

Joint application of Finnish universities of applied sciences in Autumn 2011

Studies will start in January 2012

The admission criteria

Degree programme in Innovative Business Services at Pori

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GENERAL PRINCIPLES OF ADMISSIONS

Applications for the programmes are submitted through the joint application system.

Filling the application form is done in Internet at <http://www.admissions.fi>. The applicant may choose at most four options. The student admissions follow the admission criteria decided on by the universities of applied sciences (UAS's) in the joint application system, and the order of preference of the options chosen by the applicant. The application form must be submitted by the end of the application period. The admission is conditional until the UAS has checked the applicant's school and other relevant certificates. The UAS may withdraw the admission, if the applicant has given false information.

Changing and supplementing the application

The applicant may change the order of preference of the options indicated in the application form in writing until the end of the application period. Once the application period has ended, the order of preference may no longer be changed. The applicant may, out of his or her own initiative or at the request of an authority, complete the application form after the end of the application period as specified in the 22§ of the Administrative Procedure Act (434/2003). The extended supplementation may continue only until the joint application register data entering has been completed, as specified in decree (353/2003). The application schedule for **autumn 2011 is 29 August – 9 September 2011**. If a UAS chooses to arrange additional application periods, the additional applications can begin from 30 May 2011. If a UAS arranges an additional application, the applicant's education must be completed by the end of the additional application period.

1 ELIGIBILITY FOR APPLYING TO THE PROGRAMMES

General eligibility for the programmes is given by:

- completed Finnish upper secondary education or the Finnish matriculation examination
- International Baccalaureate, Reifeprüfung or European Baccalaureate examination
- a vocational college diploma or higher vocational diploma (e.g. in engineering)
- a vocational qualification of at least three years duration, completed in vocational upper secondary education and training, referred to in the Vocational Education and Training Act (630/98), or an earlier corresponding qualification
- combined education programmes of at least three years duration, referred to in the Act on Youth-level Education and the Polytechnic Experiment (391/91)
- a vocational qualification in adult education of at least three years duration, referred to in the Vocational Adult Education Act (631/98), competence-based vocational qualification or competence-based further vocational qualification or
- a foreign degree or qualification which gives eligibility for higher education studies in the country in question

Those applicants who are applying with competence based vocational qualification, competence based further vocational qualification or non-Finnish qualifications must have completed their studies by the end of the application period. If an applicant who is applying with a non-Finnish qualification is a citizen of an EU/EEA country, he/she can apply if the qualification is completed during the spring of applying. The admission of such EU/EEA applicant completing his/her education in the spring of applying is conditional until the UAS has checked the applicant's final certificates. Only final certificates will be accepted, result slips or statements of results will not be accepted.

If the applicant is a refugee or in a refugee-like situation and the qualifications obtained cannot be proven through documentary evidence, UAS can consider whether the applicant can be invited to the entrance examination, even if the UAS does not use discretionary admission. The applicant must prove his/her refugee status by decision made by a competent authority by 16 September 2011.

Eligibility for applying a corresponding field of study is given by:

- a vocational qualification of less than three years duration, completed in vocational upper secondary education and training, referred to in the Vocational Education and Training Act (630/98), or a corresponding earlier qualification
- combined education programmes of less than three years duration, referred to in the Act on Youth-level Education and the Polytechnic experiment (391/91)
- vocational qualifications or further vocational qualifications in adult education of less than three years duration, referred to in the Vocational Adult Education Act (631/98)

Eligibility for UAS studies in a corresponding field of study on the basis specified above may be broadened into general eligibility for UAS studies by:

- 1) completing in addition general or vocational studies that extend the post-basic education studies to three years of duration, or
- 2) gaining at least three years of work experience in a corresponding field, after completing the qualification.

The corresponding field of study is defined according to the following fields of vocational education and training: humanities and education; culture; natural sciences; natural resources and the environment; tourism, catering and domestic services; social services, health and sports; technology, communications and transport; social sciences, business and administration.

