

# RECOMMENDATION ON SELECTION CRITERIA FOR UNIVERSITIES OF APPLIED SCIENCES 2020

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# RECOMMENDATION ON SELECTION CRITERIA FOR UNIVERSITIES OF APPLIED SCIENCES

## 2020

### 1 Education resulting in a degree in applied sciences

#### 1.1 Eligibility for studies resulting in a degree in applied sciences

Provisions on eligibility for studies in universities of applied sciences are laid down in the Universities of Applied Sciences Act 932/2014.

You may apply for studies leading to a degree in applied sciences if you have completed

- the studies required for graduating from the Finnish upper secondary school or a Matriculation Examination
- an International Baccalaureate (IB) degree
- an European Baccalaureate (EB) degree
- a Reifeprüfung (RP) or Deutsche Internationale Abitur (DIA) degree
- a Finnish basic vocational degree covering 120 credits or a skills score of 180 or a corresponding earlier Finnish vocational degree covering at least 80 credits
- a Finnish intermediate or higher vocational training degree
- a Finnish basic vocational degree, another vocational degree or specialised vocational degree in the form of competence-based qualification, or a corresponding earlier degree, or
- a foreign training programme resulting in eligibility for higher education in the country concerned.

In principle, the degree requirements indicated in the recommendation on selection criteria always refer to a Finnish degree, unless otherwise stated.

A degree in higher education cannot be used to back up the application unless otherwise stated in the selection criteria for the university targeted in the application. Certain universities of applied sciences targeted may require a specific degree or other certificates.

When submitting an application for certain universities of applied sciences, an applicant may be considered eligible for application at the discretion of the university of applied sciences, as the applicant is considered to have sufficient knowledge and skills for studies at the university of applied sciences concerned. Each university of applied sciences shall decide on discretionary applications by degree programme. Applicants submitting discretionary applications shall provide a copy of the certificates which they wish to be considered by the deadline indicated in advance for the admission services of all universities of applied sciences to which they wish to submit their application (see the schedule annex). Only the applicant's eligibility for application will be considered.

#### 1.2 Demonstrating the applicant's eligibility

Copies of the certificates of applicants using Finnish diplomas to back up their application are only verified for approved applicants. Exceptionally, those who have completed a Finnish Matriculation Examination before 1990 must upload a copy of the degree certificate on which their application is based or submit copies of the certificate to the admission services of the universities in advance (see the schedule annex).

In order to demonstrate their eligibility to apply by using a degree completed outside of Finland, the applicants must upload a copy of the degree certificate on which their application is based by a deadline indicated in advance (see the schedule annex) or submit it to the admission services of the university of applied sciences which is on top of their list of the universities of applied sciences targeted. The admission services will make a decision on the applicants' eligibility for all of the universities of applied sciences targeted.

An interim certificate on the applicant's graduation, issued by an educational institution, shall be accepted as a certificate indicating eligibility if the formal degree certificate cannot be submitted within the deadline indicated in advance due to the activities of authorities or for another similar reason.

If the language of the degree certificate is not Finnish, Swedish or English, the applicant must also provide a copy of a translation by an official translator. The translation must contain the translator's signature and stamp. The translation must be submitted within a deadline indicated in advance (see the schedule annex).

Applicants using an IB, EB or RP/DIA degree to back up their application must upload a copy of the degree certificate on which their application is based or submit copies of the certificate within the deadline indicated in advance (see the schedule annex).

Refugees\* or asylum seekers may submit their application and be selected for training in the same way as any other eligible Finnish citizen or foreign national.

If the applicant is a refugee in Finland or is in a position similar to that of a refugee\*\* or an asylum seeker, and they cannot provide documented evidence of their earlier degree, they must complete a background check form available on the website of each university of applied sciences. The higher education institution may invite the applicant to participate in an entrance examination or, where necessary, to submit an application for an academic assessment. On the grounds of the check requested from the applicant, the higher education institution targeted will decide whether the evidence of a previous degree is sufficient.

The applicant must have an official decision on their status (asylum decision or residence permit based on protection). As an annex to the background check form, the applicant must submit a copy of the decision concerned to the admission services of all the universities of applied sciences targeted (see the schedule annex) within the deadline indicated in advance. The customer service group for the upper-secondary-level joint application process for higher education institutions recommends that alien passports marked 'identity unverified' are also accepted, but the university of applied sciences shall decide at its own discretion whether the document concerned should be accepted. Sensitive attachments should not be uploaded along with the application.

Asylum seekers who have not yet received a decision may, in order to clarify their status, present for instance an identity card with a photograph issued by Migri at the entrance examination, and should the university of applied sciences targeted require it, also a certificate on a pending asylum process issued by Migri, subject to a fee (€20), indicating that the applicant may legally stay in Finland during the process, i.e. until a final decision has been made on the matter.

*\*refugee status, i.e. asylum = persons staying outside their home country or country of permanent residence due to a legitimate reason to fear persecution there. The reason for persecution must be the persons' origin, religion, nationality, belonging to a specific social group, or political opinion. Furthermore, it is required that the person is reluctant to rely on the protection of the state concerned because of their fear.*

*\*\*persons in a position similar to that of a refugee are those receiving secondary protection = the person is under the threat of a death penalty, execution, torture or other type of inhuman treatment or punishment in violation of their human dignity in their country of origin or permanent residence. An authorisation may also be granted if a person cannot return to their home country or country of permanent residence without being personally exposed to serious danger due to an armed conflict occurring there.*

Falsification or misuse of a document may result in criminal liability and is a matter for the police authorities.

### 1.3 SORA legislation

Matters related to SORA legislation are available on the [ammattikorkeakouluun.fi](http://ammattikorkeakouluun.fi) website. The so-called SORA legislation applies to education leading to a degree in applied sciences in the field of social welfare and medical care, the humanities, physical exercise and maritime navigation. These fields have requirements concerning the safety of minors, patient and customer safety or traffic safety which restrict student admission. In this case, it is required that the health and functional capacity of approved applicants is such that they are able to take part in the practical assignments or training related to the studies.

A restriction related to health or functional ability does not prevent students from being admitted if the effects of the restriction can be reasonably eliminated, for example by making special arrangements. The purpose is not to impose unnecessary obstacles to the access to training for people with disabilities or people with other physical or mental restrictions. Restrictions apply only in situations where it is clear that the applicant cannot participate in the training because of their health or functional capacity. The severity of the obstacle and the situation related to its treatment are taken into account when assessing the applicant's suitability as a student in the degree programme concerned.

At the request of the university of applied sciences, students shall present an extract from the judicial record if, for their studies or practical training related to the studies, they are given assignments which essentially require working with minors. A university of applied sciences may oblige a student to present a certificate on a drug test if there is a reason to suspect that the student is performing practical assignments related to the studies under the influence of drugs or that the student has a drug addiction.

#### 1.3.1 Social welfare and health care sector

In the social welfare and health care sector, the studies include working with customer groups requiring special protection, in which case ethical requirements and requirements for patient or customer safety are crucial. The health and functional capacity of students shall be such that they are capable of performing assignments and practical training related to their studies.

Studying and working in these professions requires sufficient physical, mental and social capacity.

Obstacles to student admission may include, for instance, the following:

- Severe rash and/or allergy to e.g. medicinal products and detergents
- Sensory disability affecting functional ability
- Mental health disorder
- Substance abuse/drug abuse or misuse during the last two years
- Limited social capacity which makes it difficult to work with people
- Long-term illness or physical injury limiting participation in studies and practical training

An issue related to health or functional ability is not an obstacle to student admission if the obstacle can be removed by reasonable means. The severity and the management of the obstacle will be taken into account when assessing the applicant's suitability to be admitted as a student in the degree programme concerned.

