 points for the mathematical/logical section (max. 20 points). The entrance examination result is valid for the duration of the application period in question.

Universities of applied sciences engaging in admissions cooperation will accept an entrance examination taken at another university of applied sciences. A list of the universities of applied sciences engaged in admissions co-operation can be found on their websites.

7 BACHELOR'S DEGREE PROGRAMMES IN HEALTH CARE AND SOCIAL SERVICES

This Recommendation describes admissions criteria for degree programmes in Health Care, Social Services and Beauty Care provided in Finnish, Swedish and English. The information provided here is intended to complement the General information section of the Recommendation.

7.1 Student selection for degree programmes in Finnish and Swedish, full-time and part-time studies

7.1.1 Student selection

For details on eligibility for UAS studies, see the General information section of this Recommendation.

Those applying to study in the field of Health Care and Social Services must have a sufficient good health status and functional capacity to be capable of completing practical assignments and work placement periods as part of the studies. Information about health requirements in this field is available on UAS websites and on the Opintopolku.fi (Studyinfo.fi) service.

Those applying to the Degree Programme in Biomedical Laboratory Science must have adequate vision to work with a microscope and normal colour vision. Those admitted to the programme are required to submit a certificate provided by an ophthalmologist, optician or optometrist at the beginning of their studies as instructed by the university of applied sciences. The university of applied sciences may cancel admission if an individual admitted as a student fails to submit this certificate by the specified deadline, or if he or she cannot be considered fit to study on the Degree Programme in Biomedical Laboratory Science based on the certificate provided.

Those applying to the field should bear in mind that:

- studying and working in a profession of this field require good mental balance;
- the field is not suitable for illegal drug users or for alcohol or legal drug abusers;
- conditions such as musculoskeletal diseases, chronic skin diseases, allergies and mental health disorders may lead to health issues during studies or later on in working life;
- a blood-borne disease may restrict the progress of studies and employment.

The health requirements listed above do not apply to applicants to Beauty Care programmes.

Applicants are required to provide information concerning their health status and functional capacity as required to assess admission at the request of the university of applied sciences concerned, as well as information on any possible prior decision on cancellation of their study entitlement.

Students are required to produce an extract from criminal records at the request of the university of applied sciences if working with minors forms an essential part of the tasks assigned to them during their studies or work placement periods that are part of their studies.

Universities of applied sciences are entitled to require a student to produce a certificate of a drugs test if there is any reason to suspect that the student is under the influence of drugs during practical assignments or during a work placement that is part of their studies, or that the student is addicted to drugs.

A two-phase student selection process

All applicants are required to participate in a national pre-selection test without a specific invitation. Based on the pre-selection test, a number of eligible applicants are invited to sit an entrance examination. The number of applicants invited to sit an entrance examination will be at least double the number of places available.

The final selection will then be carried out on the basis of points awarded for the matriculation examination certificate and for the entrance examination, or exclusively on the basis of points awarded for the latter.

Selection method 1: Entrance examination

Entrance examination 70 points

Selection method 2: School performance and entrance examination

Alternative 2 A

School performance	30 points (matriculation examination grades)
Entrance examination	70 points
Total	100 points

Of the two admission queues, **selection method 2, alternative 2A** (school performance and entrance examination) will be filled first, followed by **selection method 1** (entrance examination). Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

A university of applied sciences may cancel admission for the following reasons:

- an applicant fails to submit certificates by the deadline specified by the university of applied sciences
- an applicant has provided false information about his or her grades
- an applicant admitted to the Degree Programme in Biomedical Laboratory Science cannot be considered fit for the programme on the basis of a certificate of visual acuity
- it is obvious that the student, in terms of his or her health status and functional capacity, does not meet the admissions criteria (Polytechnics Act 932/2014)
- an applicant has concealed the cancellation of his or her prior study entitlement (Polytechnics Act 932/2014).

7.1.1.1 Scoring school performance

Selection method 2

Points awarded for school performance are based on the matriculation examination certificate.

Scoring of matriculation examination certificates

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	10	9	8	7	6
The best language (foreign languages and the second national language), advanced (basic/intermediate) syllabus	10 (9)	9 (8)	8 (7)	7 (6)	6 (5)
Mathematics (basic or advanced) or the best of general subject tests (general studies test for those who took their matriculation examination prior to 2006)	10	9	8	7	6

7.1.1.2 -selection test

All applicants are required to participate in a national pre-selection test without a specific invitation. The applicants sit the pre-selection test in the language of instruction, and the test may contain sections that test their other language proficiency.

Based on the pre-selection test, a number of eligible applicants are invited to sit an entrance examination. The number of applicants invited to sit an entrance examination will be at least double the number of places available.

The final selection will then be carried out on the basis of points awarded for the matriculation examination certificate and for the entrance examination, or exclusively on the basis of points awarded for the latter.

A single joint national pre-selection test will be organised in the fields of Health Care and Social Services, Sports and Beauty Care.

The national pre-selection test will be organised after the end of each application period, on **27 April 2017** and **12 October 2017**.

Any requests for special arrangements related to the pre-selection test should be addressed to the University of Applied Sciences which is the applicant's first choice in the field of Health Care and Social Services, Sports and Beauty Care

- by 10 April 2017 for the spring application period, and
- by 25 September 2017 for the autumn application period.

7.1.1.3 Entrance examination

Based on the pre-selection test, a number of eligible applicants are invited to sit an entrance examination. The number of applicants invited to sit an entrance examination will be at least double the number of places available. The applicants sit the entrance examination in the language of instruction, and the test may contain sections that test their other language proficiency.

The results of the pre-selection test will not be taken into account in the final selection. The final selection will then be carried out on the basis of points awarded for the matriculation examination certificate and for the entrance examination, or exclusively on the basis of points awarded for the latter.

An entrance examination in Health Care and Social Services places emphasis on aptitude for the field by assessing interest, motivation and social, learning and work skills. Those admitted to programmes are required to have a suitable health status for the field.

In the entrance examination in the Beauty Care field, interest in the sector and learning and work skills are emphasised.

Applicants must score at least 30 points in the entrance examination. At their discretion, universities of applied sciences may use compulsory sections in the entrance examination that must be completed acceptably.

Universities of applied sciences may engage in co-operation when organising entrance examinations. Information on these arrangements can be found on their websites.

There are four admission groups in Health Care and Social Services. Beauty Care is a separate admission group. This means that each applicant will only receive one invitation to sit the entrance examination for all programmes that they are applying to within the same admission group, based on the points awarded for the pre-selection test. The applicant's entrance examination result will apply to all of his or her chosen programmes within the same admission group. The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences announce the dates and contents of entrance examinations on the Opintopolku.fi (Studyinfo.fi) website and on their own websites.

The admission groups are as follows:

Admission group 1

Barnmorska
Förstavårdare
Emergency Care
Hälsovårdare
Midwifery
Nursing
Nursing, Diaconal Nursing
Sjukskötare
Public Health Nursing

Admission group 2

Bioanalytiker
Biomedical Laboratory Science
Dental Technology
Optometry
Radiography and Radiotherapy
Röntgenskötare
Oral Hygiene

Admission group 3

Prosthetics and Orthotics
Ergoterapeut
Fysioterapeut
Physiotherapist
Podiatry
Naprathopathy
Osteopathy
Occupational Therapy

Admission group 4

Geriatric Care
Rehabilitation Counselling
Socionom
Social services
Social Services, Diaconal Social Work
Social Services, Christian Child and Youth Work
Social Services, Christian Early Childhood Education

Admission group 5
Beauty Care
Estenom

7.2 Student selection for full and part-time implementations in English

Programme choices

English-language programme choices can be found on UAS websites and on the Opintopolku.fi (Studyinfo.fi) website.

7.2.1 Student selection

For eligibility for UAS studies, see the General information section of this Recommendation.

Those applying to study in the field of Health Care and Social Services must have a sufficient good health status and functional capacity to be capable of completing practical assignments and work placement periods as part of the studies. Information about health requirements in this field is available on UAS websites and on the Opintopolku.fi (Studyinfo.fi) service.

