

RECOMMENDATION FOR  
ADMISSIONS CRITERIA FOR  
UNIVERSITIES OF APPLIED  
SCIENCES  
SPRING 2019

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# ADMISSION CRITERIA RECOMMENDATION / SPRING 2019

## 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 or the matriculation examination;
- an International Baccalaureate (IB) Diploma;
- a European Baccalaureate (EB) Diploma;
- Reifeprüfung (RP) OR Deutsche Internationale Abitur Diploma (DIA);
- 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 comparable 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

**For applicants with a Finnish qualification certificate**, 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, who should upload the matriculation examination certificate on which their application is based as an attachment to their application, or 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 upload the qualification certificate on which their application is based as an attachment to their application by the deadline specified in advance (see the Schedule Appendix) or submit it 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.

A temporary certificate of the applicant's graduation issued by an educational institution will be accepted as a document proving eligibility if the official qualification certificate cannot be submitted by the specified deadline due to the authorities' activities or for other similar reasons.

Those applying with an **IB, EB or RP Diploma** will need to upload the qualification certificate on which their application is based as an attachment to the application or submit certificate copies by the deadline specified in advance (see the Schedule Appendix).

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 who has refugee status\*** or is an **asylum seeker** may apply for and be admitted to an educational institution similarly to any other eligible citizen of Finland or other countries.

If the applicant is a **refugee**, **in a position comparable to a refugee \*\*** or an **asylum seeker** and they do not have documents in proof of their prior qualification, the higher education institution may invite the applicant to participate in an entrance examination or, if necessary, submit the application to academic evaluation. Based on information requested from the applicant, the higher education institution offering the programme in question will decide if the information on the prior qualification is sufficient.

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 higher education institution to which he or she is applying by the deadline specified in advance (see the Schedule Appendix). While the customer service team of higher education institutions' joint application system recommends that also alien's passports marked 'identity not verified' be accepted, the UAS in question makes its own decision about accepting this document.

In order to clarify their status, an asylum seeker to whom a decision has not yet been issued may present a photo ID issued by the Finnish Immigration Service, for example at an entrance examination, and should the higher education institution so require, also a certificate issued by the Finnish Immigration Service for a fee (EUR 20) stating that the applicant is legally resident in Finland while their case is being processed, or until a legally valid decision has been made.

**\*with refugee status, i.e. has been granted asylum** = The person is living outside their home country or permanent country of residence because they have substantial grounds for fearing persecution. The reason for the persecution must be origin, religion, nationality, belonging to a certain social group or political opinion. An additional requirement is that, because of their fears, the person is unwilling to rely on the protection of the country in question.

**\*\*** a person granted subsidiary protection has a status corresponding to refugee status = the person is threatened by death penalty, execution, torture or other inhuman treatment or punishment, or an act which offends their human dignity in their home country or permanent country of residence. Permit may only be granted if the person cannot return to their home country or country of permanent residence without running a severe personal risk because of an armed conflict in that country.

Forgery or misuse of a document may lead to criminal liability and will be reported to the police.

### 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 programmes.

The universities of applied sciences will determine the number of applicants on the waiting list for each programme and announce it in their application instructions.

If the criteria given for the admission methods 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.

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.
3. admission of more students/less students/by draw

#### **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.
4. admission of more students/less students/by draw

### **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)

When applicants are admitted based on certificates, the university of applied sciences may specify the minimum number of points or cut-off condition for the programme. More detailed information will be provided in the application instructions of the programme in question.

Applicants who complete their matriculation examination in the autumn will not be included in the admissions based on certificates in the joint applications process of that autumn.

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.
3. admission of more students/less students/by draw

### **SELECTION METHOD 4: ENTRANCE EXAMINATION AND WORK EXPERIENCE**

Type of work experience (general or field-specific experience) will be specified in detail in field-specific admissions criteria.

Entrance examination		70 points
Work experience	30 points	
<b>Total</b>	<b>100 points</b>	

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.
4. admission of more students/less students/by draw

## SELECTION METHOD 5: SAT TEST (only used in degree programmes provided in English)

### SECTIONS:

1. Evidence-Based Reading and Writing
  - Reading Test
  - Writing and Language Test
2. Math

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

### 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

<b>IB Diploma</b>	<b>Finnish matriculation examination</b>
<b>GROUP 1: student's mother tongue</b>	
A language – the language the student knows best, usually mother tongue	Mother tongue
<b>GROUP 2: foreign languages</b>	
Level B	2nd national language, advanced syllabus
	Foreign language, advanced syllabus
	Foreign language, basic syllabus
<b>GROUPS 3 and 4: General subjects</b>	
Other subject	General subjects
*Biology	*Biology
*Physics	*Physics
*Chemistry	*Chemistry
<b>GROUP 5: mathematics</b>	
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**

<b>EB Diploma</b>	<b>Finnish matriculation examination</b>
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
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\* 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 the score 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 Finnish 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 or a SAT test, a more detailed description of which is provided in 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 2019** may be taken into account in the spring application period. 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 as a rule. 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.