Based on the applicant's notification submitted at the application stage, the university of applied sciences may require more detailed health information to assess whether the student will be able to manage the studies and which support measures will reasonably be required.

Students involved in traineeships in social welfare and health care operating units shall be vaccinated against measles and chicken pox or have acquired immunity to them from natural infection, and those treating in-

fants shall be vaccinated against whooping cough. In addition, annual influenza vaccination is required. (Section 48 of the Communicable Diseases Act 1227/2016). The required vaccinations are free of charge for students in the social welfare and health care sector.

The social welfare and health care sector is not suitable for individuals convicted of one of the following: offences against children, sexual offences, violent offences, crimes against freedom, or drug offences.

An extract from the judicial record shall be submitted for completing assignments or practical training included in the studies which require working with minors.

Blood-borne illnesses may restrict practical training and, after graduation, the students' placement in work assignments.

Degree programme	Details
Bioanalyst	<p>Requirements related to vision: Students of bioanalytics and those completing a bioanalytics degree shall be required to have good sharpness of vision (visual acuity), normal reading ability and normal inward movement of both eyes (near point of convergence), as well as normal stereo vision and normal colour vision.</p> <p>Sense of colour: Ishihara plates, Panel D-15 or H.R.R. test</p> <p>Stereo vision: A TNO, Randot or Titmus test, at least 60 seconds of arc.</p> <p>Visual acuity with and/or without glasses at a far distance, minimum 1.0.</p> <p>Near visual acuity, 40 cm text model, the ability to read the line 0.8.</p> <p>Near point of convergence test, three repetitions, normal: less than 10 cm, with a maximum 12 cm for repetitions.</p> <p>The tester's assessment of the suitability of the applicant's vision for laboratory work.</p>
Dental Technician	<p>Vision: Colour blindness (dental technicians' colour blindness will prevent them from determining the colour of the patient's teeth)</p> <p>Asthma or allergy to plastics such as acrylics and light-cured plastics (filling plastic, monomer fluid, PMMA, Bis-GMA, etc.), metals (CoCr) and the dust generated during work</p>
Radiological technician	<p>Foreign objects in the body that are not magnetically compatible may prevent training and working with magnetic resonance imaging equipment. The applicants should establish this compatibility at the application stage with their physician.</p>
Oral hygienist	<p>Allergy:</p> <p>to therapeutic substances: filler plastics such as acrylics and light-cured plastics (filling plastic, monomer fluid, PMMA, Bis-GMA, etc.)</p> <p>to tools: face masks and protective gloves.</p>

### 1.3.2 Physical exercise sector

The health and functional capacity of applicants for the physical exercise sector must be such that the students are able to perform the practical assignments and practical training related to their studies. Studying and working in these professions requires good mental balance and sufficient physical capacity to act.

At the request of the university of applied sciences, applicants shall provide information on their health and ability to function as required for student admission as well as information on any previous decisions to withdraw their right to study. The University of Applied Sciences may request the presentation of a criminal background in advance if future learning situations and practical training involve essential work with minors.

A university of applied sciences may oblige a student to present a drug testing certificate if there is reason to suspect that the student is under the influence of drugs in learning situations or traineeships included in the studies or that the student has a drug addiction. The eligibility of students shall be assessed throughout their studies.

Individuals applying for the physical exercise sector should note that

- studying and working in these professions requires good mental balance and sufficient physical ability to function
- the sector is not suitable for persons with substance abuse/drug abuse or misuse during the last two years
- for instance, musculoskeletal disorders, chronic skin disorders, allergies and mental health disorders may present a problem during the studies or later in working life.
- blood-borne disease may restrict the progress of studies and finding employment.
- the sector is not suitable for persons convicted of a crime against another person.

A restriction related to health or functional ability does not prevent students from being admitted if the effects of the restriction can be reasonably eliminated, for instance by making special arrangements. It is not intended in any way to impose unnecessary obstacles to access to education for people with disabilities or people with physical or mental restrictions. Restrictions apply only in situations where it is clear that applicants cannot participate in the training for reasons related to their health or functional capacity.

Universities of applied sciences may cancel a study place granted under certain conditions,

- if the certificates are not submitted within the time limit indicated by the university of applied sciences
- if the applicant has provided incorrect information or has failed to provide essential information
- if it is obvious that the student's health or functional capacity does not meet the requirements for student admission (Universities of Applied Sciences Act 932/2014)

The university of applied sciences may subsequently withdraw the right to study (Universities of Applied Sciences Act 932/2014)

- if it is obvious that the student's health or functional capacity does not meet the requirements for student admission
- if the student has withheld information on a previous withdrawal of the right to study
- if the student has repeatedly or seriously endangered another person's health or safety in their studies and thus proven unsuitable to complete assignments or practical training related to the studies.
- If the studies or practical training included in the studies essentially require work with minors, the university of applied sciences may withdraw the right to study on grounds of serious offences referred to in the Act on Universities of Applied Sciences or Universities act.



### 1.3.3 The humanities and education

#### Interpreter (UAS) and community pedagogue (UAS)

##### Health and functional ability

Certain health requirements apply to applicants in the humanities and education. The studies include requirements concerning the safety of minors and customer safety. The requirement is that the health and functional capacity of approved applicants is such that they are able to take part in the practical assignments or training related to the studies.

An issue related to health or functional ability cannot be an obstacle to student admission if the obstacle can be removed by reasonable means. The severity of the obstacle and the situation related to its treatment are taken into account when assessing the applicant's suitability as a student.

The ethical guidelines in the field are taken into account when assessing the applicant's health or functional ability. Although the applicant's health or disability in itself may prevent participation in some practical assignments related to the studies, this does not necessarily mean that the person is ineligible to study the humanities and education (cf. PeVL 60/2010 vp).

If the applicant's notification submitted at the application stage so requires, the university of applied sciences may require more detailed health information to assess whether the student will be able to manage the studies and which measures should reasonably be taken.

At the request of the university of applied sciences, applicants shall provide information on their health as required for the assessment as to whether they should be admitted.

#### Interpreter (UAS)

Working as an interpreter requires sufficient physical and psychological resilience, equilibrium, concentration and a certain degree of noise resistance. Responsibility issues are emphasised in the tasks of an interpreter.

Student selection may be affected by a psychological or physical illness or injury which prevents participating in the studies, performing the studies or working as an interpreter, for instance:

- a serious social phobia which significantly impairs interaction with other people
- a psychiatric condition which prevents participation in the studies or working as an interpreter, e.g. schizophrenia which seriously impairs the applicant's functional capacity, a bipolar disorder or depression
- a condition, disability or motor issue which prevents signing or interpretation or renders it more difficult, for instance a serious musculoskeletal disorder, motor weaknesses or inappropriate positions of the limbs, visual impairment, speech defect or hearing impairment, a significant, specialized linguistic impairment, a significant phonic impairment, partial facial paralysis or a clear or severe squint which makes it difficult to study and work as an interpreter
- Note: students suffering even with a minor hearing impairment are not admitted in interpreter training at DIAK and HUMAK (UAS). However, contrary to the above, individuals using sign language may be selected for the HUMAK regional unit in the Helsinki Metropolitan Area if Finnish sign language is their native language/communication language
- Acute or serious drug or substance abuse problem currently affecting the applicant's life

- An illness or disability which endangers the health or safety of the individual or other people participating in the studies or performing work related to the studies

#### Community pedagogue (UAS)

Working in this profession requires adequate psychological sustainability, balance, concentration and good interaction skills and social competence. Responsibility issues are emphasised in the tasks of a community pedagogue.