Those applying to the Degree Programme in Biomedical Laboratory Science must have adequate vision to work with a microscope and normal colour vision. Those admitted to the programme are required to submit a certificate provided by an ophthalmologist, optician or optometrist at the beginning of their studies as instructed by the university of applied sciences. The university of applied sciences may cancel admission if an individual admitted as a student fails to submit this certificate by the specified deadline, or if he or she cannot be considered fit to study on the Degree Programme in Biomedical Laboratory Science based on the certificate provided.

Those applying to the field should bear in mind that:

- studying and working in a profession of this field require good mental balance;
- the field is not suitable for illegal drug users or for alcohol or legal drug abusers;
- conditions such as musculoskeletal diseases, chronic skin diseases, allergies and mental health disorders may lead to health issues during studies or later on in working life;
- a blood-borne disease may restrict the progress of studies and employment.

The health requirements listed above do not apply to applicants to Beauty Care programmes.

Applicants are required to provide information concerning their health status and functional capacity as required to assess admission at the request of the university of applied sciences concerned, as well as information on any possible prior decision on cancellation of their study entitlement.

Students are required to produce an extract from criminal records at the request of the university of applied sciences if working with minors forms an essential part of the tasks assigned to them during their studies or work placement periods that are part of their studies.

Universities of applied sciences are entitled to require a student to produce a certificate of a drugs test if there is any reason to suspect that the student is under the influence of drugs during practical assignments or during a work placement that is part of their studies, or that the student is addicted to drugs.

A university of applied sciences may cancel admission for the following reasons:

- an applicant fails to submit certificates by the deadline specified by the university of applied sciences
- an applicant has provided false information about his or her grades
- an applicant admitted to the Degree Programme in Biomedical Laboratory Science cannot be considered fit for the programme on the basis of a certificate of visual acuity
- it is obvious that the student, in terms of his or her health status and functional capacity, does not meet the admissions criteria (Polytechnics Act 932/2014)
- an applicant has concealed the cancellation of his or her prior study entitlement (Polytechnics Act 932/2014).

7.2.1.1 Entrance examination

All eligible applicants will be invited to sit the entrance examination.

Selection method 1 will be followed in the student selection (score awarded for the entrance examination.)

The maximum score in the entrance examination is 70 points, while the minimum acceptable score is 30 points. At their discretion, universities of applied sciences may use compulsory sections in the entrance examination that must be completed acceptably.

An entrance examination in Health Care and Social Services places emphasis on aptitude for the field by assessing interest, motivation and social, learning and work skills. Those admitted to programmes are required to have a suitable health status for the field.

Universities of applied sciences may engage in co-operation when organising entrance examinations. Information on these arrangements can be found on their websites.

The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences announce the dates and contents of entrance examinations on the Opintopolku.fi (Studyinfo.fi) website and on their own websites.

8 BACHELOR'S DEGREE PROGRAMMES IN SPORTS

This field-specific section complements the information provided in the General information section of this document. This Recommendation describes admissions criteria for the Bachelor's Degree Programmes in Sports provided in Finnish, Swedish and English. More specific information about programme contents and admissions criteria is available on the Opintopolku.fi (Studyinfo.fi) website.

No part-time implementation is available as a separate programme choice in the joint application periods of 2017. Applicants interested in part-time studies may, however, apply to the programme offered by Haaga-Helia UAS, where all applicants will apply to the same programme choice, and a student may be placed in a part-time implementation at the beginning of the studies as part of the individualisation of his or her study programme.

LEGISLATION GOVERNING SOLUTIONS FOR UNSUITABILITY FOR STUDYING (SORA)

Those applying to study within the Sports field must have a sufficiently good health status and functional capacity to be capable of completing practical assignments and work placement periods that are part of the studies. For information on health requirements, see the programme choice details available on the Opintopolku.fi (Studyinfo.fi) website.

Universities of applied sciences may request students to produce an extract from criminal records before they go on a period of work placement that is part of their studies if working with minors forms an essential part of the work placement.

Applicants are required to produce information concerning their health status as required to assess admission at the request of the university of applied sciences concerned, as well as information on any possible decision on cancellation of their study entitlement.

8.1 Student selection for full-time implementations in Finnish and Swedish

For eligibility for UAS studies, see the General information section of this Recommendation. See information on programme choices on the Opintopolku.fi (Studyinfo.fi) website for any exceptional eligibility requirements.

The student selection process to programmes provided in Finnish includes two phases. All applicants are required to participate in a national pre-selection test on **27 April 2017** without a specific invitation. More information on the pre-selection test arrangements are provided on the websites of each university of applied sciences and on the opintopolku.fi (studyinfo.fi) website. Based on the pre-selection test, a number of eligible applicants are invited to sit an entrance examination. The number of applicants invited to sit an entrance examination will be at least four times the number of places available.

The final selection will be carried out on the basis of the points awarded for the entrance examination. Pre-selection test scores will not affect the final selection scores.

Any requests for special arrangements related to the pre-selection test should be addressed to the University of Applied Sciences which is the applicant's first choice in the field of Health Care and Social Services, Sports and Beauty Care:

- by 10 April 2017 for the spring application period.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

In order to be considered for admission, applicants must score at least 30 points in the entrance examination.

8.1.1 Entrance examination

Entrance examinations are organised separately by each university of applied sciences. The entrance examination result is valid for the duration of the application period in question.

The entrance examination may include sports tests, instruction demonstrations, a psychological aptitude test, written or material-based writing tests, a group situation and personal interviews. The number of different sections and their importance in the selection process vary by university of applied

sciences. Each university of applied sciences will provide more specific details on the sections of the entrance examination and their relative importance on its own Opintopolku.fi (Studyinfo.fi) site.

In addition, applicants' orientation to the field and field-specific work experience will be assessed as part of the entrance examination.

Assessment of orientation to the field may take account of the following types of accomplishments:

- vocational preparative training for the education (such as 4–8-month courses provided by sports institutes);
- national goal-oriented training provided by sports and youth organisations;
- other applicable vocational training as well as non-degree Open University of Applied Sciences and Open University studies;
- a general upper secondary school diploma in physical education;
- positions of trust in organisations and associations, project management and other similar activities;
- sporting achievements as well as voluntary instruction and coaching activities.

Work experience points will be awarded for suitable work experience in sports, youth and leisure activities as well as in teaching or education. Work experience must have been obtained at the age of 16 or over and by the end of the application period (a period of two months of work experience equals one point in the selection process). In terms of part-time work (at least 20 hours per week), 150 hours of work for the same employer correspond to one month of work experience.

A period of military or non-military national service completed by the end of the application period will be accepted as work experience (a three-month period of service corresponds to one month of work experience).

Applicants must be prepared to submit copies of school and employment certificates to the university of applied sciences in connection with the entrance examination, as well as copies of any certificates that they wish to be taken into account as part of assessment of their orientation to the field.

Entrance examination dates:

- Arcada, to be announced later
- Haaga-Helia UAS, 5 – 9 June 2017
- Kajaani UAS, 5 – 6 June 2017
- Lapland UAS, 7 – 8 June 2017

8.2 Student selection for full-time implementations in English

Degree programmes leading to a Bachelor of Sports Studies degree taught in English are available at Haaga-Helia University of Applied Sciences and Kajaani University of Applied Sciences. All eligible applicants will be invited to sit the entrance examination, and student selection will be made exclusively on the basis of the examination result. Applicants' orientation to the field and field-specific work experience will also be assessed as part of the entrance examination. Each university of applied sciences will announce the relative importance of the different sections of the entrance examination on its Opintopolku.fi (Studyinfo.fi) site. Universities of applied sciences may organise separate application processes for their own programmes. More information on these arrangements will be provided on their Opintopolku.fi (Studyinfo.fi) sites.

The language proficiency requirements for English-language programmes are specified in the General information section of this document.