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

The applicant applies for the right to special arrangements for entrance examinations using a separate form that can be printed off the website of each higher education 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. The certificates may not date back for more than 5 (five) years. More detailed instructions on the attachments are provided on the form.

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.

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. A notification (not a decision) concerning the special arrangements will be sent to the applicant in good time before the entrance examination. 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 Basic 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 upload the certificate used as the basis for the application as an attachment to their application (see the Schedule Appendix) or submit it to the admissions office of the university of applied sciences by the deadline specified in advance.

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 36 months (three years) of work experience accumulated as from the date of award of the final degree certificate and obtained no later than **31 July 2019** for the spring 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 36 months (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 36 months (three years) of work experience.

The work experience should be given as full months. When converting part-time work (less than 35 hours/week) 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.

### 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 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.

### 2.3 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.

### 2.4 Accessible student admission – special arrangements for entrance examinations

The applicant applies for the right to special arrangements for entrance examinations using a separate form that can be printed out on the website of each higher education 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. The certificates may not date back for more than 5 (five) years. More detailed instructions on the attachments are provided on the form.

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.

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. A notification (not a decision) concerning the special arrangements will be sent to the applicant in good time before the entrance examination. Any attachments to applications for special arrangements shall be secret.

## 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. 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. Applicants must pass each compulsory section of the examination in order to be eligible. The universities of applied sciences will provide the necessary information for participating in the entrance examination in their instructions for applicants.

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

##### School performance 60 points

School performance 60 points (matriculation examination grades)

This selection method only applies to applicants who have completed the matriculation examination.

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

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 of those who took the examination in 1990 or later will be obtained for the applicant register 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

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 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)

The applicants will not be sent a separate invitation to the entrance examination for the full-time implementation of the Civic Activities and Youth Work programme, and eligible applicants should take part in the entrance examination of the educational institution that they have marked as their first choice for the programme in question.

The educational institutions engage in admissions co-operation regarding the full-time implementation of the Civic Activities and Youth Work programme. 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.

### 3.1.2 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 during the spring joint application period will be organised on 4–6 June 2019. 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 Studyinfo.fi website and on their own websites.

For the part of **Interpreter programmes**, the universities of applied sciences (Diak and Humak) do not engage in admissions co-operation, and the advance assignments and the entrance examinations are specific to each institution.

If an applicant applies to both universities of applied sciences (Diak and Humak), they must request and submit the advance assignment separately to each institution, and participate in entrance examinations at both institutions separately.

All eligible applicants who have completed the advance assignment acceptably and returned it by a date to be announced separately will be invited to the entrance examinations of both universities of applied sciences. As the joint application period begins, the advance assignment and instructions for returning it will be published on Studyinfo.fi and separately on Diak and Humak websites.

The entrance examination consists of different sections that measure the applicant's linguistic ability, ability to learn signed language and visual perception as well as an interview. The entrance examinations will take place on dates to be announced separately.

## 3.2 Student selection for blended learning 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 (Degree Programme in Civic Activities and Youth Work/Degree Programme in Civic Activities and Youth Work/Work Community Development) or 35 points (Degree Programme in Sign Language and Interpreting) in the entrance examination for blended learning implementations.

All eligible applicants will be invited to the entrance examinations for blended learning implementations, or only eligible applicants who have completed acceptably the section where they demonstrate they work experience and orientation to the field are invited to the entrance examination.

The selection will be carried out exclusively on the basis of the entrance examination. There is no admissions co-operation between blended learning implementations. 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 and Civic Activities and Youth Work, Work Community Development

- Centria University of Applied Sciences
  - Civic Activities, Christian Child and Youth Work
- Humak University of Applied Sciences
  - Civic Activities and Youth Work
  - Civic Activities and Youth Work, Work Community Development

As these programmes have different degree profiles, Humak's blended learning implementations of the Civic Activities and Youth Work and Civic Activities and Youth Work (Work Community Development) programmes do not accept each other's entrance examination results.

Centria and Humak will agree separately on any co-operation associated with blended learning implementations, and more detailed information will be provided on Studyinfo.fi and the websites of the universities of applied sciences. In this respect, the universities of applied sciences engage in entrance examination co-operation; in other words, they accept each other's entrance examination results.