A mental health disorder or other factor affecting the applicants' ability to function which prevents them from participating in the studies or from working in this profession may be an obstacle to their admission. These factors may include the following:

- Acute or serious drug or substance abuse problem affecting the applicant's life
- a serious social phobia which significantly impairs interaction with other people
- a psychiatric condition which prevents participation in the studies or working as an interpreter, e.g. schizophrenia which seriously impairs the applicant's functional capacity, a bipolar disorder or depression
- another type of illness which endangers the health or safety of the individual or other people participating in the studies

#### Interpreter (UAS) and community pedagogue (UAS)

##### Previous withdrawal of the right to study

A previous withdrawal of the right to study may be an obstacle to admission.

The students' right to study may be withdrawn if:

- during the application period, they have not indicated that their right to study has previously been withdrawn due to reasons related to their health or ability to function, or for security reasons, or
- they have repeatedly or seriously endangered the health or safety of another person in their studies and have thus proven unsuitable to perform assignments or practical training related to the studies; or
- they have been convicted of serious crimes referred to in the Universities of Applied Sciences Act or Universities Act.

At the request of the higher education institution, applicants must provide information on a decision to withdraw their right to study.

##### Drug testing during studies and extract from the judicial record

A university of applied sciences may oblige a student to present a drug testing certificate if there is a reason to suspect that the student is under the influence of drugs in learning situations or traineeships included in the studies or that the student has drug addiction.

The University of Applied Sciences may request the presentation of a criminal background during the studies if future learning situations and practical training involve essential work with minors. The humanities and education are not suitable for individuals convicted e.g. of some of the following: offences against children, sexual offences, violent offences, crimes against freedom, or drug offences.

#### 1.3.4 Maritime navigation

Approved applicants must submit a medical certificate issued by a marine healthcare centre to the university of applied sciences by 4 September 2020 at the latest. The medical certificate shall indicate that:

- The individual's vision and hearing and colour vision meet the requirements laid down in the Ministry of Social Affairs and Health Decree
- The individual's health and functional capacity are suitable for the intended tasks and they have no disability or illness which would prevent them from performing their duties or clearly make it more difficult
- The individual does not suffer from a disease which can be expected to worsen at their work or to jeopardise the safety of other persons on board, or to endanger maritime safety

The university of applied sciences may withdraw the applicant's place of study if the medical certificate is not delivered within the time limit mentioned above or if the applicant cannot be considered suitable for maritime training based on the medical certificate.

Section 33 of the University of Applied Sciences Act (932/2014) on maritime training states that a student's right to study may be withdrawn in cases where the studies involve customer safety or traffic safety requirements, and the student has proven unsuitable for the studies

- by repeatedly or seriously endangering another person's health or safety in their studies and thus manifestly proven unsuitable to perform practical assignments or practical training related to the studies
- it is obvious that the student's health or functional capacity does not meet the prerequisites for admission
- during the application period, the student has withheld information on a decision to withdraw their right to study which could have prevented their selection for admission

### 1.3.5 Conditional selection

The study place is conditional until the university of applied sciences has processed and evaluated the health information on the student which is required for assessing their eligibility for admission.

The university of applied sciences may withdraw the applicant's place of study,

- if the certificates are not submitted within the time limit indicated by the university of applied sciences
- if the applicant has provided incorrect personal information
- if it is obvious that the student's health or functional capacity does not meet the requirements for student admission (Universities of Applied Sciences Act 932/2014)
- if the student has withheld information on a previous withdrawal of the right to study (Universities of Applied Sciences Act 932/2014).

## 2 Student selection for daytime and diversified studies in Finnish and Swedish

### 2.1 Selection methods

The university of applied sciences determines which of the selection methods below are used for the university of applied sciences targeted and provides starting points for each selection method. Depending on their prior training, applicants are included in the selection methods used in universities of applied sciences selected in their applications.

Universities of applied sciences will indicate in the application guidelines and specify by each university of applied sciences targeted whether the number of applicants on standby is restricted.

If there is no difference between those with an identical score based on the criteria indicated in the selection methods, the university of applied sciences may select all applicants with an identical score or may not select any of the applicants with an identical score, or the system may select applicants by drawing lots.

The university of applied sciences may cancel the applicant's study place if the degree certificates are not submitted within the time limit indicated by the university of applied sciences or if the applicant has provided incorrect personal information.

Currently used selection methods

- I. University of applied sciences entrance examination
- II. Certificate-based selection

More detailed information on the selection methods is provided in the following sections.

### 2.1.1 University of applied sciences entrance examination

The university of applied sciences entrance examination will be organised in connection with the upper-secondary-level joint application process for higher education institutions for spring and autumn 2020. An application form for the upper-secondary-level joint application process for higher education institutions is used to register for the entrance examination. The applicant shall select one of the locations and time frames for the UAS entrance examination proposed by the universities of applied sciences, using the application form. The applicant shall complete the UAS entrance examination during a single session, regardless of how many sections are included in the entrance examination. The UAS entrance examination shall be completed using the applicant's own laptop.

More detailed information on the UAS entrance examination for spring 2020 will be published in autumn 2019 and on the UAS entrance examination for autumn 2020 in spring 2020 on the [ammattikorkeakouluun.fi](http://ammattikorkeakouluun.fi) website.

#### 2.1.1.1 Accessible student selection – Special arrangements for the UAS entrance examination

Special arrangements related to the UAS entrance examination are available on the [ammattikorkeakouluun.fi](http://ammattikorkeakouluun.fi) website at

Special arrangements and accessibility for the UAS entrance examination

On what grounds may special arrangements be applied for?

If you need special arrangements for the entrance examination (e.g. additional time, technical disability aids or other special arrangements) due to disability, illness, dyslexia or other special reasons, you must fill in a written application for special arrangements. Please attach a medical certificate or other equivalent statement on the nature of your disability or illness or, for instance, your dyslexia. Please submit the application to the university of applied sciences you have selected for your entrance examination. The situation of each applicant shall be considered individually.

How can I apply for special arrangements for the UAS entrance examination?

You can fill in a separate request form for special arrangements to apply for special arrangements. Applications will be submitted to the university of applied sciences where you are registered for the entrance exam-

ination. A copy of the certificate or statement (e.g. a medical certificate) must be attached to the application, indicating the grounds for the special arrangements.

The application for special arrangements request must be submitted along with its annexes to the admission services of the university of applied sciences where you will take the entrance examination. Deadlines for submitting the application for the spring and autumn 2020 UAS entrance examination will be published closer to the examination date on the [www.ammattikorkeakouluun.fi](http://www.ammattikorkeakouluun.fi) website.

Most universities of applied sciences use a printable paper form for requesting special arrangements. For universities of applied sciences using the paper form, the request form for special arrangements will be printed out from this website.

An electronic request form for special arrangements is used by the following universities of applied sciences: South-Eastern Finland University of Applied Sciences (XAMK), Metropolia University of Applied Sciences, Tampere University of Applied Sciences and Turku University of Applied Sciences. If you are registered to take the UAS entrance exam at one of these universities of applied sciences, please use the electronic request form for special arrangements on the website of the university of applied sciences concerned. In this case, do not use the paper request form for special arrangements.

Fill in the form carefully. In addition to the request for special arrangements, the application must include your personal and contact details and a university of applied sciences where you take the entrance examination.

The special arrangement request form is used to apply for special arrangements for the UAS entrance examination. Please note that this form can be used to apply for special arrangements for any other entrance examinations currently used in universities of applied sciences. When applying for special arrangements for other entrance examinations, please follow the instructions of the universities of applied sciences to which you have submitted your application.

If an obstacle requiring special arrangements is created or discovered after the end of the application period, you must submit an application for special arrangements without delay to the admission services of the university of applied sciences where you will take the entrance examination.

