

APPLICATION GUIDE 2011

Degree Programmes Conducted in English

TO THE READER

The Finnish professionally-oriented higher education institutions use the terms polytechnic or university of applied sciences (abbr. UAS) when referring to themselves. We use the term Vaasa University of Applied Sciences (abbr. Vaasa UAS).

DEGREE PROGRAMMES

The following degree programmes have English as the language of instruction at Vaasa UAS:

Information Technology (Bachelor of Engineering, studying time normally 4 years)

International Business (Bachelor of Business Administration, 3.5 years)

Tourism (Bachelor of Hospitality Management, 3.5 years)

TIMETABLE FOR JOINT APPLICATION

Degree Programmes Starting in Autumn 2011

Application period is 3 January – 15 February 2011.

Online application closes on 15 February at 4.15 pm Finnish time (+2 hrs GMT). Copies of relevant certificates and authorised translations of them must arrive by 25 February 2010 4.15 pm Finnish time (+2 hrs GMT) at the latest.

Entrance examinations are held between 4 April and 6 May 2011. Polytechnics/UAS announce the results by 19 July 2011.

Admitted students must confirm their study places by 2 August 2011 at 4.15 pm Finnish time at the latest.

HOW TO APPLY

Applying to programmes conducted in English at Finnish polytechnics/UAS takes place through a system of joint application. Prospective students can apply to four different degree programmes at polytechnics/UAS using the same application form.

The application form can be submitted online.

Apply online at www.admissions.fi. It is important to follow all the instructions.

The application period starts on 3 January and closes on 15 February 2011 at 4.15 pm Finnish time (+2 hrs GMT). All online applications must be submitted before the closing time. All required attachments have to be at the admissions office of the applicant's first choice polytechnic / UAS by 25 February 2011 at 4.15 pm Finnish time.

The online application service at www.admissions.fi guides and helps you to fill in the application form, and gives information relating to studying and applying. Follow the instructions carefully and submit the application. An application submitted online is directly received by the admissions office of the polytechnic/UAS of your first choice. Print a copy of the application form for yourself for future reference.

The online application service is open until 15 February at 4.15 pm Finnish time (+2 hrs GMT). During the application period, the service is open 24 hours per day, except for short maintenance periods during the night.

Copies of Certificates

Copies of relevant certificates and authorised translations of the certificates into English, Finnish or Swedish **must arrive at the polytechnic/UAS of your first choice by 25 February 2011 at 4.15 pm Finnish time.** The selection is not final until the original non-Finnish certificates have been checked. If the applicant has given false information about his/her qualifications, it will make him/her ineligible for admission.

Consider Your Options of Preference Carefully

You can apply for up to four different degree programmes at 25 polytechnics/UAS in Finland.

The order of preference chosen in the application is binding and cannot be altered after the application closes.

If you are not accepted on the programme of your first preference, your points will be checked to see if you can be accepted for your second, third or fourth preference. If you are accepted on the degree programme of your first preference, you cannot be selected for your second, third or fourth preference.

Once you have been placed on a reserve place, you can be accepted for a higher preference option due to cancellations, if you have decided to be placed on a waiting list for a higher preference option or you have not accepted another study place.

Changing the Application

The order of preference can only be changed during the application period.

Changes in address or other relevant personal details can be changed outside the application period.

All changes in the application or additional information must be sent in writing to the admissions office of the polytechnic/UAS of your first preference.

Please contact the admissions office of the polytechnic/UAS of your first choice in all matters relating to your application and to changes in your circumstances.

ELIGIBILITY

Eligibility for studies at polytechnics/UAS depends on completing upper secondary education or minimum of three years of vocational education. A vocational qualification of less than three years in duration gives eligibility to a corresponding field of study. Eligibility for polytechnic/UAS studies in a corresponding field of study on the basis specified above may be broadened into general eligibility for polytechnic/UAS studies by:

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

Note! You cannot apply to polytechnic/UAS degree programmes with a polytechnic/UAS or a university degree. Use your upper secondary school leaving certificate for applying to higher education institutions.

ADMISSION CRITERIA AT VAASA UAS

Admission Groups

50% of the applicants will be admitted on the basis of the entrance examination only (applicants with non-Finnish certificates and Finnish applicants with vocational education) and

50% of the applicants will be admitted on the basis of the combined points for previous school performance and the entrance examination (applicants with Finnish Matriculation Examination).