##### 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 may 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 blended learning implementations of Civic Activities and Youth Work programmes will be organised on 28–30 May 2019 (Humak UAS). The date of Centria's entrance examination will be announced separately.

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 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. Preliminary information that verifies orientation to the work and the field may be requested in advance, and only eligible applicants who pass this section acceptably may be invited to the entrance examination. When calculating the points for work experience, only experience obtained at the age of 18 or over and by no later than **31 July 2019** for the spring application period may be taken into account as detailed in the application instructions. 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.

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.

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. 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.

## 3.2.2 Sign language and Interpreting/Interpreter

- Humak University of Applied Sciences

### 3.2.2.1 Entrance examination

The selections will be based on a motivational letter to be submitted as an advance assignment and an interview. The motivational letter will be submitted by a date to be specified separately. Work experience in the field will be taken into account as part of the interview, not as a separate score. All eligible applicants will be invited to sit the entrance examination. Applicants must score at least 35 points in the entrance examination (max. 100 points). The entrance examination for the Interpreter

programme will be held on 23 May 2019. 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 services 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, A and B. Working language A is usually the applicant's native language. Language B is a foreign language which the applicant knows well enough to also use as a target language. For applicants who have completed the qualification giving them eligibility in Finnish, the certificate of this qualification is considered proof of sufficient Finnish 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 services of Diaconia University of Applied Sciences by a date to be announced separately.

#### 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 a group discussion and assignments measuring study and work skills.

The entrance examination for the Community Interpretation/Interpreter programme will take place on dates to be announced separately. The entrance examination result is valid for the duration of the application period in question.

## 3.3 Student selection for full-time implementations in English

Humak University of Applied Sciences provides a programme leading to a Bachelor of Humanities, Community Educator/Adventure and Outdoor Education degree in English.

### **SELECTION METHOD 5: SAT TEST**

#### **SECTIONS:**

1 Evidence-Based Reading and Writing

· Reading Test

· Writing and Language Test

2 Math

3 Essay

#### 4 SAT-Subject test

The university of applied sciences will indicate in its application instructions the SAT test sections it intends to use as admission criteria, as well as the minimum score that an applicant must reach to be admitted.

Only a new format SAT test (completed after March 2016) will be accepted. Those who have passed the SAT test will also take part in an English interview to assess their suitability on a date to be announced separately.

The university of applied sciences must obtain the SAT test results directly from the test organisers. The applicants must separately request that the test organiser submit the test results to Humak University of Applied Sciences. The SAT test results must be submitted by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

#### **SELECTION METHOD 1: ENTRANCE EXAMINATION max 100 points**

Invitations to the examination are sent to all applicants to the e-mail address given in the application. The entrance examination consists of a written section and an English interview to assess the applicant's suitability. In order to be admitted, an applicant must complete both sections acceptably. The date of the examination and the score that is the admission criterion will be announced separately.

The university of applied sciences will determine the number of places allocated to each selection method. Of the two admission queues, selection method 5 will be filled first, followed by selection method 1.

## 4 BACHELOR'S DEGREE PROGRAMMES IN CULTURE

This Recommendation describes admissions criteria for degree programmes provided in Finnish, Swedish and English. Also Dance Teacher and Music Pedagogue Degree Programmes, even though they are part of the field of education, follow the admissions criteria of the field of culture. 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](http://opintopolku.fi) ([studyinfo.fi](mailto: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). 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. 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.

An applicant is required to score at least a half (50%) of the maximum score of an entrance examination. Each section of the examination must be passed. For details of the contents and scoring of entrance examinations, see the website [Studyinfo.fi](http://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 blended learning 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. Each section of the examination must be passed. For details of the contents and scoring of entrance examinations, see the website [opintopolku.fi](http://opintopolku.fi) ([studyinfo.fi](http://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 blended learning implementations, 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-time and blended learning 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 B: SCHOOL PERFORMANCE (only available to those applying with a matriculation examination certificate)**

School performance 60 points (matriculation examination grades)

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

#### 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.

<b>Matriculation examination certificate</b>	<b>L/E</b>	<b>M</b>	<b>C</b>	<b>B</b>	<b>A</b>
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	20	19	17	12	10

their matriculation examination prior to 2006)					
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When using selection method 3B, mother tongue will be taken into account as a selection criterion in the order of priority of tied applicants.

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 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 **5 June 2019**. 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 entrance examination contains tests in mathematics and communications. The mathematics test assesses the applicant's basic mathematical skills. The communications test consists of two separate parts. The first part tests the applicant's

interest in the natural resources field and their commitment to the studies. The second part tests reading comprehension and text production skills. The task is based on advance material. The advance material will be published at the beginning of the application period, and the applicants may bring it with them to the examination.