#### Annexes to the application for special arrangements - certificates and statements

Copies of the certificates to back up your request (for example, a medical certificate or other equivalent statement on the nature of your disability or illness or your dyslexia) must be attached to the application. Those applying for additional time due to dyslexia shall attach to their application a statement by a teacher specialising in the field, a qualified psychologist familiar with the issue, a speech therapist or a specialised physician (e.g. paediatric neurologist, neurologist or phoniatriest). In addition, it is requested that you attach to your application a similar decision by the Matriculation Examination Board, if available. In terms of dyslexia, special arrangements only take into account moderate to severe forms of dyslexia (scale: no dyslexia, minor dyslexia, moderate dyslexia and severe dyslexia).

When the dyslexia, learning difficulty, illness or disability is permanent, earlier statements will be taken into account. As a general rule, expert opinions may not date back more than 5 (five) years. The validity of other statements shall be considered case by case. Please do not send original certificates. Please be prepared to present the original certificates at the beginning of your studies if you are approved for training. Your health information is confidential (Section 24 of the Act on the Openness of Government Activities).

Processing of applications for special arrangements and notifications of special arrangements

Requests for special arrangements are processed at the university of applied sciences in which the applicant will take the entrance examination. The university of applied sciences will verify that you have submitted an application for the university of applied sciences concerned and that you are eligible to apply. The university of applied sciences will notify you by e-mail in good time before the entrance examination of any special arrangements to which you are entitled.

The notification on the special arrangements for the entrance examination shall be specific to the entrance examination concerned and shall only apply on the specified entrance examination date.

If, for some reason, the special arrangements cannot be implemented according to the applicant's application, the university of applied sciences shall send the applicant a written notification along with the justifications.

A request for special arrangements sent after the deadline shall only be admissible in acute and exceptional cases. It may not be possible to grant special arrangements if the applicant contacts the university of applied sciences too late as regards the date of the entrance examination, or if it is found that the special arrangements are otherwise impossible to implement.

If the applicant is dissatisfied with the arrangements indicated in the notification, they may contact the university of applied sciences without delay, and the university may correct the initial decision where necessary. When the applicant receives the final decision for the upper-secondary-level joint application process for higher education institutions, they may request a rectification of the arrangements granted as part of the appeal.

### 2.1.2 Certificate-based selection

Universities of applied sciences select students using a certificate-based selection, based on the Matriculation Examination and a vocational basic degree. The certificate-based selection is not used in the cultural sector for the Diaconia University of Applied Sciences interpreter training.

In certificate-based selection, the university of applied sciences may independently determine the lowest score limit or the threshold criteria.

#### 2.1.2.1 Certificate selection based on the Matriculation Examination

Five subjects are scored in the certificate selection based on the Matriculation Examination. The student's native language, mathematics and foreign/second national language are all taken into account for those for whom they were included in the Matriculation Examination. In addition, the two subjects with the best score (academic subjects/foreign language) are taken into account (Table 1). For academic subjects, only those completed in and after 2006 are taken into account.

Table 1. Scoring model for the Matriculation Examination  
(used in all fields of education, except the cultural sector and the interpreter training at the Diaconia University of Applied Sciences)

Maximum score 198 points.

SUBJECT	SUBJECT / LEVEL	L	E	M	C	B	A
Native language <sup>1)</sup>		46	41	34	26	18	10

Mathematics	Long syllabus	46	43	40	35	27	19
	Short syllabus	40	35	27	19	13	6
Foreign/second national language <sup>2)</sup>	Long syllabus	46	41	34	26	18	10
	Medium syllabus	38	34	26	18	12	5
	Short syllabus	30	27	21	15	9	3
Academic substance or foreign language <sup>3)</sup>	Physics	30	27	21	15	9	3
	Chemistry	30	27	21	15	9	3
	Biology	30	27	21	15	9	3
	Geography	30	27	21	15	9	3
	Health education	30	27	21	15	9	3
	Psychology	30	27	21	15	9	3
	Philosophy	30	27	21	15	9	3
	History	30	27	21	15	9	3
	Social studies	30	27	21	15	9	3
	Religion / ethics	30	27	21	15	9	3
	Foreign Language (Long/short syllabus)	30	27	21	15	9	3

1 The native languages taken into account include Finnish, Swedish, Sami, Finnish as the second language and Swedish as the second language

2 The grade providing the highest score is taken into account

3 Two grades providing the highest score are taken into account

L = laudatur, E = eximia cum laude approbatur, M = Magna cum laude approbatur,

C = Cum laude approbatur, B = Lubenter approbatur, A = approbatur

### Rules on identical scores

Where the total score of five substances is the same for two or several applicants, the ranking of the applicants shall be determined in accordance with the following rules on identical scores:

1. Order of preference for the targeted universities of applied sciences
2. Matriculation Examination grades:
  - I. Native language
  - II. Mathematics
  - III. Foreign language/second national language

For instance, if two applicants have received 100 points and both have the same order of preference for the targeted universities of applied sciences, the applicant whose native language grade results in a better score will be selected. If both applicants have the same grade for their native language, the next subject determined on the list will be examined.

### Minimum score

The minimum score set for the scoring model refers to the minimum number of points which the applicant must obtain for a total of five subjects in order to be selected.

### Threshold criteria

A threshold criterion refers to a requirement for a specific subject and/or grade which the applicant must meet in order to be selected. For instance, a threshold criterion for a C in Mathematics (long syllabus)/ an E in Mathematics (short syllabus) means that each applicant must meet the threshold criterion in question regardless of the total number of points produced by the other subjects.

### 2.1.2.2 Certificate selection based on a vocational basic degree

In certificate selection based on a vocational basic degree, the total score for the grades in three degree sections in common to all applicants (Table 2) and the weighted average of the degree (maximum score 150 points) (Table 3) will be calculated for all applicants. Certificate selection takes into account the basic vocational degrees completed on or after 1 August 2015.

Table 2. Common degree sections (maximum score 60 points)

COMMON DEGREE SECTIONS	POINTS						
Communication and interaction skills <sup>1)</sup>	20	15	13	10	5	2	1
Skills in mathematics and natural sciences <sup>1)</sup>	20	15	13	10	5	2	1



Social and working life skills <sup>1)</sup>	20	15	13	10	5	2	1
GRADE SCALE	CERTIFICATE GRADES						
Scale 1-3	3	-	2	-	-	1	-
Scale 1-5	5	4	-	3	2	-	1

<sup>1</sup> In the basic degree certificates in force since 1 January 2018, the common degrees sections are considered either approved or rejected. The various parts in common degree sections are evaluated numerically. Based on these results, a grade is calculated for the various parts of the common degree section.