If study places become available later, applicants on the waiting list will be admitted in the order indicated by their admission points.

In order to demonstrate eligibility to polytechnic/UAS studies, an applicant applying with a non-Finnish certificate must provide a copy of the original certificate to the admissions office of his or her first-choice polytechnic/UAS by the set date. **This does not apply to those applicants who are citizens of an EU/EEA-country and who are completing their qualification in the spring of applying.** The

polytechnic/UAS will then decide on the applicant's eligibility for all options expressed in the application. In addition, an official Finnish, Swedish or English translation of the certificate must be provided, if the certificate is not written in one of these languages, the translation must have the translators signature and stamp. The copies must be sent by post, scanned or faxed copies will not be accepted.

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

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

These copies must be delivered to the admissions office by 25 February 2011 at 4.15 pm Finnish time.

LANGUAGE TEST

Applicant who is not a citizen of an EU/EEA –country must provide proof of his/her English language skills by the end of application period to the admissions office of his/her first preference polytechnic/UAS. In order to prove the applicant's English language skills, he/she must provide one of the following minimum requirements: **IELTS score academic level 6.0** or **TOEFL score 550 paper-based test/ 213 computer-based/ 79-80 internet -based test**, or grade C in the Finnish matriculation examination in advanced level English (IB-examination grade 4 completed in Finland, Reifeprüfung –examination grade 7 completed in Finland or EB-examination grade 6.00-6.95), or skills level 4 in English in the Finnish general language examination (www.oph.fi => Tutkintopalvelut => Yleiset kielitutkinnot). **Both TOEFL and IELTS test results are valid for two years.** The Finnish general language examination does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service.

In addition, primary and secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand or Bachelor's or Master's degree completed in English in one of these countries, is also accepted as a demonstration of sufficient English language skills. Bachelor's or Master's degree conducted in English in a European Union/European Economic Area -country is also accepted as a demonstration of sufficient English language skills.

The language certificate or a copy of the certificate **must be delivered** to the admissions office **by 25 February 2011 at 4.15 pm Finnish time.**

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

Vaasa UAS evaluates applicants' language skills in a language testing section included in the entrance examination. An applicant who fails the language test is withdrawn from admission.

SELECTION OF NEW STUDENTS

Entrance Examinations

Vaasa UAS arranges entrance examinations. **All applicants who meet the admission criteria receive invitation letters to the examinations.** Final selection is based on the results of the entrance examinations for all applicants who apply with non-Finnish certificates.

Entrance examinations will be arranged at Vaasa UAS and at some Finnish embassies between 4 April and 6 May 2011. The embassies in question and details about the time and places will be informed to the applicant in the invitation letter.

Many polytechnics/UAS cooperate in the entrance examinations. This means that an entrance examination completed at one polytechnic/UAS is accepted by another. Please note that some polytechnics/UAS require that you participate in their own entrance examination.

The admission of a student is conditional until the polytechnic/UAS has checked the applicant's school and other relevant certificates. The polytechnic/UAS may withdraw the admission, if the applicant has given false information.

Confirming the Study Place

Admission results for degree programmes starting in autumn 2011 will be sent by mail to the students by 19 July 2011 at the latest. In addition to the letter of admittance, the student will receive a confirmation form. It is imperative that the student submits the confirmation form to the higher education institution in which he/she wishes to study by 2 August 2011 at 4.15 pm Finnish time at the latest, otherwise the student will forfeit the study place.

Confirmation of the study place is binding and cannot be altered or rectified.

If you have applied to several degree programmes, please wait until you have received all the admission results. Once you have received all the results, select your study place and return the confirmation form. A student forfeits his/her study place, if the confirmation form arrives at the higher education institution after the set date.

One Study Place per Year

You can only accept one study place at a higher education institution in Finland starting in the same academic year (1 August – 31 July). This rule does not prevent you from accepting another study place during another academic year.

Selection Between Applicants with Equal Points

In cases of a tie admission points, applicants are ranked on the following basis:

1. order of preference of the points
2. result of the entrance exam
3. grade point average in all subjects
4. points awarded for school performance

If You Are Not Selected

If you do not receive a study place in the joint application, you will receive a letter informing you of your points and the possible reserve places for the options to which you have applied. Applicants allocated to reserve places are chosen according to the level of their results, should study places become available. Find out about your possibilities by directly contacting the institutes of higher education.