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. The maximum score for the mathematics test is 20 points, while the minimum acceptable score is 7 points. The maximum score for each part of the communications test is 10 points, while the minimum acceptable score for each part is 3.5 points.

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 blended learning implementations in Finnish and Swedish

### 5.2.1 Selection method

#### **SELECTION METHOD 1: ENTRANCE EXAMINATION**

Entrance examination 40 points

## 5.2.2 Entrance examination

Each university of applied sciences organises its own entrance examination, in which the maximum score is 40 points. In order to be considered for admission, applicants must score at least 14 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](http://www.opintopolku.fi) ([www.studyinfo.fi](http://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.

Maximum admission scores:

#### **SELECTION METHOD 1: ENTRANCE EXAMINATION**

Entrance examination 70 points

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

##### **Alternative 3A**

School performance      30 points (matriculation examination grades)

Of the two selection methods, method 3A will be filled first, followed by method 1. Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Each university of applied sciences will clearly inform the applicants about the selection methods to be used.

### 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.

<b>Matriculation examination certificate</b>	<b>L/E</b>	<b>M</b>	<b>C</b>	<b>B</b>	<b>A</b>
Mother tongue	10	9	8	7	6
The best language (foreign languages and the second national language), ad-	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	10	9	8	7	6

\* In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 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-time and blended learning 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 take place at 10 a.m. on **Tuesday, 4 June 2019** during the spring joint application period.

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: in the spring joint application period 20 May – 4 June 2019. 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, with at minimum 1 point for the interview or the essay, and also at minimum 1 point for each part of the common written 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 blended learning 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.

Maximum admission scores:

## SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

## SELECTION METHOD 3: ENTRANCE EXAMINATION AND WORK EXPERIENCE

Entrance examination	70 points
Work experience	30 points
Total	100 points

If two selection methods are used for a blended learning implementation, students are **first selected using method 3 and then method 1**. Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Each university of applied sciences will clearly inform the applicants about the selection methods to be used.

### 6.2.2 Entrance examination

A joint entrance examination is organised for the full-time and blended learning implementations, see the information about the entrance examination in the section on the full-time implementation.

### 6.2.3 Work experience

In the calculation of points for work experience, only work experience obtained at the age of 18 or over will be taken into account. 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.

Maximum admission scores:

## SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination 70 points

## SELECTION METHOD 5: SAT TEST

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

If two selection methods are used for a full-time implementation provided in English, students are **first selected using method 5 and then method 1**. Universities of applied sciences will determine the number of places allocated to each queue by programme choice.

### 6.3.2 Entrance examination

All applicants will be invited to sit the entrance examination. The invitation will be sent by e-mail. The common section of the national entrance examination in the Tourism, Catering and Domestic Services field will be held on **4 April 2019**.

The entrance examination places emphasis on aptitude for studying the field, motivation, English language skills as well as mathematical/logical thinking. In order to be eligible, applicants must complete acceptably all parts of the examination. 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

### 7.1 Student selection for degree programmes in Finnish and Swedish, full-time and blended learning studies

#### Eligibility

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 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
- many health care and social services operating units care for patients/clients susceptible to infections, and in order to work at these units, students and staff must have up-to-date vaccination cover, which includes an annual vaccination against seasonal influenza.

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.

## Student selection

A two-phase student selection process is used. 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 entrance examination, or exclusive on the basis of points awarded for the matriculation examination certificate.

If a university of applied sciences decided to use **selection method 3**, only applicants who have passed the pre-selection test are eligible.

A programme choice following this Recommendation decides the selection methods it will use for each programme.

## Selection method 1: Entrance examination

Entrance examination 70 points

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.
3. admission of more students/less students/by draw

**Selection method 2: School performance and entrance examination (only available for those applying with a matriculation examination certificate)**

Scoring of matriculation examination certificate **2A**

School performance	30 points (matriculation examination grades)
Entrance examination	70 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.
4. admission of more students/less students/by draw

**Selection method 3: School performance (only available to those applying with a matriculation examination certificate)**

Scoring of matriculation examination certificate **3A**

School performance	30 points (matriculation examination grades)
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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.
3. admission of more students/less students/by draw

Of the admission queues, **selection method 3** will be filled first (school performance, scoring of matriculation examination certificate 3A), followed by **selection method 2**, (school performance and entrance examination, scoring of matriculation examination certificate 2A) and finally **selection method 1** (entrance examination).

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

If a university of applied sciences uses selection method 3, an effort will be made to publish the admissions list before the date of the actual entrance examination.

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 Scoring of school performance

#### Selection methods 2 and 3

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

#### Scoring of matriculation examination certificate 2A and 3A

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

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 7.1.2 Pre-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.

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 closing of the application period of spring on **24 April 2019**.