The maximum admission score is as follows:

Entrance examination and advance assignment	100 points
Total	100 points

Entrance examination dates:

- Haaga-Helia UAS, 18 – 21 April 2017
- Kajaani UAS, 27 April 2017

9 BACHELOR'S DEGREE PROGRAMMES IN TECHNOLOGY

9.1 Degree Programmes in Engineering and Laboratory Sciences

9.1.1 Student selection for full-time implementations in Finnish and Swedish

For details on general eligibility for degree programmes, see the General information section of the Recommendation. Student selection will be carried out by programme choice, either exclusively on the basis of the entrance examination; on the basis of school performance and the entrance examination; or exclusively on the basis of school performance.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	40 points
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SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2B

School performance	60 points (matriculation examination grades)
Entrance examination	40 points
Total	100 points

SELECTION METHOD 3: SCHOOL PERFORMANCE (only available to those applying with a matriculation examination certificate)

Alternative 3B

School performance	60 points (matriculation examination grades)
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Selection based on school performance (method 3B) is only used for the applicant's first-choice programme.

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Of the two admission queues, **selection method 3** will be filled first, followed by **selection method 2** and finally **selection method 1**.

9.1.1.1 Scoring school performance

Selection methods 2B and 3B

Points awarded for school performance are based on the matriculation examination certificate. The grades on the matriculation examination certificate of those who took the examination in 1990 or later will be obtained for the applicant register directly from the Matriculation Examination Board.

School performance points will be calculated on the basis of individual subjects on the matriculation examination certificate (mother tongue, the best one of advanced syllabus languages, mathematics and the best one of the following general subjects: physics, chemistry and biology).

In selection methods 2B and 3B, the following scoring table will be used to calculate the points for school performance.

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	15	12	9	6	3
The best of advanced syllabus languages	15	12	9	6	3
Mathematics, advanced syllabus *	15	12	9	7	5
Mathematics, basic syllabus *	10	8	6	4	2
General subject test in physics **	15	12	9	6	3
General subject test in chemistry **	15	12	9	6	3
General subject test in biology **	15	12	9	6	3

* = only one of the two

** = only one of the three

9.1.1.2 Entrance examination

All eligible applicants may sit the entrance examination without a specific invitation. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants. In order to receive an entrance examination result, applicants must participate in the national entrance examination organised by the first-choice programme they have put down on their application form. By doing this, applicants will receive an examination result for all programmes in Engineering, Laboratory Sciences, Construction Management, Construction Architecture and Seafaring that they have listed on their application forms.

The entrance examination is a written test of 2 to 3 hours. It measures motivation, logical reasoning and problem-solving skills as well as basic competence in mathematics and natural sciences. Applicants taking the examination may choose assignments in either Finnish or Swedish. The examination is common to everyone regardless of their educational background. No calculators may

be used in the examination. The entrance examination result is valid for the duration of the application period in question. Applicants must score at least 10 out of the maximum of 40 points in the entrance examination.

The spring entrance examination will be organised on Thursday, **1 June 2017**, and the autumn entrance examination will be organised on Friday, **3 November 2017**.

Applicants selected based on school certificates need not participate in the national entrance examination. If an applicant is not selected in the queue for selection based on school performance, he or she must participate in the national entrance examination in Technology organised by his or her first-choice programme in this field.

9.1.1.3 Separate aptitude tests and Finnish/Swedish language tests

In addition to the national entrance examination in Technology, some Engineering programmes also require applicants to participate in separate aptitude tests organised by individual universities of applied sciences providing such programmes. These vary by programme choice in terms of their relative importance, contents and minimum pass requirements.

The separate aptitude tests will be organised on Friday, **2 June 2017**, allowing applicants to participate in the national entrance examination in Technology at the university of applied sciences they have selected on their application form on Thursday, **1 June 2017**.

Some Finnish-language universities of applied sciences require applicants whose mother tongue and/or schooling language is not Finnish to take a separate Finnish language test, which will be organised on Monday **29 May 2017** for the spring application process and on **6 November 2017** for the autumn application process, or on some other date set by the university of applied sciences.

Some Swedish-language universities of applied sciences require applicants whose mother tongue and/or schooling language is not Swedish, Danish or Norwegian to take a separate Swedish language test, which will be organised on the same date as the national entrance examination in Technology, or **1 June 2017** and **3 November 2016**, or as part of an entrance examination or an interview. Those applicants who are due to participate in the entrance examination at a Finnish-language university of applied sciences will be provided with an opportunity to take the Swedish language test at some other time.

9.1.2 Student selection for part-time implementations in Finnish and Swedish

For details on general eligibility for degree programmes, see the General information section of the Recommendation. The student admission is carried out by individual programme choices based on the entrance examination alone.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	70 points
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Entrance examination only (max. 70 points, min. 15 points.) Each university of applied sciences using this selection method will indicate the contents of the different sections of the entrance examination and points produced by these as part of its application information.

9.1.2.1 Entrance examination

Each university of applied sciences using this selection method will indicate the contents of the different sections of the entrance examination and points produced by these as part of its application information.

All eligible applicants will be invited to an entrance examination and/or an interview. Invitations to the examination are sent to the e-mail address given in the application. Applicants may only sit an entrance examination and/or an interview at the universities of applied sciences providing the programme choice to which they are applying. When taking this entrance examination and/or interview, applicants will receive an examination result that is only applicable to admissions to Technology programmes provided as part-time studies by the university of applied sciences that organised the examination. The entrance examination result is valid for the duration of the application period in question.

Each university of applied sciences providing Technology programmes as part-time studies will announce the dates of its entrance examinations as part of its application information.

9.1.3 Student selection for full-time implementations in English

For details on general eligibility for degree programmes, see the General information section of the Recommendation. If a university of applied sciences does not apply the general admissions criteria, its admissions criteria are presented as part of its specific admissions criteria.

All eligible applicants will be invited to sit the entrance examination in Technology.

Student selection will be carried out by programme choice, either exclusively on the basis of the entrance examination, or on the basis of school performance and the entrance examination.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	40 points
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SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2B

School performance	60 points (matriculation examination grades)
Entrance examination	40 points
Total	100 points

Points awarded for school performance will be calculated in the same way as for the Degree Programmes in Engineering and Laboratory Sciences provided in Finnish/Swedish.

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Of the two admission queues, **selection method 2** will be filled first, followed by **selection method 1**.

9.1.3.1 Entrance examination

In the student selection, a national English-language entrance examination in Technology will be

used.

The entrance examination is a written test of 3 hours. It measures study skills and aptitude for technological fields, as well as English language proficiency. The language test is compulsory for all applicants and it will be assessed on a scale of pass/fail. Only applicants having passed the language test will be considered for admission. The examination is common to everyone regardless of their educational background. No calculators may be used in the examination. The entrance examination result is valid for the duration of the application period in question. Applicants must score at least 10 out of the maximum of 40 points in the entrance examination.

The spring entrance examination will be organised on Thursday, **20 April 2017**.

9.1.4 Student selection for part-time implementations in English

For details on general eligibility for degree programmes, see the General information section of the Recommendation. The student admission is carried out by individual programme choices based on the entrance examination alone.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 40 points

9.1.4.1 Entrance examination

Each university of applied sciences using this selection method will indicate the contents of the different sections of the entrance examination and points produced by these as part of its application information.

If the selection method includes an entrance examination and/or an interview, all eligible applicants will be invited to sit the entrance examination and/or interview.

Applicants may only sit an entrance examination and/or an interview at the universities of applied sciences providing the programme choice to which they are applying. When taking this entrance examination and/or interview, applicants will receive an examination result that is only applicable to admissions to Technology programmes provided as part-time studies by the university of applied sciences that organised the examination. The entrance examination result is valid for the duration of the application period in question. Applicants must score at least 10 out of the maximum of 40 points in the entrance examination.

Each university of applied sciences providing Technology programmes as part-time studies will announce the dates of its entrance examinations as part of its application information.

9.2 Degree Programme in Construction Architecture

9.2.1 Student selection for full-time implementations in Finnish

For details on general eligibility for degree programmes, see the General information section of the Recommendation. All eligible applicants can sit both a national entrance examination in Technology and an aptitude test for Construction Architecture programmes without a specific invitation. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

Student selection will be carried out by programme choice, either exclusively on the basis of the entrance examinations, or on the basis of school performance and the entrance examinations. Applicants must score at least 35 points in the examinations (10 points in the national entrance examination in Technology and 25 points in the aptitude test for Construction Architecture programmes).