Table 3. Weighted average of the degree (maximum score 90 points)

Average (1-5)	Average (1-3)	Points
5,00	3,00	90
≥4,97	≥2,98	89
≥4,94	≥2,96	88
≥4,91	≥2,95	87
≥4,88	≥2,93	86
≥4,85	≥2,91	85
≥4,82	≥2,89	84
≥4,79	≥2,87	83
≥4,76	≥2,86	82
≥4,73	≥2,84	81
≥4,70	≥2,82	80
≥4,67	≥2,80	79
≥4,64	≥2,78	78
≥4,61	≥2,77	77
≥4,58	≥2,75	76
≥4,55	≥2,73	75
≥4,52	≥2,71	74
≥4,49	≥2,69	73
≥4,46	≥2,67	72
≥4,42	≥2,65	71
≥4,39	≥2,63	70
≥4,35	≥2,61	69
≥4,31	≥2,59	68
≥4,28	≥2,56	67
≥4,24	≥2,54	66
≥4,20	≥2,52	65
≥4,16	≥2,50	64

≥4,13	≥2,48	63
≥4,09	≥2,45	62
≥4,05	≥2,43	61
≥4,02	≥2,41	60
≥3,98	≥2,39	59
≥3,94	≥2,37	58
≥3,91	≥2,34	57
≥3,87	≥2,32	56
≥3,83	≥2,30	55
≥3,79	≥2,28	54
≥3,76	≥2,26	53
≥3,72	≥2,23	52
≥3,68	≥2,21	51
≥3,65	≥2,19	50
≥3,61	≥2,17	49
≥3,57	≥2,15	48
≥3,54	≥2,12	47
≥3,50	≥2,10	46
≥3,46	≥2,08	45
≥3,42	≥2,05	44
≥3,37	≥2,03	43
≥3,33	≥2,00	42
≥3,29	≥1,97	41
≥3,24	≥1,95	40
≥3,20	≥1,92	39
≥3,15	≥1,89	38
≥3,11	≥1,86	37

≥3,07	≥1,84	36
≥3,02	≥1,81	35
≥2,98	≥1,78	34
≥2,93	≥1,76	33
≥2,89	≥1,73	32
≥2,85	≥1,70	31
≥2,80	≥1,68	30
≥2,76	≥1,65	29
≥2,71	≥1,62	28
≥2,67	≥1,59	27
≥2,63	≥1,57	26
≥2,58	≥1,54	25
≥2,54	≥1,51	24
≥2,49	≥1,49	23
≥2,43	≥1,47	22
≥2,37	≥1,44	21
≥2,30	≥1,42	20
≥2,24	≥1,40	19
≥2,18	≥1,38	18
≥2,12	≥1,36	17
≥2,05	≥1,34	16

≥1,99	≥1,32	15
≥1,93	≥1,30	14
≥1,86	≥1,28	13
≥1,80	≥1,26	12
≥1,74	≥1,23	11
≥1,67	≥1,21	10
≥1,61	≥1,19	9
≥1,55	≥1,17	8
≥1,49	≥1,15	7
≥1,42	≥1,13	6
≥1,36	≥1,11	5
≥1,30	≥1,09	4
≥1,23	≥1,07	3
≥1,17	≥1,05	2
≥1,11	≥1,02	1
≥1,00	≥1,00	0

#### Rules on identical scores

If the total scores produced by the grades of the three common sections of the degree and weighted average of the degree are the same for two or several applicants, the following rules on identical scores shall be applied to determine the ranking of applicants:

1. Order of preference for the targeted universities of applied sciences
2. Weighted average of the degree
3. Grades for the common sections of the degree:
  - I. Communication and interaction skills
  - II. Skills in mathematics and natural sciences
  - III. Social and working life skills

For instance, if two applicants have received 100 points and both have the same order of preference for the targeted universities of applied sciences, the applicant whose grade for communication and interaction skills results in a better score will be selected. If both applicants have the same score for communication and interaction skills, the grade for their skills in mathematics and natural sciences will be examined.

#### Minimum score

The minimum score set for the scoring model refers to the minimum number of points which the applicant must obtain in order to be selected.

#### Threshold criteria

The threshold criteria set in the scoring model refers to the requirement for a specific subject and grade (e.g. skills in mathematics and natural sciences, threshold criterion, grade 4), which the applicant must meet in

order to be selected regardless of the total number of points produced by the other common sections of the degree and the weighted average of the degree.

### 2.1.2.3 Certificate selection based on international Baccalaureate degrees

Table 4. Scoring model for the European Baccalaureate (EB)  
Maximum score 198 points.

SUBJECT / GROUP	DEGREE	LEVEL / SUBJECT		GRADE					
				L	E	M	C	B	A
	ME								
	EB			9-10	8-8.99	7-7.99	6-6.99	5-5.99	4-4.99
Native language	ME		Finnish, Swedish, Sami, Finnish/Swedish as second language	46	41	34	26	18	10
	EB		L1						
Mathematics	ME	Long syllabus	Mathematics, long syllabus	46	43	40	35	27	19
	EB		Mathematics, long syllabus						
	ME	Short syllabus	Mathematics, short syllabus	40	35	27	19	13	6
	EB		Mathematics, short syllabus						
Foreign/second national language <sup>1)</sup>	ME	Long syllabus	Language, long syllabus	46	41	34	26	18	10
	EB		L2						
	ME	Medium syllabus	Language, medium syllabus	38	34	26	18	12	5
	EB		L3, Other National Language						
	ME	Short syllabus	Language, short syllabus	30	27	21	15	9	3
	EB		L4, L5						
Academic substance or foreign language <sup>2)</sup>	ME, EB		Physics	30	27	21	15	9	3
	ME, EB		Chemistry	30	27	21	15	9	3
	ME, EB		Biology	30	27	21	15	9	3

	ME, EB		Geography	30	27	21	15	9	3
	ME, EB		Psychology	30	27	21	15	9	3
	ME, EB		Philosophy	30	27	21	15	9	3
	ME, EB		History	30	27	21	15	9	3
	EB		Other academic subjects <sup>3)</sup>	30	27	21	15	9	3
	ME	Long syllabus	Foreign language	30	27	21	15	9	3
	EB		L2						
	ME	Short syllabus	Foreign language	30	27	21	15	9	3
	EB		L4, L5						

<sup>1</sup> The grade providing the highest score is taken into account

<sup>2</sup> Two grades providing the highest score are taken into account

<sup>3</sup> Other subjects included in the degree (e.g. data processing, business administration, economic studies)

L=Laudatur, E=Eximia cum laude approbatur, M=Magna cum laude approbatur,

C=Cum laude approbatur, B=Lubenter approbatur (B), A=Approbatur

L1=language 1, L2=language 2, L3=language 3, L4=language 4, L5=language 5

Table 5. Scoring model for the International Baccalaureate (IB)

Maximum score 198 points.

SUBJECT / GROUP	DEGREE	LEVEL / SUBJECT	GRADE						
			L	E	M	C	B	A	
	ME								
	IB		7	6	5	4	3	2	
Native language	ME	Finnish, Swedish, Sami, Finnish/Swedish as second language	46	41	34	26	18	10	
	IB	Language A							
Mathematics	ME	Long syllabus	46	43	40	35	27	19	

	IB		Further Mathematics Mathematics (Higher level HL and Standard level SL) Theoretical mathematics (HL and SL) Applied Math (HL)						
	ME	Short syllabus	Mathematics, short syllabus	40	35	27	19	13	6
	IB		Applied Math (SL), Mathematical Studies						
Foreign/second national language <sup>1)</sup>	ME	Long syllabus	Language, long syllabus	46	41	34	26	18	10
	IB		Language A (not same as native language), Language B (English)						
	ME	Medium syllabus	Language, medium syllabus	38	34	26	18	12	5
	IB		Other B Languages						
	ME	Short syllabus	Language, short syllabus	30	27	21	15	9	3
	IB		Language AB						
Academic substance or foreign language <sup>2)</sup>	ME, IB		Physics	30	27	21	15	9	3
	ME, IB		Chemistry	30	27	21	15	9	3
	ME, IB		Biology	30	27	21	15	9	3
	ME, IB		Geography	30	27	21	15	9	3
	ME, IB		Psychology	30	27	21	15	9	3
	ME, IB		Philosophy	30	27	21	15	9	3
	ME, IB		History	30	27	21	15	9	3
	IB		Other academic subjects <sup>3)</sup>	30	27	21	15	9	3
	ME	Long syllabus	Foreign language	30	27	21	15	9	3
	IB		Language A (not same as native language), Language B (English)						
	ME	Short syllabus	Foreign language	30	27	21	15	9	3

	IB		Language AB						
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<sup>1</sup> The grade providing the highest score is taken into account

<sup>2</sup> Two grades providing the highest score are taken into account

<sup>3</sup> Other subjects included in the degree (e.g. data processing, business administration, economic studies)

L=Laudatur, E=Eximia cum laude approbatur, M=Magna cum laude approbatur,

C=Cum laude approbatur, B=Lubenter approbatur, A=Approbatur

AB = ab initio language (language initially studied at upper secondary school)

Table 6. Scoring model for the Reifeprüfung- (RP) / Deutsche Internationale Abitur (DIA) degree Maximum score 198 points.

