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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:

**Total** 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.

















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