In order to be considered for admission, applicants must pass both the entrance examination and the aptitude test during the same application period.

The admissions criteria are in keeping with the national admissions criteria for Degree Programmes in Engineering and Laboratory Sciences, with the exception of the aptitude test for Construction Architecture programmes.

The maximum admission score is as follows:

Entrance examinations:	
* national entrance examination in Technology	40 points
* aptitude test for Construction Architecture programmes	50 points
Total	90 points

The maximum admission score is as follows (the selection method only includes those applying with a matriculation examination certificate):

School performance (matriculation examination grades)	60 points
Entrance examinations:	
* national entrance examination in Technology	40 points
* aptitude test for Construction Architecture programmes	50 points
Total	150 points

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Of the two admission queues, the one based on school performance and the entrance examination will be filled first, followed by the queue based on the entrance examination alone.

9.2.1.1 Scoring school performance

Points awarded for school performance will be calculated in the same way as for the Degree Programmes in Engineering and Laboratory Sciences.

9.2.1.2 Entrance examinations

The entrance examinations for Construction Architecture programmes will be organised as follows: the national entrance examination in Technology on **1 June 2017** and the aptitude test for the Degree Programmes in Construction Architecture on **2 June 2017**. The maximum score for the aptitude test for Construction Architecture programmes is 50 points (the minimum acceptable score is 25 points).

Applicants must participate in the national entrance examination in Technology at the university of applied sciences providing their first-choice programme in the field of Technology, and in the aptitude test for the Degree Programmes in Construction Architecture at the university of applied sciences providing their first-choice Construction Architecture programme, which is one of the following: Metropolia UAS, Oulu UAS, Savonia UAS and Tampere UAS.

9.3 Degree Programme in Construction Management

9.3.1 Student selection for full-time implementations in Finnish and Swedish

For details on general eligibility for degree programmes, see the General information section of the Recommendation.

The admissions criteria are in keeping with the national admissions criteria for the Degree Programmes in Engineering and Laboratory Sciences, with the exception of construction work experience.

The maximum admission score is as follows:

Entrance examination	40 points	
Construction sector work experience		30 points
Total		70 points

The maximum admission score is as follows (the selection method only includes those applying with a matriculation examination certificate):

School performance (matriculation examination grades)		60 points
Entrance examination		40 points
Construction sector work experience		30 points
Total		130 points

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Of the two admission queues, the one based on school performance, entrance examination and work experience will be filled first, followed by the queue based on entrance examination and work experience.

9.3.1.1 Scoring school performance

Points awarded for school performance will be calculated in the same way as for the Degree Programmes in Engineering and Laboratory Sciences.

9.3.1.2 Entrance examination

Student selection will be carried out using a national entrance examination in Technology. All eligible applicants may sit the entrance examination without a specific invitation. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants

9.3.1.3 Construction sector work experience

In the calculation of points for work experience, only construction sector work experience obtained at the age of 18 or over by the end of the application period will be taken into account. A period of two months of work experience equals one point. The maximum score for work experience is 30 points.

An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards construction sector work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme. Enterprising activities abroad should be substantiated with comparable official documents.

In order to receive points, applicants should enter the total amount of construction work experience in full months on the application form. When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained working for the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment.

Applicants must be able to substantiate the amount of their construction work experience by providing employment certificates. If an employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

Employment certificates should be submitted to the unit providing the applicant's first-choice Construction Management programme and arrive at the admissions office no later than by 3 p.m. on **20 April 2017** (the postmark date is not sufficient).

9.3.2 Student selection for part-time implementations in Finnish

For details on general eligibility for degree programmes, see the General information section of the Recommendation. Student selection will be carried out by programme choice, either exclusively on the basis of the entrance examination or on the basis of the entrance examination and work experience.

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	70 points
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Entrance examination only (max. 70 points, min. 15 points.) Each university of applied sciences using this selection method will indicate the contents of the different sections of the entrance examination and points produced by these as part of its application information.

SELECTION METHOD 3: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Construction sector work experience	30 points
Total	100 points

The admission score (max. 100 points) consists of points awarded for the entrance examination (max. 70 points, pass mark 15 points) and for construction work experience (max. 30 points).

Each university of applied sciences using this selection method will indicate the contents of the

different sections of the entrance examination, points produced by these and the type of work experience required as part of its application information.

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Of the two admission queues, selection method 3 will be filled first, followed by selection method 1.

9.3.2.1 Entrance examination

All eligible applicants will be invited to an entrance examination and/or an interview. Invitations to the examination are only sent to the e-mail address given in the application. Applicants may only sit an entrance examination and/or an interview at the universities of applied sciences providing the programme choice to which they are applying. When taking this entrance examination and/or interview, applicants will receive an examination result that is only applicable to admissions to Technology programmes provided as part-time studies by the university of applied sciences that organised the examination. The entrance examination result is valid for the duration of the application period in question.

Each university of applied sciences providing Technology programmes as part-time studies will announce the dates of its entrance examinations as part of its application information.

9.3.2.2 Work experience

In the calculation of points for work experience, only construction sector work experience obtained at the age of 18 or over by the end of the application period will be taken into account. A period of two months of work experience equals one point. The maximum score for work experience is 30 points.

An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards construction sector work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme. Enterprising activities abroad should be substantiated with comparable official documents.

In order to receive points, applicants should enter the total amount of construction work experience in full months on the application form. When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained working for the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment.

Applicants must be able to substantiate the amount of their construction work experience by providing employment certificates. If an employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

Employment certificates should be submitted to the unit providing the applicant's first-choice Construction Management programme and arrive at the admissions office no later than by 3 p.m. on **20 April 2017** (the postmark date is not sufficient).

10 BACHELOR'S DEGREE PROGRAMMES IN SEAFARING

10.1 Student selection for full-time implementations in Finnish and Swedish

All eligible applicants to the *Degree Programme in Marine Technology, Master Mariner*, will take part in the special examination in Seafaring (aptitude test and English language test), and all eligible applicants to the *Degree Programme in Marine Technology, Maritime Engineer*, will participate in the national entrance examination in Technology and the special examination in Seafaring (English language test only) without a specific invitation. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants. The degree programmes in Seafaring use the selection methods explained below for full-time implementations. The final selection is influenced by the entrance examinations and work experience in the maritime sector.

The maximum admission scores are as follows (*Degree Programme in Marine Technology, Master Mariner*):

Entrance examination:	
* special examination in Seafaring	60 points
Maritime sector work experience	40 points
Total	100 points

In the examinations, applicants must score at least the following points in keeping with the national recommendation: 20 points in the special examination in Seafaring.

The maximum admission scores are as follows (*Degree Programme in Marine Technology, Maritime Engineer*):

Entrance examination:	
* national entrance examination in Technology	40 points
* special examination in Seafaring	60 points
Maritime sector work experience	40 points
Total	140 points

In the examinations, applicants must score at least the following points in keeping with the national recommendation: 10 points in the national entrance examination in Technology and 20 points in the special examination in Seafaring.

If a university of applied sciences uses other pass marks, these will be specifically indicated as part of the programme choice information.

10.1.1 Entrance examination

The examinations for the *Degree Programme in Marine Technology, Master Mariner*, will be organised as follows: the special examination in Seafaring (aptitude test) and English language test on **Friday 2 June 2017**. The maximum score for the special examination in Seafaring is 60 points. In order to pass the examination, applicants must pass both sections. The maximum scores for the sections and their pass marks in keeping with the national recommendation are as follows: 25 points for the English language test (minimum acceptable score 10 points) and 35 points for the aptitude test (minimum acceptable score 10 points). Applicants must participate in the special examination in Seafaring at the university of applied sciences providing their first-choice Seafaring programme.

The entrance examination for the *Degree Programme in Marine Technology, Maritime Engineer*

consisting of the national entrance examination in Technology and an English language test will be organised on **Thursday 1 June 2017**. Applicants must sit the examination in the Seafaring unit of either Kymenlaakso UAS or Satakunta UAS. The contents of the national entrance examination in Technology have been described above in connection with the Degree Programmes in Engineering and Laboratory Sciences. The maximum score for the English language test for the Degree Programme in Marine Technology is 60 points (the minimum acceptable score is 20 points).