UAS can also take into consideration a vocational qualification or school-level vocational education that does not fall into the fields of education and training specified above as studies in a corresponding field, if its content is close to the study programme specialisation.

2 ADMISSIONS PROCEDURES

In order to demonstrate eligibility to UAS studies, an applicant applying with a non-Finnish qualification must provide a copy of the original certificate to the admissions office of his or her first-choice UAS by 16 September 2011. This does not apply to those applicants who are citizens of an EU/EEA country and who are completing their qualification in the spring of applying. The UAS will then decide on the applicant's eligibility to all options in the application. In addition, copy of an official Finnish, Swedish or English translation of the certificate must be provided, if the certificate is not written in one of these languages, the translation must have the translators signature and stamp. The copies must be sent by post, scanned or faxed copies will not be accepted.

Also applicants with a Finnish competence based vocational qualification or competence based further vocational qualification must provide a copy of the original certificate to the admissions office of his or her first-choice UAS by the set date.

Applicant who is not a citizen of an EU/EEA country must provide proof of his/her English language skills by 16 September 2011 at 4.15 pm at the latest to the admissions office of his/her first preference UAS. In order to prove the applicant's English language skills, he/she must provide one of the following minimum requirements: IELTS score academic level 6,0 or TOEFL score 550 paper-based test/213 computer-based/79-80 internet -based test, or grade C in the Finnish matriculation examination in advanced level English (IB examination grade 4 completed in Finland, Reifeprüfung examination grade 7 completed in Finland or EB examination grade 6.00-6.95), or skills level 4 in English in the Finnish general language examination www.oph.fi => Tutkintopalvelut => Yleiset kielitutkinnot). Both TOEFL and IELTS test results are valid for two years. The Finnish general language examination does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service. TOEFL -code to Satakunta UAS is 0563. This requirement of valid English language certificate concerns also the applicants, who are refugees or in a refugee-like situation.

In addition, primary and secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand or Bachelor's or Master's degree completed in English in one of these countries, is also accepted as a demonstration of sufficient English language skills. Bachelor's or Master's Degree conducted in English in a European Union/European Economic Area country is also accepted as a demonstration of sufficient English skills. The certificate copies must be delivered to the admissions office by 16 September 2011 at 4.15 pm Finnish time (+2 hrs GMT).

All applicants who have demonstrated their eligibility and language skills will be invited to the entrance examinations.

The applicants' language skills will be evaluated in the language test included in the entrance examination on a pass/fail basis. An applicant who has failed the language test is withdrawn from admission.

An applicant, who is not obliged to send proof of his/her language skills, can be exempted from the language test, if he or she has provided a certificate of his or her language skills to the first-choice UAS by the end of the application period. The minimum language skills requirement is IELTS score academic level 6,0 or TOEFL score 550 paper-based test/213 computer-based/79-80 internet -

based test, or grade C in the Finnish matriculation examination in advanced level English (IB examination grade 4 completed in Finland, Reifeprüfung examination grade 7 completed in Finland or EB examination grade 6.00-6.95), or skills level 4 in English in the Finnish general language examination www.oph.fi => Tutkintopalvelut => Yleiset kielitutkinnot). Both TOEFL and IELTS test results are valid for two years. The Finnish general language examination does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service.

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Selection between applicants with equal admission points

In case there is a tie in admission points, the applicants to UASs will be ranked on the following basis:

1. the order of preference of the options indicated by the applicant
2. the result of the entrance examination
3. the grade point average in all subjects
4. points awarded for school performance

Admission groups

The Degree Programme in Innovative Business Services in SAMK will use the admission groups as follows:

1. Admission on the basis of the total of points for school performance and the entrance examination:

Applicants who have completed the Finnish matriculation examination, IB examination in a Finnish upper secondary school or the Reifeprüfung examination in Finland, or applicants who have completed the European Baccalaureate examination of European schools. Applicants who are completing their Finnish matriculation examination during the application process apply with their latest upper secondary school certificate.

