

RECOMMENDATION ON THE ADMISSION CRITERIA FOR THE 2010 JOINT APPLICATION SYSTEM TO DEGREE PROGRAMMES CONDUCTED IN ENGLISH

This recommendation applies to the selection/admission process of Finnish professionally-oriented higher education institutions' Bachelor-level degree programmes conducted in English. The professionally-oriented higher education institutions either use the English translation 'polytechnic' or 'university of applied sciences' when referring to themselves. For the purpose of this document, professionally oriented higher education institutions are hereafter referred to as polytechnics and/or universities of applied sciences (abbr. UAS). Moreover, this document refers to a 'degree programme conducted in English' with a general term 'programme'.

GENERAL PRINCIPLES OF ADMISSIONS

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

The applicant may choose at most four options. The student admissions follow the admission criteria decided on by the polytechnics/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 polytechnic/UAS has checked the applicant's school and other relevant certificates. The polytechnic/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). After the Ministry of Education has decided on the schedule for the 2010 joint application, the National Board of Education gives the registrar's decision on the detailed schedule to the admissions offices for the purposes of preparing for the joint application and admissions. The preliminary schedule for spring 2009 is 11 January – 12 February 2010. The preliminary schedule for autumn 2010 is 30 August – 10 September. If polytechnic/UAS chooses to arrange additional application periods, the additional applications can begin from 28 May 2010. If the polytechnic/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 (Act on the Organisation of the Matriculation Examination (672/2005))
- 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)
- a foreign degree or qualification which gives eligibility for higher education in the awarding country

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 polytechnic/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 a polytechnic/UAS uses discretionary admissions, other applicants may also be admitted, if the polytechnic/UAS considers their skills and knowledge sufficient (incl. language skills).

If the applicant is a refugee or in a refugee-like situation and the qualifications obtained cannot be proven through documentary evidence, polytechnic/UAS can consider whether the applicant can be invited to the entrance examination, even if the polytechnic/UAS does not use discretionary admission. The applicant must prove his/her refugee status by decision made by a competent authority and send a copy of the decision to the admissions office by 19 Feb 2010 at the latest.

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)
- a non-Finnish qualification or studies equivalent to the qualifications mentioned above.

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

- 1) completing in addition a) general or vocational studies that extend the post-basic education studies to three years of duration, or b) a further vocational qualification or c) a specialist vocational qualification 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.

Polytechnic/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 polytechnic/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 polytechnic/UAS by 19 Feb 2010, 4.15 pm at the latest.. 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 polytechnic/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 polytechnic/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 19 February 2010 4.15 pm at the latest to the admissions office of his/her first preference polytechnic/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/ 79-80 internet -based test or skills level 4 in English in the National Certificate of Language Proficiency (www.oph.fi => Tutkinnot ja opiskelu => Yleiset kielitutkinnot). Both TOEFL and IELTS test results are valid for two years. The National Certificate of Language Proficiency does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service.

In addition, upper secondary level 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.

Higher education degree conducted in English completed in Finland will not be considered as sufficient proof of language skills.

The certificate copies must be delivered to the admissions office by 19 February 2010 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 polytechnic/UAS by 19 Feb 2010, 4.15 pm at the latest. The minimum language skills requirement is IELTS score academic level 6,0 or TOEFL score 550 paper-based test/ 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 National Certificate of Language Proficiency (www.oph.fi => Tutkinnot ja opiskelu => Yleiset kielitutkinnot). Both TOEFL and IELTS test results are valid for two years. The National Certificate of Language Proficiency does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service.

In addition, upper 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.

Please note, that in some entrance examinations, the applicant must take part in a compulsory language test.

Selection between applicants with equal admission points

In case there is a tie in admission points, the applicants to Polytechnic/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

50% of the applicants will be admitted on the basis of the entrance examination only, and 50% 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 admitted in the order indicated by their admission points.

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

applicants who have completed or are completing 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. Grades for the Matriculation examination are received from the Matriculation Examination register.

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.

2. Admission on the basis of the entrance examination

Applicants with eligibility to apply to polytechnic/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 admission of those completing an EB in a European school in the spring of the application is based only on the points awarded for the entrance examination. The admission of those EU/EEA-citizens who are completing their qualifications in the spring of applying is based only on the points awarded for the entrance examination. The maximum total of entrance examination points is 100.

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. In the field of technology applicants are awarded points for three grades on their matriculation examination certificate: mother tongue, English and the best of mathematics, general studies chemistry or general studies physics.

Candidates for the matriculation examination apply with their latest upper secondary school certificate. The polytechnics/UAS will receive results of the matriculation examination directly from the Matriculation Examination Board. Applicants who are completing their IB-examination in a Finnish upper secondary school in the spring 2010 apply with their Predicted Grades and these applicants must provide a copy of their Predicted Grades to the admissions office of their first choice by 14 May 2010. The admission of an applicant who is completing

his/her IB-examination in a Finnish upper secondary school during application process is conditional until the applicant's final certificate has been checked. Applicants who are completing their Reifeprüfung –examination in the spring 2010 in Finland must provide a copy of their final certificate to the admissions office of their first choice by 14 May 2010. Applicants completing their EB-examination in the spring of applying are admitted on the basis of the entrance examination only.

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

Culture; natural resources and the environment; natural sciences; tourism, catering and domestic services; social services, health and sports and social sciences, business and administration

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)

Technology, communications and transport

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 general studies Chemistry/Physics*	5	4	3	2	1

* Those that have completed their matriculation examination before 2006 choose from mathematics or upper secondary school leaving certificate grade for chemistry or physics.

Upper secondary school leaving certificate (only for those who have completed the matriculation examination earlier than 2006)

grade scale 4-10	10/9	8	7	6	5
Physics, min. 6 courses	5	4	3	2	1
Physics, 2-5 courses	3	2	1	0	0
Chemistry, 4 courses	5	4	3	2	1
Chemistry, 2-3 courses	3	2	1	0	0

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	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 approbatur	7 points	4 (Satisfactory)	6,00–6,95	6,00–6,95
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 entrance examinations can be arranged between 1 April and 7 May 2010. The aim is to arrange national entrance examination in the following fields: natural sciences; natural resources and the environment; tourism, catering and domestic services; technology, communications and transport; social sciences, business and administration. The dates for the national entrance examinations are: natural sciences 23 April; natural resources and the environment 29 April; tourism, catering and domestic services 27 April; technology, communications and transport 29 April; social sciences, business and administration 28 April and social services, health and sports arrange examinations on 19-30 April. The minimum score for a passed examination are: Culture 50/100; natural sciences 30/100; natural resources and the environment 30/100; tourism, catering and domestic services 30/100; technology, communications and transport 30/100; social services, health and sports 30/100; social sciences, business and administration 30/100.

The language test included in the entrance examination should test the applicant's knowledge of language widely. The entrance examinations and the language tests arranged abroad must correspond to the entrance examinations arranged in Finland.