10.1.2 Work experience

Applicants to Seafaring programmes may be awarded up to 40 points for their seafaring work experience. A period of one month of seafaring work experience equals one point.

For the Degree Programme in *Marine Technology, Master Mariner*, officer service aboard a vessel approved by the Finnish Transport Safety Agency (Trafi), as per an extract of the seamen's register, as well as in the Finnish Defence Forces completed by the end of the application period will be accepted as seafaring work experience.

For the Degree Programme in *Marine Technology, Maritime Engineer*, officer service aboard a vessel approved by the Finnish Transport Safety Agency (Trafi), as per an extract of the seamen's register, as well as in the Finnish Defence Forces completed by the end of the application period will be accepted as seafaring work experience. Service completed by the end of the application period at a workshop manufacturing or repairing prime movers or pressure vessels, or in a shipyard or power plant in machinery or piping installation duties (Government Decree 166/2013) will also be accepted.

In order to receive points, applicants should enter the total amount of work experience in full months on the application form, however multiplying by two any months shown in the extract of the seamen's register.

Applicants must be able to substantiate the amount and type of their work experience by providing certificates, which will be checked for those admitted as students. The university of applied sciences may cancel admission if an applicant fails to submit certificates by the specified deadline, or if an applicant has provided false information about his or her work experience.

10.2 Student selection for part-time implementations in Finnish and Swedish

For details on general eligibility for degree programmes, see the General information section of the Recommendation. Student selection will be carried out by programme choice using an entrance examination only.

Applicants may receive up to 100 points in the selection process, while the minimum acceptable score is 20 points. The admission score may consist of points awarded for the entrance examination, work experience, an interview, etc. Each university of applied sciences will indicate the contents of the different sections and points produced by these as part of its application information.

10.2.1 Entrance examination

If the selection process includes an entrance examination and/or an interview, all eligible applicants will be invited to sit the entrance examination and/or interview. Invitations to the examination are only sent to the e-mail address given in the application. Applicants may only sit an entrance examination and/or an interview at the universities of applied sciences providing the programme choice to which they are applying. When taking this entrance examination and/or interview, applicants will receive an examination result that is only applicable to admissions to Seafaring programmes provided as part-time studies by the university of applied sciences that organised the examination. The entrance

examination result is valid for the duration of the application period in question.

Each university of applied sciences providing Seafaring programmes as part-time studies will announce the dates of its entrance examinations as part of its application information.

10.3 Student selection for full-time implementations in English

For details on general eligibility for degree programmes, see the General information section of the Recommendation. Student selection will be carried out by programme choice using an entrance examination only.

10.3.1 Entrance examination

The admission score consists of points awarded for the entrance examination. Applicants may receive up to 100 points in the entrance examination, while the minimum acceptable score is 20 points. Each university of applied sciences will indicate the contents of different sections of the entrance examination and points produced by these as part of its application information.

All eligible applicants will be invited to sit the entrance examination, and they may only sit the entrance examination at the university of applied sciences providing the programme choice to which they are applying. When taking this entrance examination, applicants will receive an examination result that is only valid at the university of applied sciences that organised the examination. The entrance examination result is valid for the duration of the application period in question.

Each university of applied sciences providing Seafaring programmes in English will announce the dates of its entrance examinations as part of its application information.

10.4 Other information

10.4.1 Medical certificate

Any applicant admitted as a student must submit a medical certificate issued by a seamen's health centre to the university of applied sciences no later than **8 September 2017**. The medical certificate should show that:

- the individual's visual and auditory acuity and colour vision conform to the requirements laid down in the relevant Decree issued by the Ministry of Social Affairs and Health;
- the individual is fit for the intended duties in terms of his or her health status and functional capacity and does not have any disability or illness that would prevent or clearly complicate his or her work;
- the individual does not suffer from a disease that can be expected to worsen at work or endanger maritime safety or the health of others on board a vessel.

The university of applied sciences may cancel admission if an applicant fails to submit a medical certificate by the specified deadline, or if an applicant cannot be considered fit to study on a Seafaring programme based on the certificate provided.

10.4.2 Cancellation of study entitlement

Seafaring programmes are governed by section 33 of the Polytechnics Act (932/2014), which states that a student's study entitlement may be cancelled in cases where studies involve requirements concerning customer or transport safety and the student has been found to be unsuitable for the studies because

- the student has repeatedly or seriously endangered the health or safety of another person during the course of his or her studies, thus proving to be obviously unsuitable to perform practical assignments or work placements as part of his or her studies;
- it is obvious that the student, in terms of his or her health status and functional capacity, does not meet the admissions criteria;
- during the application phase, the student has concealed information on a decision on cancellation of study entitlement that could have prevented his or her admission as a student.

11 BACHELOR'S DEGREE PROGRAMMES IN BUSINESS AND ADMINISTRATION

The educational provision relating to the Bachelor of Business Administration degree covers the following six areas governed by this Recommendation:

1. Business Management
2. Business Logistics
3. Multilingual Management Assistance
4. Library and Information Services
5. Business Information Technology
6. Security Management

This Recommendation first describes admissions criteria for degree programmes provided in Finnish and Swedish and then for programmes provided in English. The Business and Administration field covers several programmes and programme choices. More specific information about programme dates is available on each UAS website and the Opintopolku.fi (Studyinfo.fi) service.

11.1 Admissions to full-time implementations in Finnish and Swedish

11.1.1 Student selection

Three different methods are used to select students (see the General information section of the Recommendation for the selection methods).

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 40 points

SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2B

School performance	60 points
Entrance examination	40 points
Total	100 points

SELECTION METHOD 3: SCHOOL PERFORMANCE (only available to those applying with a matriculation examination certificate)

Alternative 3B

School performance

60 points

Selection based on school performance (method 3B) is only used for the applicant's first-choice programme.

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Applicants must be given a clear idea of whether the university of applied sciences actually uses all three selection methods.

Applicants who have completed a matriculation examination may be selected in all queues. Applicants with a vocational upper secondary qualification, a further vocational qualification or a specialist vocational qualification, or with a foreign qualification as well as those who have only completed the general upper secondary school syllabus may be selected exclusively under selection method 1. Of the two admission queues, selection method 3B will be filled first, followed by 2B and finally 1.

11.1.2 Scoring of school performance**Selection methods 3B and 2B**

Points awarded for school performance are based on the matriculation examination certificate. The grades on the matriculation examination certificate of those who took the examination in 1990 or later will be obtained for the applicant register directly from the Matriculation Examination Board.

A. Selection based on matriculation examination certificate/Business Management

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	20	19	17	12	10
The best language (foreign languages and the second national language), advanced (basic/intermediate) syllabus	20 (19)	19 (18)	17 (16)	12 (11)	10 (9)
Mathematics (basic or advanced) or the best of general subject tests (general studies test for those who took their matriculation examination prior to 2006)	20	19	17	12	10

B. Selection based on matriculation examination certificate/Business Information Technology

Matriculation examination certificate	L/E	M	C	B	A
Mother tongue	15	12	9	6	3

The best language (foreign languages and the second national language), advanced (basic/intermediate) syllabus	15 (12)	12 (9)	9 (6)	6 (3)	3 (1)
Mathematics advanced (basic)	15 (12)	12 (9)	9 (6)	6 (3)	3 (1)
The best of general subjects	15	12	9	6	3

11.1.3 Entrance examination

All eligible applicants may sit the entrance examination without a specific invitation. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants. Applicants must sit the entrance examination at the unit providing the programme choice highest up in their application preferences participating in admissions cooperation, and the location of the examination may not be changed. Admissions co-operation means that universities of applied sciences included in the same admission group will accept an entrance examination taken at another university of applied sciences. Applicants must participate in all examination sections. If an applicant skips a section, the entrance examination will be failed.

Applicants must score at least 10 points in the entrance examination (max. 40 points). If a specific programme deviates from this rule, it will be mentioned below under the programme in question. The entrance examination result is valid for the duration of the application period in question.