SUBJECT/GROUP	DEGREE	LEVEL / SUBJECT		GRADE					
				L	E	M	C	B	A
	ME								
	RP/DIA			13-15	10-12	8-9	7	5-6	4
Native language	ME		Finnish, Swedish, Sami, Finnish/Swedish as second language	46	41	34	26	18	10
	RP/DIA		Finnish or German						
Mathematics	ME	Long syllabus	Mathematics, long syllabus	46	43	40	35	27	19
	RP/DIA <sup>1)</sup>		Mathematics						
Foreign/second national language <sup>2)</sup>	ME	Long syllabus	Language, long syllabus	46	41	34	26	18	10
	RP/DIA		Finnish or German (not same as native language) English						
	ME	Medium syllabus	Language, medium syllabus	38	34	26	18	12	5
	RP/DIA		Language B1						
	ME	Short syllabus	Language, short syllabus	30	27	21	15	9	3
	RP/DIA		Language B2 or B3						
Academic substance or for-	ME, RP/DIA		Physics	30	27	21	15	9	3

eign language <sup>3)</sup>	ME, RP/DIA		Chemistry	30	27	21	15	9	3
	ME, RP/DIA		Biology	30	27	21	15	9	3
	ME, DIA		Geography	30	27	21	15	9	3
	ME, DIA		Philosophy	30	27	21	15	9	3
	ME, RP/DIA		History	30	27	21	15	9	3
	ME, DIA		Religion or ethics	30	27	21	15	9	3
	DIA		Other academic subjects <sup>4)</sup>	30	27	21	15	9	3
	ME	Long syllabus	Foreign language	30	27	21	15	9	3
	RP/DIA		Finnish or German (not same as native language), English						
	ME	Short syllabus	Foreign language	30	27	21	15	9	3
	RP/DIA		Language B2 or B3						

<sup>1</sup> The mathematics grade for the Reifeprüfung (RP) / Deutsche Internationale Abitur (DIA) may also be taken into account from the certificate of equivalence if no oral or written examination has been taken on the subject in question.

<sup>2</sup> The grade providing the highest score is taken into account

<sup>3</sup> Two grades providing the highest score are taken into account

<sup>4</sup> Other subjects included in the degree (e.g. data processing, business administration, economic studies)

L=Laudatur, E=Eximia cum laude approbatur, M=Magna cum laude approbatur,

C=Cum laude approbatur, B=Lubenter approbatur, A=Approbatur

### 2.1.3 Suitability tests

In addition to the UAS entrance examination and certificate-based selection, a suitability test will be organised in the following fields of education for the following degrees.

#### 2.1.3.1 Structural architect training

The suitability test for structural architect training will be organised on 28 May 2020. The suitability test for structural architects training may be taken at any university of applied sciences providing structural architect training (Metropolia University of Applied Sciences, Oulu University of Applied Sciences, Savonia University of Applied Sciences and Tampere University of Applied Sciences). The following selection methods are used for the final student selection:

1. Matriculation Examination (198 points) + suitability test (120 points) = 318 points
2. Vocational basic degree (150 points) + suitability test (120 points) = 270 points
3. UAS entrance examination (80 points) + suitability test 120 points = 200 points

### 2.1.3.2 Maritime navigation

A separate suitability test will be arranged for maritime navigation on 7 May 2020 for sea captain training. All eligible applicants for the *Sea captain orientation option* will participate in the suitability test without a separate invitation where sea captain training is their first preference. Universities of applied sciences shall provide the necessary information in the application guidelines for participation in the suitability test.

Applicants shall participate in the suitability test regardless of the selection method (certificate selection/UAS entrance examination). The applicant shall participate in the suitability test for maritime navigation at the university of applied sciences maritime navigation unit indicated in connection with the maritime navigation training which is their first preference. The suitability test shall be considered either approved or rejected. The applicant must pass the suitability test in order to be admitted. The suitability test is a prerequisite for admission.

### 2.1.4 Work experience in the construction sector

In addition to the certificate-based selection and the UAS entrance examination, work experience in the construction sector is taken into account for student selection in construction site management training. The following selection methods are used for the final student selection:

1. Matriculation Examination (198 points) + work experience in the construction sector (60 points) = 258 points
2. Vocational basic degree (150 points) + work experience in the construction sector (60 points) = 210 points
3. UAS entrance examination (80 points) + work experience in the construction sector (60 points) = 140 points

The calculation of work experience points takes into account only the construction experience acquired at or after the age of 18, which has accumulated by the end of the application period. One month of work experience results in one point. A maximum of 60 points may be awarded for work experience.

The certificate of employment shall indicate, for instance, the exact start and end date of the employment relationship, the employer's contact details, work tasks and, in the case of part-time work, working hours. Military service, women's voluntary military service, alternative service or child-care leave are not taken into account as work experience in the construction sector.

Entrepreneurship shall be accepted as work experience if there is a certificate indicating that the applicant has or has had YEL or MYEL insurance. Foreign entrepreneurship shall be proven by producing equivalent official documents.

In order to obtain points, the applicant must enter in the application form the total amount of work experience in the construction sector in full months. The applicant shall convert the hours of part-time work into full-time hours so that 150 hours or 20 working days of at least 7 hours equal one month. Work experience need not be continuous or acquired in the service of a single employer. Parallel employment relationships may result in work experience points only to the extent corresponding to full-time work.

It must be possible to demonstrate the amount of work experience in the construction sector by producing work certificates. If the certificate of employment is issued in a language other than Finnish, Swedish or English, the applicant shall submit to the admission services not only a copy of the certificate in the original language but also a copy of the translation into Finnish, Swedish or English by a sworn translator, including the name, signature and stamp of the translator.



The work certificates of those admitted for training will be verified. The certificates of employment shall be submitted to the university of applied sciences so that they arrive at the admission services no later than 15 July 2020 at 3 p.m. (the date of the postmark is not sufficient).

## 3 Student selection for daytime and diversified studies in the cultural sector in Finnish, Swedish and foreign languages

### 3.1 Student selection

The entrance examinations for the cultural sector are specific to each university of applied sciences. The applicants shall familiarise themselves with the application instructions and schedules specific to each university of applied sciences.

The material related to the entrance examination, provided in advance, as well as the degree and employment certificates shall be submitted to the university of applied sciences requesting them as specified by the university of applied sciences.

An entrance examination is used in the total scoring for student selection in the cultural sector. In addition, the selection is affected by the division of students into specialisation areas, orientation options or instrument groups where the numbers of students are based on an assessment of the needs of working life.

The applicant must obtain at least half (50%) of the maximum score for the entrance examination. Each section of the test must be completed successfully. The contents and scores of the entrance examination are indicated on the [opintopolku.fi](http://opintopolku.fi) website.

#### SELECTION METHOD 1: ENTRANCE EXAMINATION

Entrance examination, 100 points

All eligible applicants are invited to the entrance examination, or applicants are invited to the entrance examination based on screening evidence provided in advance. Screening evidence involves tasks to be completed independently and to be submitted to the educational institution before the date of the entrance examination. The motivation of the applicant, the applicant's previous training in the field, work experience, recreational activities and suitability for the fields will be assessed based on these tasks. The screening evidence shall be considered either approved or rejected. The screening evidence to submit in advance will not be scored as part of the entrance examination.