### 7.1.3 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 entrance examination, or exclusive on the basis of points awarded for the matriculation examination certificate.

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 and on the Studyinfo.fi site.

There are five 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 their entrance examinations on the 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  
Social services, Correctional Services

Admission group 6  
Beauty Care  
Estonom

Any request for special arrangements related to the entrance examination should be addressed to all the universities of applied sciences that are on the applicant's list of choices in the field of Health Care and Social Services, Sports and Beauty Care by **3 p.m. on 10 April 2019**.

## 7.2 Student selection for full-time and blended learning implementations in English

### Programme choices

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

### Eligibility

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

For a more detailed description of the language proficiency requirements, see UAS websites and the Studyinfo.fi website.

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
- many health care and social services operating units care for patients susceptible to infections, and in order to work at these units, students and staff must have up-to-date vaccination cover, which includes an annual vaccination against seasonal influenza.

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).

## Student selection

### Selection method 1: Entrance examination

Entrance examination 70 points

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.
3. admission of more students/less students/by draw

## Selection method 5: SAT test

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

Of the two admission queues, **selection method 5** will be filled first, followed by **selection method 1**. Universities of applied sciences will determine the number of places allocated to each queue by programme choice.

### 7.2.1 Entrance examination

All 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 and on the Studyinfo.fi site.

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. For details on general eligibility for a Master's degree in Sports, see the General information section of the Recommendation. More specific information about programme contents and admissions criteria of each programme is available on the Studyinfo.fi website.

## LEGISLATION GOVERNING SOLUTIONS FOR UNSUITABILITY FOR STUDYING (SORA)

Those applying to study within the Sports field must have sufficiently good health status and functional capacity to be capable of completing practical assignments and work placement periods that are part of the studies. Studying and working in this profession require good mental balance and adequate physical functional capacity. For information on health requirements, see the programme-specific admissions criteria on the 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 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.

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.

Those applying to the field should bear in mind that

- studying and working in this profession require good mental balance and adequate physical functional capacity.
- 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 field is not suitable for a person who has been sentenced for a crime against another person.

An impediment related to health or functional capacity may not preclude admission, if the impediment can be removed with reasonable measures, for example with special arrangements. The idea is not to set unnecessary obstacles to the admission of persons with disabilities or physical or mental restrictions. The restrictions are applied only if it is obvious that an applicant is unable to participate in the programme due to a reason related to their health or functional capacity.

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
- 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).
- if a student, by repeatedly or seriously endangering the health or safety of another person, has proven to be manifestly unsuitable to perform assignments or practical training relating to studies (Polytechnics Act 932/2014).

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

### 8.1.1 Student selection

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 for the Health Care and Social Services, Sports and Beauty Care fields on **24 April 2019** 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 eligible applicants invited to sit an entrance examination will be at least four times the number of places available.

The student selection to programmes provided in Swedish (Arcada, Helsinki) is a one-phase process. The applicants **do not** participate in the (national) pre-selection test on 24 April 2019. All eligible applicants will be invited to sit the entrance examination at Arcada.

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 entrance examination, or exclusive on the basis of points awarded for the matriculation examination certificate. Pre-selection test scores will not affect the final selection scores. Applicants should check the programme's admissions criteria for the programme-specific selection methods.

Any request for special arrangements related to the entrance examination should be addressed to all the universities of applied sciences that are on the applicant's list of choices in the field of Health Care and Social Services, Sports and Beauty Care by 3 p.m. on 10 April 2019.

### 8.1.2 Methods used for actual student selection

#### **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 2 A**

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

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

##### **Alternative 3A**

School performance	30 points (matriculation examination grades)
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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 the matriculation examination can be selected through all methods. 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 3A will be filled first, followed by 2A and finally 1.

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.

### 8.1.3 Scoring of school performance

#### Selection methods 2A and 3A

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.

#### 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

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 8.1.4 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](http://Opintopolku.fi) ([Studyinfo.fi](http://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, or other field-related customer service and sales work. 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).

Entrepreneurship in the sports sector will be accepted as work experience if the 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.

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.

A period of military or non-military national service or women's voluntary military 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). Child-care leave will not be counted towards 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.

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.

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 university of applied sciences.

Entrance examination dates:

- Arcada, entrance examination date to be published on the Studyinfo.fi website.
- Haaga-Helia UAS, 3–7 June 2019
- Kajaani UAS, entrance examination date to be published on the Studyinfo.fi website.
- Lapland UAS, 5–6 June 2019

## 8.2 Student selection for blended learning implementations in Finnish

### 8.2.1 Student selection

Blended learning implementations are offered at Kajaani and Haaga-Helia Universities of Applied Sciences. Applications to the blended learning implementation in Kajaani are received during the joint application period of the autumn. In Haaga-Helia, the blended learning implementation is not a separate programme choice, but applicants interested in it can apply for a place in Haaga-Helia's Sports Instructor programme, which is intended for both full-time and blended learning students, in the spring joint application period.