1. The national entrance examination for the **Degree Programme in Business Management** will be organised at 12 noon on Friday, 9 June 2017 during the spring joint application period. The advance material for the examination will be made available on the websites of all universities of applied sciences that use the national examination on 24 April – 9 June 2017. During the autumn joint application period, the entrance examination will be organised at 12 noon on Wednesday, 1 November 2017. In the autumn joint application period, an entrance examination result obtained for a part-time implementation of the Degree Programme in Business Administration will also be accepted for a full-time implementation. The results will be communicated to all programmes that participate in national admissions cooperation. The advance material will be available on Friday 29 September – 1 November 2017. Applicants are not allowed to bring the advance material to the examination.

A national entrance examination in Business Management consists of the following three sections: an essay or an interview (10 points), multiple-choice questions based on advance material (15 points) and a section measuring logical reasoning and mathematical competence (15 points). The entrance examination lasts two hours, but applicants must reserve three hours for the examination, including arrangements. If an interview is part of the examination, the applicants should reserve the entire day.

The entrance examination group of Business Management contains the following programmes, which use the same examination:

- a. Degree Programme in Business Management
- b. Degree Programme in International Trade, Lahti UAS
- c. Degree Programme in Service Business, Lahti UAS
- d. Degree Programme in Sales, Haaga-Helia UAS and Turku UAS
- e. Degree Programme in Sales and Visual Merchandising, Haaga-Helia UAS
- f. Degree Programme in Sales and Marketing, Kymenlaakso UAS
- g. Degree Programme in Sales and Business Logistics, Turku UAS
- h. Degree Programme in Business Logistics, Kymenlaakso UAS and Turku UAS

- i. Degree Programme for Multilingual Management Assistants, Kymenlaakso UAS
- j. Degree Programme in Wellness Business, Savonia UAS

2. The Degree Programme in **Library and Information Services** will be available at Oulu, Seinäjoki and Turku Universities of Applied Sciences. The entrance examination will be organised on Tuesday, 6 June 2017. The entrance examination consists of the following two sections: a written section or a group interview (max. 20 points) and a written section based on material (max. 20 points). The entrance examination places emphasis on aptitude for the field, motivation and learning skills. There is no advance material for the entrance examination. Applicants must score at least 10 points in the entrance examination.
3. The entrance examination for the Degree Programme in **Business Information Technology** will be organised at 12 noon on Thursday, 8 June 2017 during the spring joint application period, and at 12 noon on Thursday, 2 November 2017 during the autumn joint application period. Entrance examination results obtained for a part-time implementation of the Degree Programme in Business Information Technology will also be accepted for a full-time implementation in the autumn joint application period. The results will be communicated to all programmes that participate in national admissions cooperation. The Degree Programme in Business Information Technology forms a separate admission group. The advance material will be made available on the websites of all universities of applied sciences that use the national examination on 8 May – 8 June 2017 for the spring application period and on 2 October – 2 November 2017 for the autumn application period. Applicants are not allowed to bring the advance material to the examination.

The examination measures logical thinking and problem-solving skills (max.15 points) and acquisition of new knowledge based on advance material (max.15 points) through a written section common to all applicants. In addition to the written section, the entrance examination includes a section measuring motivation and aptitude for the field (max. 10 points). Each university of applied sciences arranging the entrance examination will implement this section as it considers most suitable, such as using an essay, an interview or a combination of these, or in some other way it sees fit. Each university of applied sciences will post further information on the form of the section measuring motivation and aptitude on its application pages during the application period at the latest. Applicants are required to score at least 4 points for the section measuring motivation and aptitude and at least 12 points in the whole entrance examination in order to be considered for admission.

11.2 Student selection for part-time implementations in Finnish

11.2.1 Student selection

Applicants may be selected using two different methods: (for the selection methods, see the General information section of this Recommendation):

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	70 points
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SELECTION METHOD 4: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Work experience	30 points

Total 100 points

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Applicants must be given a clear idea of whether the university of applied sciences actually uses both selection methods. Of the two admission queues, selection method 4 will be filled first, followed by selection method 1.

11.2.2 Work experience

When calculating the points for work experience, only experience obtained at the age of 18 or over and by no later than **31 July 2017** for the spring application period and by no later than **31 December 2017** for the autumn period will be taken into account. One point is awarded for two months of general work experience (not necessarily in the field of the programme). The maximum score for work experience is 30 points.

Points may only be awarded for work experience when a certificate issued by the employer is produced. The certificates of successful candidates will be checked. An employment certificate must indicate details such as the exact start and end dates of employment, the employer's contact information, work duties, as well as working hours for part-time work. Certificates of employment need not be submitted during the application period. Instructions for submitting employment certificates are included in the Schedule Appendix.

Military or non-military national service, women's voluntary military service or child-care leave will not be counted towards work experience. Work placements or on-the-job learning will not be regarded as work experience if they are included in a qualification used in the application.

Entrepreneurship will be accepted as work experience if an applicant can produce a certificate attesting that he or she is or has been covered under the statutory YEL or MYEL pension scheme (YEL = statutory pension scheme for entrepreneurs; MYEL = statutory pension scheme for farmers, forest estate owners, fishers and reindeer herders and their family members). Enterprising activities abroad should be substantiated with comparable official documents.

When converting part-time work into its full-time equivalent, 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained with the same employer. The amount of work experience points awarded for simultaneous employment relationships may not exceed the amount awarded for full-time employment. If an original employment certificate is in a language other than Finnish, Swedish or English, the applicant must submit a copy of the certificate translated into Finnish, Swedish or English by an official (authorised) translator, bearing the translator's name, signature and stamp, along with the copy of the original certificate to the relevant admissions offices.

11.2.3 Entrance examination

All applicants will be invited to sit the entrance examination. Invitations to the examination are sent to the e-mail address given in the application. Applicants must score at least 28 points in the entrance examination (max. 70 points). The entrance examination result is valid for the duration of the application period in question. Universities of applied sciences engage in co-operation where programmes in the same admission group will accept an entrance examination taken at another university of applied sciences. Applicants must participate in all examination sections. If an applicant skips a section, the entrance examination will be failed.

1. The national entrance examinations in the admission group for the **Degree Programme in**

Business Management will be organised during the spring joint application period on Wednesday, 24 May 2017, and during the autumn joint application period on Wednesday, 1 November 2017, on both dates at 12 noon. Entrance examination results obtained for a full-time implementation of the Degree Programme in Business Management will also be accepted for a part-time implementation in the autumn joint application period. The results will be communicated to all programmes that participate in national admissions cooperation.

The national entrance examination in Business Management consists of the following sections: an essay and/or an interview (30 points), multiple-choice questions based on advance material (20 points) and a section measuring logical reasoning and mathematical competence (20 points). The advance material will be made available on the websites of all universities of applied sciences using the national examination on 24 April – 24 May 2017 for the spring application period, and on 29 September – 1 November 2017 for the autumn application period. Applicants are not allowed to bring the material to the examination. The written test lasts two hours, but applicants must reserve 3 to 6 hours for the examination, including any possible interviews.

The entrance examination group of Business Management contains the following programmes, which use the same examination:

- a. Degree Programme in Business Management
 - b. Degree Programme in SME Business Management, Seinäjoki UAS
 - c. Degree Programme in Business Logistics, Lahti UAS
 - d. Degree Programme in Sales and Marketing, South-Eastern Finland UAS.
2. The entrance examination for the Degree Programme in **Business Information Technology** will be organised at 12 noon on Thursday, 8 June 2017 during the spring joint application period, and at 12 noon on Thursday, 2 November 2017 during the autumn joint application period. The Degree Programme in Business Information Technology forms a separate admission group. Entrance examination results obtained for a full-time implementation of the Degree Programme in Business Information Technology will also be accepted for a part-time implementation in the autumn joint application period. The results will be communicated to all programmes that participate in national admissions cooperation. The advance material will be made available on the websites of all universities of applied sciences that use the national examination on 8 May – 8 June 2017 for the spring application period and on 2 October – 2 November 2017 for the autumn application period. Applicants are not allowed to bring the advance material to the entrance examination.