For diversified studies in the cultural sector, work experience or artistic activities may be taken into account as screening evidence or as part of the entrance examination. Work experience shall be proven by producing work certificates, and evidence of artistic activities will be provided by producing for instance a portfolio, or by other means requested by the university of applied sciences. The university of applied sciences shall assess the suitability of the artistic activities based on the evidence provided.

## 4 Student selection for daytime and diversified studies in foreign languages

### 4.1 Eligibility for application

Eligibility for application will be determined and evidence of eligibility will be provided in the same way as in Finnish- and Swedish-language training. See sections 1.1 and 1.2.

### 4.2 Selection methods

The university of applied sciences determines which of the selection methods below are used for the university of applied sciences targeted and provides starting points for each selection method. Depending on their prior training, applicants are included in the selection methods used in universities of applied sciences selected in their applications.

Universities of applied sciences will indicate in the application guidelines and specify by each university of applied sciences targeted whether the number of applicants on standby is restricted.

If there is no difference between those with an identical score based on the criteria indicated in the selection methods, the university of applied sciences may select all applicants with an identical score or may not select any of the applicants with an identical score, or the system may select applicants by drawing lots.

The university of applied sciences may cancel the applicant's study place if the degree certificates are not submitted within the time limit indicated by the university of applied sciences or if the applicant has provided incorrect personal information.

The following selection methods according to the recommendation for selection criteria may be used in the 1st upper-secondary-level joint application process for higher education institutions for the spring:

1. SAT test
2. Certificate-based selection
3. Entrance examinations involving selection cooperation in Finland, specific to field of study
4. Entrance examinations involving selection cooperation abroad, specific to field of study (Finnips network)

More detailed information on the selection methods is provided in the following sections.

#### 4.2.1 SAT test

##### SECTIONS:

1. Evidence-Based Reading and Writing
  - I. Reading Test
  - II. Writing and Language Test
2. Math
3. Essay
4. SAT-Subject test

In the application instructions, universities of applied sciences indicate the sections of the SAT test which they use as a selection criterion for the university of applied sciences targeted in the application, and the potential lowest score limit which the applicant must obtain in order to be selected. Only the new SAT test type (completed after March 2016) will be accepted. The SAT test selection only takes into account the sections performed during a single session.

The official SAT result report must be ordered directly from the test organiser. Universities of applied sciences may also use an electronic service for collecting SAT test results, and the test results will also be available at this service. Those who have already completed the SAT test must separately order the test result from the test organiser for submission to the universities of applied sciences. The results of the SAT test shall be submitted by 8 April 2020 to all universities of applied sciences which use this selection method. Reports personally printed or submitted by the applicants themselves cannot be taken into account.

#### 4.2.2 Certificate-based selection

Universities of applied sciences may select students for foreign-language training programmes using a certificate-based selection, based on the Matriculation Examination and/or a vocational basic degree.

In certificate-based selection, the university of applied sciences may independently determine the lowest score limit or the threshold criteria.

In the certificate-based selection for foreign-language training, scoring models similar to those used in Finnish- and Swedish-language daytime and diversified studies are used. See the tables in section 2.1.2.

#### 4.2.3 Entrance examinations involving selection cooperation specific to field of study

The entrance examinations organised in the foreign-language training programmes for universities of applied sciences consist of two entities.

1. Entrance examinations involving selection cooperation in Finland, specific to field of study
2. Entrance examinations involving selection cooperation abroad, specific to field of study (Finnips network)

The entrance examinations organised in Finland and abroad form their own selection queues.

##### 4.2.3.1 Entrance examinations involving selection cooperation in Finland, specific to field of study

###### Tourism, catering and domestic services

All eligible applicants are invited to the entrance examination. An invitation to the entrance examination will be sent by email. The national tourism, catering and domestic service entrance examination will be organised on 7 April 2020.

The entrance examination emphasises suitability for training in the field, motivation, English skills and mathematical and logical competencies. All sections of the examination must be completed successfully in order to be selected. The test result will be valid during the current application period.

Universities of applied sciences involved in cooperation for entrance examinations will accept entrance examinations completed at another university of applied sciences. A list of universities of applied sciences involved in cooperation for entrance examinations is available on the website for universities of applied sciences.

###### Technology sector

Students are selected based on a national foreign-language entrance examination for technology. All eligible applicants are invited to the entrance examinations. Invitations to the entrance examinations will be sent to

the email address indicated in the application. A national entrance examination in the field of technology will be organised on 2 April 2020.

The entrance examination is a written three-hour examination. It measures study skills and suitability for the technology sector as well as English skills. Applicants shall prepare themselves for the entrance examination by getting to know the degree programme curriculum. The English-language test is mandatory for all, and it will be considered either approved or rejected. Only applicants completing the language test successfully may be selected. The test is common to all applicants regardless of their prior training. The use of calculators for the entrance examination is prohibited. The result of the entrance examination will be valid during the current application period. Applicants must obtain at least 10 points out of the maximum 40 points in the entrance examination.

### Business administration sector

All eligible applicants are invited to the entrance examinations. Invitations to the entrance examinations will be sent to the email address indicated in the application. Universities of applied sciences engage in cooperation where targeted universities of applied sciences using entrance examinations included in the same group of examinations accept entrance examinations completed at another university of applied sciences. The examination location may not be changed. Lists of universities of applied sciences involved in cooperation for entrance examinations are published on the [Opintopolku](#) website in connection with the application guidelines specific to degree programmes.

At least 20 points must be obtained in the entrance examination (max. 80 points). If there is an exception to this in connection with some training programme, it will be indicated below in the section applicable to the programme concerned. Applicants shall complete all sections of the entrance examination. Incomplete entrance examinations will be rejected. The result of the entrance examination will be valid during the current application period. The national entrance examination for business training programmes will be included in the I upper-secondary-level joint application process for higher education institutions for the spring on 1 April 2020. The material related to the entrance examination, provided in advance, shall be available at the beginning of the application period on the websites of all universities of applied sciences organising a national examination.

The entrance examination consists of the following sections (min./max. score):

- essay (6 p./20 p.),
- multiple-choice questions (4 p./12 p.),
- section measuring mathematical and logical skills (4 p./16 p.) and
- interview (6 p./32 p.).

In the entrance examination, the essay and the interview form an integrated section measuring the applicant's English skills. The applicant must obtain at least 6 points for each of these sections. The section measuring English skills will be recorded in the system as approved or rejected. The examination measures study skills and teamwork, oral and written expression, and mathematical and logical deduction. Detailed information is available on the [Opintopolku](#) website.

#### 4.2.3.2 Entrance examinations involving selection cooperation abroad, specific to field of study (Finnips network)

In this connection, entrance examinations abroad refer to foreign examinations organised by the FINNIPS network. The entrance examination sites located abroad and the dates of entrance examinations for universities of applied sciences within the FINNIPS network will be determined in the FINNIPS network steering group meeting in August 2019. It is likely that the FINNIPS network entrance examinations organised abroad

will take place in March 2020. Information on the countries where the examinations will be organised and on the examination schedules will be submitted to the universities of applied sciences within the network and published on the FINNIPS website [www.finnips.fi](http://www.finnips.fi) during the autumn.

All eligible applicants are invited to the entrance examinations organised abroad. Invitations to the entrance examinations will be sent to the email address indicated in the application. Universities of applied sciences engage in cooperation where targeted universities of applied sciences using entrance examinations included in the same group of examinations specific to a certain field accept entrance examinations completed at another university of applied sciences. The applicant shall select one of the locations abroad proposed in the application. An examination organised abroad cannot be completed in Finland. Lists of universities of applied sciences involved in cooperation for entrance examinations will be published at [www.finnips.fi](http://www.finnips.fi).