The applicant's possible placement in the blended learning implementation is first examined during the entrance examination, and the final placement will be confirmed at the beginning of the studies as part of the individualisation of their study programme. Haaga-Helia student selection takes place as detailed in section 8.1.

## 8.3 Student selection for full-time implementations in English

### 8.3.1 Student selection

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. The teaching language is English.

For eligibility for UAS studies, see the General information section of this Recommendation. 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. If the programme choice uses the SAT test, an applicant may be selected using this method (for more information, see "Selection method 5: SAT TEST").

Universities of applied sciences publish information about the importance of different sections in the entrance examination as part of the programme-specific admissions criteria on the Studyinfo.fi website. A university of applied science may use the joint application process or separate admissions. Information about this can also be found on the Studyinfo.fi website.

Excellent skills in English are required for success in degree programmes provided in English. The applicants' language skills are assessed in the entrance examination. When applying to a degree programme provided in English, the applicants need not submit evidence of language proficiency.

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.

**The maximum admission score is as follows:**

Entrance examination 70 points

Total 70 points

Entrance examination dates:

Haaga-Helia UAS, 2–4 April 2019

• Kajaani UAS, entrance examination date to be published on the Studyinfo.fi website.

### **SELECTION METHOD 5: SAT TEST (only used in degree programmes provided in English)**

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

All eligible applicants who have passed the SAT test will be invited to an interview in English aiming to assess the applicant's orientation and aptitude for the field. The interview is organised via a remote connection. The schedule for interview will be announced separately. In addition to the interview, an applicant films and submits a video on which they display the requested sports skills. Their skills will be assessed as part of the selection process. Instructions for filming the video are sent to the applicants at the application stage. The selection decision is based on the SAT test scores, the interview and the video. A student can only be admitted if they pass all the aforementioned sections.

If two selection methods are used for a full-time implementation provided in English, students are **first selected using method 5 and then method 1**. Universities of applied sciences will determine the number of places allocated to each queue by programme choice.

## **9 BACHELOR'S DEGREE PROGRAMMES IN TECHNOLOGY**

### **9.1 Degree Programmes in Engineering and Laboratory Sciences**

#### **9.1.1 Student selection for full-time and blended learning 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 exclusively on the basis of the entrance examination or school performance.

### **SELECTION METHOD 1: ENTRANCE EXAMINATION**

Entrance examination

40 points

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

School performance      60 points

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**.

#### 9.1.1.1 Scoring school performance

##### Selection method 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

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

\*\* = only one of the two

\*\*\* = only one of the three

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 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 and Construction Architecture 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 **29 May 2019**.

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.

### 9.1.2 Student selection for full-time and blended learning 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 applicants will be invited to sit the entrance examination.

The student admission is carried out by individual programme choices based exclusively on the entrance examination.

## SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination	40 points
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## SELECTION METHOD 5: SAT TEST

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

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 5** 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. 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 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.

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.

National examination groups for the Technology programmes in spring 2019:

1. Admission group 1 is comprised of all the programme choices in the first application period (9 – 23 January 2019) and second application period (20 March – 3 April 2019). The national entrance examination in Finland for group 1 is on Monday 15 April 2019 during the spring joint application period. Please also see part 2.

2. Admission group 2 is comprised of the Technology programme choices in the first application period which participate in the FINNIPS-admissions co-operation. These programme choices are also in admission group 1 for the entrance exam in Finland. The FINNIPS exam results will not be transferred to programme choices outside of admission group 2.

## 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.

The student admission is carried out by individual programme choices based exclusively on the entrance examination. 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 maximum admission score is as follows:

Entrance examinations:

national entrance examination in Technology	40 points
aptitude test for Construction Architecture programmes	50 points
<b>total</b>	<b>90 points</b>

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

### 9.2.1.1 Entrance examinations

The entrance examinations for Construction Architecture programmes will be organised as follows: the national entrance examination in Technology on **29 May 2019** and the aptitude test for the Degree Programmes in Construction Architecture on **31 May 2019**. 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 and blended learning implementations in Finnish and Swedish

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

The maximum admission score is as follows:

Entrance examination	40 points
Construction sector work experience	30 points
<b>Total</b>	<b>70 points</b>

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice.

#### 9.3.1.1 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. 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 and Construction Architecture that they have listed on their application forms.