The examination measures logical thinking and problem-solving skills (max. 20 points) and acquisition of new knowledge based on advance material (max. 30 points) through a written section common to all applicants. In addition to the written section, the entrance examination includes a section measuring motivation and aptitude for the field (max. 20 points). Each university of applied sciences arranging the entrance examination will implement this section as it considers most suitable, such as using an essay, an interview or a combination of these, or in some other way it sees fit. Each university of applied sciences will post further information on the form of the section measuring motivation and aptitude on its application pages during the application period at the latest.

Applicants are required to score at least 8 points for the section measuring motivation and aptitude and at least 25 points in the whole entrance examination in order to be considered for admission.

11.3 Student selection for full-time implementations in English

11.3.1 Student selection

Applicants may be selected using two different methods: (for the selection methods, see the General information section of this Recommendation):

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 40 points

SELECTION METHOD 2: SCHOOL PERFORMANCE AND ENTRANCE EXAMINATION (only available for those applying with a matriculation examination certificate)

Alternative 2B

School performance	60 points
Entrance examination	40 points
Total	100 points

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Applicants must be given a clear idea of whether the university of applied sciences actually uses both alternatives. Applicants who have completed the matriculation examination can be selected from both queues. Applicants with a vocational upper secondary qualification, a further vocational qualification or a specialist vocational qualification, or with a foreign qualification as well as those who have only completed the general upper secondary school syllabus may only be selected in the queue for selection method 1. Of the two admission queues, selection method 2B will be filled first, followed by selection method 1.

11.3.2 School performance

School performance points for English-language programmes provided as a full-time implementation will be calculated in the same way as for their Finnish and Swedish-language counterparts.

11.3.3 Entrance examinations

All eligible applicants will be invited to the entrance examinations. Invitations to the examination are sent to the e-mail address given in the application. Applicants must sit the entrance examination at the unit providing the programme choice highest up in their application preferences participating in admissions cooperation, and the location of the examination may not be changed. Universities of applied sciences engage in co-operation where programmes in the same admission group will accept an entrance examination taken at another university of applied sciences. Applicants must participate in all examination sections. If an applicant skips a section, the entrance examination will be failed.

Applicants must score at least 10 points in the entrance examination (max. 40 points). If a specific programme deviates from this rule, it will be mentioned below under the programme in question. The entrance examination result is valid for the duration of the application period in question.

1. The national entrance examination for the Degree Programmes in **International Business** and **Business Management** will be organised on 19 April 2017 during the spring joint application period and on 25 October 2017 during the autumn joint application period. The advance material for the examination will be made available on the websites of all universities of applied sciences that use the national examination at the start of the application period in 2017.

The entrance examination consists of the following sections (min./max. scores): an essay (3/10 points), multiple-choice questions (2/6 points), a section measuring mathematical/logical thinking (2/8 points) and an interview (3/16 points). The essay and the interview are combined in the entrance examination as an integrated section measuring English language proficiency. Applicants must receive at minimum 3 points for each section. The section testing English language proficiency will be entered in the system with a pass/fail grade.

The examination assesses study and teamwork skills, verbal and written expression skills as well as mathematical/logical reasoning skills. More details will be available on the Opintopolku.fi (Studyinfo.fi) website. The Degree Programmes in International Business participate in admissions co-operation.

2. The national entrance examination for the **Degree Programme in Business Information Technology** will be organised on Friday, 21 April 2017 during the spring joint application period. The Degree Programme forms a separate admission group. The entrance examination consists of the following three sections: a written assignment based on advance material (min./max. scores 2/10 points), an assignment measuring mathematical/logical reasoning (min./max. scores 6/20 points), and a group discussion or an interview measuring study skills and English language proficiency (min./max. scores 2/10 points).

The examination assesses aptitude for the field, study and teamwork skills, verbal and written expression skills as well as mathematical/logical reasoning skills. Applicants' English language proficiency will be assessed as part of the entrance examination and they must pass all examination sections in order to be considered for admission. The Degree Programmes in Business Information Technology participate in admissions co-operation. For more details, see the Opintopolku.fi (Studyinfo.fi) website.

11.4 Student selection for part-time implementations in English

11.4.1 Student selection

Applicants may be selected using two different methods (see the General information section of this Recommendation):

SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

SELECTION METHOD 4: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Work experience	30 points
Total	100 points

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Applicants must be given a clear idea of whether the university of applied sciences actually uses both alternatives. Of the two admission queues, selection method 4 will be filled first, followed by selection method 1.

11.4.2 Work experience

Work experience points for English-language programmes provided as a part-time implementation will be calculated in the same way as for the corresponding part-time implementations of the Degree Programmes in Business Management and Business Information Technology provided in Finnish and Swedish.

11.3.4 Entrance examinations

All eligible applicants will be invited to the entrance examinations. Invitations to the examination are sent to the e-mail address given in the application. Applicants must score at least 28 points in the entrance examination (max. 70 points). The entrance examination result is valid for the duration of the application period in question. If the universities of applied sciences engage in co-operation, programmes in the same admission group will accept an entrance examination taken at another university of applied sciences.

SCHEDULE APPENDIX

Application periods to universities of applied sciences and deadlines for submitting certificates, appendices etc. in 2017

BACHELOR'S DEGREE PROGRAMMES

The required documents must arrive by the specified deadline (the postmark date is not sufficient). Any diverging field-specific dates will be specifically indicated on UAS application pages and in field-specific admissions criteria.

Document	Spring application period I 10 January – 25 January 2017	Spring application period II 15 March – 5 April 2017	Autumn application period 6 – 20 September 2017
<p>Finnish qualifications:</p> <ol style="list-style-type: none"> 1) Qualifications to be completed and copies of qualification certificates to be submitted to the admissions office (* = those graduating during the application period) 2) Matriculation examination grades of those who took their matriculation examination in or after 1990 3) Copies of matriculation examination certificates of those who took their matriculation examination prior to 1990 to be submitted to the admissions office 4) Original qualification certificates to be checked 	<ol style="list-style-type: none"> 1) by 3 p.m. on Friday, 14 July 2017 2) obtained directly from the Matriculation Examination Board 3) by 3 p.m. on Wednesday, 8 February 2017 4) at the beginning of studies 	<ol style="list-style-type: none"> 1) by 3 p.m. on Friday, 14 July 2017 2) obtained directly from the Matriculation Examination Board 3) by 3 p.m. on Thursday, 20 April 2017 4) at the beginning of studies 	<ol style="list-style-type: none"> 1) by 3 p.m. on 8 December 2017 * by 3 p.m. on Friday, 29 December 2017 2) obtained directly from the Matriculation Examination Board 3) by 3 p.m. on Wednesday, 27 September 2017 4) at the beginning of studies
<p>International matriculation examination (IB, EB, RP):</p> <ol style="list-style-type: none"> 1) Copies of diplomas and their official translations to be submitted to the admissions office (* = those graduating during the application period to submit a Predicted grades or equivalent) 2) Final grades of applicants who complete an IB diploma during the application period (Transcript of grades) 	<ol style="list-style-type: none"> 1) by 3 p.m. on Wednesday, 8 February 2017 * by 3 p.m. on Thursday, 20 April 2) by 3 p.m. on Friday, 14 July 2017 	<ol style="list-style-type: none"> 1) by 3 p.m. on Thursday, 20 April 2017 * by 3 p.m. on Thursday, 20 April 2) by 3 p.m. on Friday, 14 July 2017 	<ol style="list-style-type: none"> 1) by 3 p.m. on Wednesday, 27 September 2017 * by 3 p.m. on Wednesday, 27 September 2017 2) by 3 p.m. on Friday, 29 December 2017