### Tourism

- § Written part 1: Essay based on the pre-reading materials (min. 7/ max. 20 points).
- § Written part 2: Math-Logic (min. 7/ max. 20 points).
- § Oral part: Group discussion (min. 11/ max. 30 points).
- § The applicants must pass all parts of the examination in order to be selected for admission.

### Technology

- § Part 1: Mathematics, logical deduction, Physics, Chemistry and learning prerequisites (minimum 10 out of 40 points is required). Of Physics and Chemistry, you can choose which questions to answer. Be prepared to apply the SWOT analysis method and familiarise yourself with the degree programme's curriculum.
- § Part 2: English language test for all applicants (pass/ fail).
- § The applicants must pass both parts in order to be selected for admission

### Business

There will be pre-reading material for the examination and it will be available on the websites of all universities of applied sciences that belong to the FINNIPS network at the start of the application period in 2020. The examination assesses study and teamwork skills, verbal and written expression skills as well as mathematical/logical reasoning skills.

The structure of the exam:

- Written part 1: Essay (min. 3/ max. 10 points)
- Written part 2: Multiple-choice questions (min. 2/ max. 6 points)
- Written part 3: Mathematics and Logic (min. 2/ max. 8 points)
- Spoken part: Group discussion after the written exam (min.3/ max. 16 points).

The applicants must pass all parts of the examination in order to be selected for admission.

Applicants must score at least 10 points in the entrance examination (max. 40 points).

The essay and the group discussion are combined in the entrance examination as an integrated section measuring English language proficiency. Applicants must receive at minimum 3 points for each language section. The section testing English language proficiency will be entered in the system with a pass/fail grade.

## Nursing

- Part A: Basic math test, where minimum points are 10 and maximum points are 20. If the result is less than 10 points, the other parts of the exam will not be evaluated. The points of the math test are not included in the total points of the entrance examination.
- Part B: Written part. This part contains 2 essays. The first essay is testing the applicant's motivation. In the second essay there is written material (text) included. The applicant is allowed to utilise this material in their essay. Minimum points are 20 and maximum points are 40.
- Part C: Group discussion is held to evaluate the applicant's group discussion and spoken English skills. The minimum points are 10 and the maximum 30.
- All parts of the examination are compulsory for all applicants. If an applicant fails to reach the minimum points in some of the sections, the exam is failed. The applicant's language skills are evaluated based on both the written and the verbal part of the exam.

## SCHEDULE ANNEX

Schedule for submitting applications for the upper-secondary-level joint application process for higher education institutions, certificates and annexes for spring 2020

### EDUCATION RESULTING IN A DEGREE IN APPLIED SCIENCES

The required documents shall be uploaded along with the application or submitted to the admission services by the indicated deadline (the date of the postmark is not sufficient).

Document	I upper-secondary-level joint application process for higher education institutions for the spring 8 January to 22 January 2020	II upper secondary level joint application process for higher education institutions for the spring 18 March to 31 April 2020
Finnish degree: <ol style="list-style-type: none"> <li>1) A copy of the diploma or an interim certificate on graduation issued by the educational institution must be submitted to the admission services</li> <li>2) Grades of upper-secondary-school graduates graduating in or after 1990</li> <li>3) Vocational basic degree certificates of those graduating between 1 August 2015 and 2016 shall be uploaded along with the application</li> <li>4) Data of the vocational basic degrees of those graduating in or after 2017</li> <li>5) Data of vocational and specialised vocational degrees of those graduating in or after 2018</li> <li>6) Upper-secondary-school graduates graduating before 1990 shall upload a copy along with the application</li> <li>7) Revision of the original degree certificate</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 15 July 2020 at 3 p.m.</li> <li>2) Obtained directly from the Matriculation Examination Board.</li> <li>3) Wed 29 January 2020 at 3 p.m.</li> <li>4) Obtained directly from the educational institutions.</li> <li>5) Obtained directly from the educational institutions.</li> <li>6) Wed 29 January 2020 at 3 p.m.</li> <li>7) At the beginning of the studies</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 15 July 2020 at 3 p.m.</li> <li>2) Obtained directly from the Matriculation Examination Board.</li> <li>3) Wed 8 April 2020 at 3 p.m.</li> <li>4) Obtained directly from the educational institutions.</li> <li>5) Obtained directly from the educational institutions.</li> <li>6) Wed 8 April 2020 at 3 p.m.</li> <li>7) At the beginning of the studies</li> </ol>

<p>International Bacculaureate (IB, EB, RP/DIA):</p> <ol style="list-style-type: none"> <li>1) A copy of the degree certificate must be uploaded along with the application (* = those graduating during the application period shall submit Predicted Grades or an equivalent interim certificate)</li> <li>2) Those completing a DIA and EB degree during the application period shall submit a copy of their final certificate.</li> <li>3) Those completing an IB degree during the application period shall submit a copy of their final grades (transcript of grades).</li> <li>4) Revision of the original degree certificate and the official translation</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 29 January 2020 at 3 p.m. * Wed 8 April 2020 at 3 p.m.</li> <li>2) Wed 15 July 2020 at 3 p.m.</li> <li>3) Wed 15 July 2020 at 3 p.m.</li> <li>4) At the beginning of the studies</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 8 April 2020 at 3 p.m.</li> <li>2) Wed 15 July 2020 at 3 p.m.</li> <li>3) Wed 15 July 2020 at 3 p.m.</li> <li>4) At the beginning of the studies</li> </ol>
<p>Foreign degrees:</p> <ol style="list-style-type: none"> <li>1) A copy of the diploma or an interim certificate on graduation issued by the educational institution and the official translation must be uploaded along with the application.</li> <li>2) Those graduating during the application period shall submit a copy of their final degree certificate (or an interim certificate on their graduation issued by the educational institution) and a copy of the official translation</li> <li>3) Revision of the original degree certificate (final or temporary) as the original official translation</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 29 January 2020 at 3 p.m.</li> <li>2) Wed 15 July 2020 at 3 p.m.</li> <li>3) At the beginning of the studies</li> </ol>	<ol style="list-style-type: none"> <li>1) Wed 8 April 2020 at 3 p.m.</li> <li>2) Wed 15 July 2020 at 3 p.m.</li> <li>3) At the beginning of the studies</li> </ol>
<p>The asylum decision or residence permit for refugees or persons in a position similar to that of a refugee shall be submitted to the admission services as an attachment to the background check form</p>	<p>Wed 29 January 2020 at 3 p.m.</p>	<p>Wed 8 April 2020 at 3 p.m.</p>
<p>Preliminary tasks shall be submitted (see the website of the higher educational institution/Opintopolku)</p>	<p>by the deadline indicated by the university of applied sciences.</p>	<p>by the deadline indicated by the university of applied sciences.</p>
<p>Discretionary applicants: the annexes determined by the higher education institution shall be submitted to the institution (see the website of the higher educational institution/Opintopolku)</p>	<p>Wed 29 January 2020 at 3 p.m.</p>	<p>Wed 8 April 2020 at 3 p.m.</p>
<p>Work experience in the construction sector</p>		<p>Wed 15 July 2020 at 3 p.m.</p>



Submission of the SAT annex	Wed 8 April 2020 at 3 p.m.	
Accessibility in student selections: applications for special arrangements for the entrance examination shall be submitted to the higher education institution (see ammattikorkeakouluun.fi)	Wed 29 January 2020 at 3 p.m.	Wed 8 April 2020 at 3 p.m.