The maximum total of admission points is 100, out of which at most 30 can be awarded for school performance and 70 for the entrance examination.

50% of the study places in the programme will be filled on the basis of the combined points for previous school performance and the entrance examination. If study places become available later, applicants on the waiting list will be accepted in the order indicated by their admission points.

2. Admission on the basis of the entrance examination

Applicants with eligibility to apply to UAS studies referred to in the Polytechnics Act (351/2003), not mentioned in section 1 above, or whose eligibility to apply is based on non-Finnish qualifications.

The maximum total of entrance examination points is 100.

50% of the study places in the programme on the basis of the entrance examination only, and admitted in the order indicated by their admission points.

Points awarded for school performance

Applicants who are applying on the basis of their upper secondary school leaving certificate and the Finnish matriculation examination certificate are awarded points for three grades on their matriculation examination certificate: mother tongue, English, and the best of either general studies or mathematics.

Candidates for the matriculation examination apply with their latest upper secondary school certificate.

In the Degree Programme in Innovative Business Services applicants in the admission group 1 will receive admission points for school performance as follows:

Upper secondary education leaving certificate Grade point average

	$\geq 8,00$	$\geq 7,50$	$\geq 7,00$	$\geq 6,50$	$\geq 6,00$
Points	15	13	11	8	4

Finnish Matriculation examination

Grades	L/E	M	CL	B	A
Mother tongue	5	4	3	2	1
English, advanced level or	5	4	3	2	1
English, basic level	3	2	1	0	0
Mathematics or best general studies test*	5	4	3	2	1

(*general studies, if the exam was taken before 2006)

Applicants, who have completed the IB examination in a Finnish upper secondary school, or a European Baccalaureate examination of European schools or Reifeprüfung examination in Finland, convert the grades on their certificates according to the following charts:

Conversion chart for EB, IB and Reifeprüfung examinations

Finnish matriculation examination	Reifeprüfung examination	IB examination	EB examination Mathematics	EB examination Other subject-specific tests
Laudatur	13–15 points	7 (Excellent)	9,50–10,00	9,00–10,00
Eximia cum laude approbatur	12–10 points	6 (Very good)	8,50–9,45	8,00–8,95
Magna cum laude approbatur	8–9 points	5 (Good)	7,00–8,45	7,00–7,95
Cum laude	7 points	4	6,00–6,95	6,00–6,95

approbatur		(Satisfactory)		
Lubenter approbatur	5–6 points	3 (Mediocre)	5,00–5,95	5,00–5,95
Approbatur	4 points	2 (Poor)	4,00–4,95	4,00–4,95

Conversion chart for the grades on leaving certificates

Finnish upper secondary school leaving certificate	Reifeprüfung * programme leaving certificate	IB programme leaving certificate	EB programme leaving certificate
10	13–15 points	7 (Excellent)	9–10
9	10–12 points	6 (Very good)	8
8	7–9 points	5 (Good)	7
7	5–6 points	4 (Satisfactory)	6
6	3–4 points	3 (Mediocre)	5
5	1–2 points	2 (Poor)	3–4

* The average of grades on the Reifeprüfung examination is converted by dividing the total of points by 60, and then converting it according to the chart (e.g. 520: 60 ~ 8,67, thus converted to 8.)

Entrance examinations

The maximum points awarded for the entrance examination is 100 points. The entrance examination results of those applicants who are admitted on the basis of the total of points for school performance and the entrance examination are automatically scaled down by 0.7.

The dates of the entrance examinations can be found in the descriptions of the Degree Programmes (left section). The exact place and time will be informed in the invitation letter which is sent to an eligible applicant.

The minimum score for a passed examination is 30 points out of 100 points. If an applicant gets less than 30 points from the entrance examination, he/she cannot be accepted to the programme. If the applicant receives less than 20 points from interview section of the examination or if the language test integrated to the examination is failed, the entrance examination is considered a fail and the applicant cannot be accepted to the programme.