3) Original diplomas and official translations to be checked	3) at the beginning of studies	3) at the beginning of studies	3) at the beginning of studies
Qualifications taken outside Finland:			
1) qualifications to be completed and copies of qualification certificates and their official translations to be submitted to the admissions office (not applicable to EU/EEA citizens who complete their qualification during the application period)	1) by 3 p.m. on Wednesday, 8 February 2017	1) by 3 p.m. on Thursday, 20 April 2017	1) by 3 p.m. on Wednesday, 27 September 2017
2) copies of qualification certificates and their official translations of EU/EEA citizens completing their qualifications during the application period to be submitted to the admissions office	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 29 December 2017
3) original diplomas and original official translations to be checked	3) at the beginning of studies	3) at the beginning of studies	3) at the beginning of studies
Employment certificates:			
1) work experience to be obtained	1) by 31 July 2017	1) by 31 July 2017	1) by 31 December 2017
2) copies of employment certificates to be submitted to the admissions office	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday 8 December 2017
3) original certificates to be checked	3) at the beginning of studies	3) at the beginning of studies	3) at the beginning of studies
Decisions to grant asylum or residence permits issued on the basis of a need for protection of refugees or applicants in a refugee-like situation to be submitted to the admissions office:	by 3 p.m. on Wednesday, 8 February 2017	by 3 p.m. on Thursday, 20 April 2017	by 3 p.m. on Wednesday, 27 September 2017
Advance assignments to be submitted (see the website of the UAS/Studyinfo.fi)	by the deadline given by the university of applied sciences	by the deadline given by the university of applied sciences	by the deadline given by the university of applied sciences

Discretionary applicants: appendices specified by the university of applied sciences to be submitted to the UAS (see the UAS website or Opintopolku.fi/Studyinfo.fi):	by 3 p.m. on Wednesday, 8 February 2017	by 3 p.m. on Thursday, 20 April 2017	by 3 p.m. on Wednesday, 27 September 2017
Accessibility in student admissions: applications for special arrangements for entrance examinations to be submitted to the university of applied sciences (see the UAS website or Opintopolku.fi/Studyinfo.fi):	by 3 p.m. on Wednesday, 8 February 2017	by 3 p.m. on Thursday, 20 April 2017	by 3 p.m. on Wednesday, 27 September 2017
Any changes to work experience information affecting actual admissions to be submitted to the admissions office:	by 3 p.m. on Friday, 12 May 2017	by 3 p.m. on Thursday, 8 June 2017	by 3 p.m. on Thursday, 9 November 2017

MASTER'S DEGREE PROGRAMMES

The required documents must arrive by the specified deadline (the postmark date is not sufficient). Any diverging field-specific dates will be specifically indicated on UAS application pages and in field-specific admissions criteria.

Document	Spring application period I January – 25 January 2017	Spring application period II 15 March – 5 April 2017	Autumn application period 6 – 20 September 2017
Finnish qualifications:			
1) qualifications to be completed and copies of qualification certificates to be submitted to the admissions office (* = those graduating during the application period)	1) by 3 p.m. on Friday, 14 July 2017	1) by 3 p.m. on Friday, 14 July 2017	1) by 3 p.m. on Friday, 8 December 2017 * by 3 p.m. on Friday, 29 December 2017
2) Original qualification certificates to be checked	2) at the beginning of studies	2) at the beginning of studies	2) at the beginning of studies
Qualifications taken outside Finland:			
1) qualifications to be completed and copies of qualification certificates and their official translations	1) by 3 p.m. on Wednesday, 8 February 2017	1) by 3 p.m. on Thursday, 20 April 2017	1) by 3 p.m. on Wednesday, 27 September 2017

to be submitted to the admissions office (not applicable to EU/EEA citizens who complete their qualification during the application period)			
2) copies of qualification certificates and their official translations of EU/EEA citizens completing their qualifications during the application period to be submitted to the admissions office	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 29 December 2017
3) original diplomas and original official translations to be checked	3) at the beginning of studies	3) at the beginning of studies	3) at the beginning of studies
Employment certificates:			
1) work experience to be obtained	1) by 31 July 2017	1) by 31 July 2017	1) by 31 December 2017
2) copies of employment certificates to be submitted to the admissions office	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 14 July 2017	2) by 3 p.m. on Friday, 8 December 2017
3) original certificates to be checked	3) at the beginning of studies	3) at the beginning of studies	3) at the beginning of studies
Advance assignments to be submitted (see the website of the UAS/Studyinfo.fi)	by the deadline given by the university of applied sciences	by the deadline given by the university of applied sciences	by the deadline given by the university of applied sciences
Accessibility in student admissions: applications for special arrangements for entrance examinations to be submitted to the university of applied sciences (see the website of the UAS/Studyinfo.fi)	by 3 p.m. on Wednesday, 8 February 2017	by 3 p.m. on Thursday, 20 April 2017	by 3 p.m. on Wednesday, 27 September 2017
Any changes to work experience information affecting eligibility to be submitted to the admissions office:	by 3 p.m. on Wednesday, 8 February 2017	by 3 p.m. on Thursday, 20 April 2017	by 3 p.m. on Wednesday, 27 September 2017
Any changes to work experience information affecting actual admissions to be submitted to the admissions office:	by 3 p.m. on Friday, 12 May 2017	by 3 p.m. on Thursday, 8 June 2017	by 3 p.m. on Thursday, 9 November 2017

12 Vocational teacher education colleges

There are five vocational teacher education colleges in Finland operating in conjunction with the following universities of applied sciences:

- Häme University of Applied Sciences (HAMK), School of Professional Teacher Education
- Haaga-Helia University of Applied Sciences (Haaga-Helia), School of Vocational Teacher Education
- Jyväskylä University of Applied Sciences (JAMK), Teacher Education College
- Oulu University of Applied Sciences (OAMK), School of Vocational Teacher Education
- Tampere University of Applied Sciences (TAMK), School of Vocational Teacher Education

At a vocational teacher education college, the students can complete programmes in vocational teacher education (60 credits), vocational special needs teacher education (60 credits), and vocational guidance counsellor education (60 credits). All these programmes are offered at the five vocational teacher education colleges listed above. At Oulu University of Applied Sciences, students to the vocational special needs teacher programme and the guidance counsellor programme are admitted in alternating years.

The admissions criteria for vocational teacher education programmes are prepared annually by a national working group (AMKOPE). After they have been approved by the directors of the vocational teacher education colleges, the admissions criteria are adopted by the bodies of the universities of applied sciences.

12.1 Vocational teacher education

This programme is geared to teachers at vocational institutions and universities of applied sciences as well as persons intending to work in these roles.

Vocational teacher education is adult education organised as online or part-time studies in Finnish and in English at several locations.

Vocational teacher education (a teacher's pedagogical studies, 60 credits) provides the pedagogical competence needed in the tasks of a teacher, also in posts/positions at other institutions besides vocational institutions and universities of applied sciences.

The eligibility condition for vocational teacher education is education and work experience required for the position of a teacher at a university of applied sciences or a vocational institution (Section 25, Act 932/2014). The main rule is that a higher education degree (from a university or a university of applied sciences) and at minimum three years of work experience in the relevant vocational field are required. The eligibility requirements vary at different levels of education and institutions or in different teaching duties and may concern a certain degree, scopes of the subjects to be taught, and practical work experience in the professional field.

Vocational teacher education colleges apply common admissions criteria in their student selection. Admissions are based on a national scoring system. Field-specific admission queues and/or separate admission groups may be used.

12.2 Vocational special needs teacher education

Vocational special needs teacher education gives formal eligibility for the position of a special needs teacher at a vocational institution. The programmes provide continuing education for teachers, and they are organised as part-time studies.

The eligibility requirement for vocational special needs teacher education is eligibility for teaching vocational or common core studies in vocational education and training (Decree 986/1998, Sections 13(1-5), 14, 15, and 29). Full time teaching and/or guidance counselling experience gained at a vocational institution or a university of applied sciences may also be required.

Vocational teacher education colleges apply common admissions criteria in their student selection. Admissions are based on a national scoring system. Field-specific or other quotas based on educational needs may be used in the student admissions.

12.1 Vocational guidance counsellor education

Vocational guidance counsellor education provides formal eligibility for the role of a guidance counsellor at all educational institutions. However, the programme is specifically directed at those working or intending to work as guidance counsellors at vocational institutions and universities of applied sciences. The programmes provide continuing education for teachers, and they are organised as part-time studies.

The eligibility requirement for vocational guidance counsellor education is eligibility for teaching vocational or common core studies in vocational education and training (Decree 986/1998, Sections 13(1-5), 14, and 15 and 29).

Vocational teacher education colleges apply common admissions criteria in their student selection. Admissions are based on a national scoring system. Field-specific or other quotas based on educational needs may be used in the student admissions.