### 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.

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 uploaded with the application or 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 10 April 2019** (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
<b>Total</b>	<b>100 points</b>

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
<b>Total</b>	<b>140 points</b>

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 **27 May 2019**. 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 **29 May 2019**. Applicants must sit the examination in the Seafaring unit of either Ky-menlaakso 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 blended learning 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 a blended learning implementation 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 a blended learning implementation 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 **6 September 2019**. 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 five fields of education governed by this Recommendation:

1. Business Management
2. Business Logistics
3. Multilingual Management Assistance
4. Business Information Technology

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
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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 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. 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).

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

\* As mother tongue, Finnish, Swedish, Sámi, Finnish as a second language and Swedish as a second language may be taken into account. In an IB Diploma, A1 language corresponds to mother tongue, whereas in EB and RP Diplomas, the language corresponding to mother tongue will be taken into account.

For the conversion formula for EB, IB and Reifeprüfung Diplomas, see the General information section of the Recommendation.

### 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 co-operation, 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. The examination will be rejected if an applicant fails to participate in one of its sections.

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 7 June 2019 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 19 April –7 June 2019 for the autumn application period. 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 Finance and Economics, Haaga-Helia UAS
- g. Tiimiakatemia, Jyväskylä UAS
- h. Degree Programme in Business Logistics, South-Eastern Finland UAS and Turku UAS
- i. Degree Programme in Data Analytics and Visualisation, South-Eastern Finland UAS
- j. Degree Programme in Wellness Business, Savonia UAS

2. The national entrance examination for the **Degree Programme in Business Information Technology** will be organised at 12 noon on 6 June 2019 during the spring joint application period. Entrance examination results obtained for a blended learning implementation of the Degree Programme in Business Information Technology will also be accepted for a full-time implementation in the spring 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 6 May – 8 June 2019 for the spring 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 blended learning 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

#### **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

For instructions for calculating the score for work experience, see section 1.6 of the General information section of the Recommendation.

### 11.2.3 Entrance examination

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. 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. The examination will be rejected if an applicant fails to participate in one of its sections.

1. The national entrance examination in the admissions group for the **Degree Programme in Business Management** will be organised during the spring joint application period at 12 noon on Wednesday, 22 May 2019, consisting 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 19 April – 22 May 2019 for the spring 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 Business Logistics, Lahti UAS
2. The national entrance examination for the **Degree Programme in Business Information Technology** will be organised at 12 noon on 6 June 2019 during the spring 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 blended learning implementation in the spring 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 6 May – 6 June 2019 for the spring 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 5: SAT TEST**

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

Universities of applied sciences will determine the number of places allocated to each selection method by programme choice. Applicants with the matriculation examination, 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 through selection methods 5 and 1. Of the two admission queues, selection method 5 will be filled first, followed by selection method 1.

### 11.3.2 Entrance examinations

All applicants will be invited to sit the entrance examination. Invitations to the examination will be 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 entrance examination co-operation, and the location of the examination may not be changed. Universities of applied sciences engage in co-operation in which programme choices 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.

National examination groups for the Business programmes in spring 2019:

1. Admission group 1 is comprised of all the programme choices in the first application period (9 –23 January 2019). The national entrance examination in Finland for group 1 is on Wednesday 10 April 2019 during the spring joint application period. Please also see part 3.
2. Admission group 2 is comprised of all the programme choices participating in the second application period (20 March – 3 April 2019). The national entrance examination in Finland for group 1 is on Thursday 11 April 2019 during the spring joint application period.
3. Admission group 3 is comprised of the Business programme choices in the first application period which participate in the FINNIPS-admissions co-operation. These programme choices are also in admission group 1 for the entrance exam in Finland. The FINNIPS exam results will not be transferred to programme choices outside of admission group 3.

The pre-reading 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 2019. The national pre-reading material may only be used in the national entrance examinations, including the FINNIPS-examinations abroad. The same national pre-reading material may not be used in other than national entrance examination possibly organised by Business programmes in universities of applied sciences or in separate admissions.

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 (Study-info.fi) website.

## 11.4 Student selection for blended learning implementations in English

### 11.4.1 Student selection

Applicants may be selected using three 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

## SELECTION METHOD 5: SAT TEST

The universities of applied sciences will indicate in their application instructions the SAT test sections they intend to use as admission criteria for each programme, as well as any minimum score that an applicant must reach to be admitted. Only a new format SAT test (completed after March 2016) will be accepted.

An official SAT results report should be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service in which the result can be accessed to obtain the SAT test results. Applicants who have already sat an SAT test should separately request the test organiser for their results for submission to universities of applied sciences. Applicants should submit the SAT test results to all those universities of applied sciences that use this admission method by **10 April 2019**. Reports printed or submitted by the applicants themselves cannot be accepted.

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 these alternatives. Of the two admission queues, selection method 5 will be filled first, followed by selection method 4 and finally selection method 1.

### 11.4.2 Work experience

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

### 11.4.3 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 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

### Joint application period of spring 2019, deadlines for submitting certificates, appendices etc.

#### 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 9 January – 23 January 2019	Spring application period II 20 March – 3 April 2019
<p>Finnish qualifications:</p> <ol style="list-style-type: none"> <li>1) A copy of the qualification certificate or a temporary certificate of the applicant's graduation issued by an educational institution to be submitted to the admissions services</li> <li>2) Matriculation examination grades of those who took their matriculation examination in or after 1990</li> <li>3) Copies of matriculation examination certificates of those who took their matriculation examination prior to 1990 to be submitted to the admissions office</li> <li>4) Original qualification certificates to be checked</li> </ol>	<ol style="list-style-type: none"> <li>1) by 3 p.m. on Monday, 8 July 2019</li> <li>2) obtained directly from the Matriculation Examination Board</li> <li>3) by 3 p.m. on Wednesday, 30 January 2019</li> <li>4) at the beginning of studies</li> </ol>	<ol style="list-style-type: none"> <li>1) by 3 p.m. on Monday, 8 July 2019</li> <li>2) obtained directly from the Matriculation Examination Board</li> <li>3) by 3 p.m. on Wednesday, 10 April 2019</li> <li>4) at the beginning of studies</li> </ol>
<p>International matriculation examination (IB, EB, RP):</p> <ol style="list-style-type: none"> <li>1) copies of diplomas and their official translations to be submitted to the admissions office (* = those graduating during the application period to submit Predicted Grades or a corresponding certificate)</li> <li>2) Applicants completing an RP or an EB Diploma during the application period should submit a copy of their final certificate (those completing an IB Diploma should submit their final grades as a transcript of grades).</li> </ol>	<ol style="list-style-type: none"> <li>1) by 3 p.m. on Wednesday, 30 January 2019 * by 3 p.m. on Wednesday, 10 April 2019</li> <li>2) by 3 p.m. on Friday 12 July 2019</li> </ol>	<ol style="list-style-type: none"> <li>1) by 3 p.m. on Wednesday, 10 April 2019</li> <li>2) by 3 p.m. on Friday 12 July 2019</li> </ol>

3) Original diplomas and official translations to be checked	3) at the beginning of studies	3) at the beginning of studies
Qualifications taken outside Finland:		
1) A copy of the qualification certificate or a temporary certificate of the applicant's graduation issued by an educational institution to be submitted to the admissions services	1) by 3 p.m. on Wednesday, 30 January 2019	1) by 3 p.m. on Wednesday, 10 April 2019
2) original diplomas and original official translations to be checked	2) at the beginning of studies	2) at the beginning of studies
Employment certificates:		
1) work experience to be obtained	1) by 31 July 2019	1) by 31 July 2019
2) copies of employment certificates to be submitted to the admissions office	2) by 3 p.m. on Monday, 8 July 2019	2) by 3 p.m. on Monday, 8 July 2019
3) original certificates to be checked	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, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019
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
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, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019
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, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019
Any changes to work experience information affecting actual admissions to be submitted to the admissions office:	by 3 p.m. on Thursday, 2 May 2019	by 3 p.m. on Friday, 24 May 2019

## 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 9 January – 23 January 2019	Spring application period II 20 March – 3 April 2019
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)  2) Original qualification certificates to be checked	1) by 3 p.m. on Monday, 8 July 2019  2) at the beginning of studies	1) by 3 p.m. on Monday, 8 July 2019  2) 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 those who complete their qualification during the application period)  2) copies of qualification certificates and their official translations of those completing their qualifications during the application period to be submitted to the admissions services  3) original diplomas and original official translations to be checked	1) by 3 p.m. on Wednesday, 30 January 2019  2) by 3 p.m. on Monday, 8 July 2019  3) at the beginning of studies	1) by 3 p.m. on Wednesday, 10 April 2019  2) by 3 p.m. on Monday, 8 July 2019  3) at the beginning of studies
Employment certificates: 1) work experience to be obtained  2) copies of employment certificates to be submitted to the admissions office  3) original certificates to be checked	1) by 31 July 2019  2) by 3 p.m. on Monday, 8 July 2019  3) at the beginning of studies	1) by 31 July 2019  2) by 3 p.m. on Monday, 8 July 2019  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, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019
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
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, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019
Any changes to work experience information affecting eligibility to be submitted to the admissions office:	by 3 p.m. on Wednesday, 30 January 2019	by 3 p.m. on Wednesday, 10 April 2019