Reserve Places

A student can be placed on the waiting list for a reserve place if he/she has been admitted to a lower preference study place by 19 July 2011. The reserve place is for one of the higher preference options that the student has expressed in his/her joint application. Those admitted after the set date cannot be put on the waiting list.

A student remains on the waiting list until 16 August 2011. By this date, the student is either admitted to a reserve place on the waiting list, or to the study place initially offered to him/her. A student may have only one reserve place on the waiting list. This reserve place cannot be replaced by another on the waiting list. Please note that waiting lists are not available for some degree programmes at universities. Please check the availability from the universities before submitting the study place confirmation form.

The applicant sets his/her study options in order of preference when applying to polytechnics and certain university degree programmes. This order of preference cannot be altered after the application period has

ended. The applicant cannot choose a reserve place from options of a lower preference than that to which he/she has already been admitted.

The applicants who are admitted on 19 Jul 2011 or after cannot be placed on the waiting list.

Appeal

An applicant not satisfied with the results of the student selection process should first contact the polytechnic/UAS he/she has applied to. If the matter is not resolved, the student may appeal in writing to the executive board of the polytechnic/UAS in question. Such an appeal must be made within 14 days from the time the applicant had the possibility of receiving information on student selection.

DESCRIPTIONS OF THE DEGREE PROGRAMMES

International Business

Bachelor of Business Administration

40 study places

3.5 years, 210 ECTS credits

The degree programme in International Business provides the students with the knowledge and special skills necessary for various demanding expert and leadership positions in challenging international careers. Students from all over the world bring a variety of different cultures and experiences to this degree programme. The studies consist of active problem-based individual and teamwork learning tasks. The specialised professional studies focus on International Marketing and Foreign Trade. In addition, another focus on Asian Business or German Business can be chosen. This degree programme also includes at least a three-month stay in a foreign country according to the student's choice, either in the form of studies or work placement, which gives the students the opportunity to get a more profound knowledge of different business and cultural environments as well as to improve their language skills.

Tourism

Bachelor of Hospitality Management

22 study places

3.5 years, 210 ECTS credits

The degree programme in Tourism provides the students with extensive knowledge of the field. Students gain the practical skills as well as the theoretical knowledge needed to work in managing, development, and expert positions or as entrepreneurs. Students specialising in restaurant services are employed e.g. in hotels and restaurants as well as in food supplying industries. Students specialising in tourism are employed e.g. in tourism organisations or businesses, travel agencies or in expert organisations. Close cooperation with companies is emphasised as an essential part of studies as projects and final theses are often made in cooperation with the hospitality industry.

Information Technology

Bachelor of Engineering

43 study places

4 years, 240 ECTS credits

The objective of the degree programme in Information Technology is to prepare students for demanding careers in the industry. Specialised know-how in the degree programme represents e.g. C, C++, Java and TCP/IP applications, mobile telephone systems, Internet programming as well as embedded systems. The student's ability to adapt to new tasks in the rapidly changing industry is emphasised. The education relies on the modern facilities of the Technobothnia technology research laboratory and the high-level expertise of the lecturers.

OTHER RELEVANT INFORMATION

Tuition Fees

There is no tuition fee to our degree programmes. However, admitted students applying for a student residence permit are required to prove that they have equivalent to 6000 (six thousand) euros per year to cover accommodation and living costs in Finland. The funding is checked every year when the student applies for an extension of the residence permit.

An estimation of the living costs in Finland consists of the following: Accommodation EUR 200 + Food EUR 150 + Books and other materials EUR 50 + Other expenses EUR 100 = Total EUR 500.

Vaasa Polytechnic does not offer any scholarships.

Student Residence Permit

All admitted foreign students (except citizens of the Scandinavian countries) need a valid student residence permit to study on a degree programme in Finland. Non-EU citizens must apply for the residence permit from the Finnish Embassy in their home country or their country of permanent residence. EU citizens apply for the residence permit at the local police station after arriving in Finland.

Please note that admission to Vaasa UAS does not automatically guarantee that the applicant will be granted a student residence permit. The first residence permit is issued by the Directorate of Immigration, which receives the application from the Finnish diplomatic mission.

Note that processing the residence permit application may take up to 12 weeks.

In addition to the residence permit, from 1 September 2007 a student from a non-EU country must have a valid health insurance issued by reliable company or institution. Non-EU students who are studying in Finland in a full-time degree programme for minimum of two years need a health insurance that covers medicine costs. Please see <http://www.uvi.fi> for more information on residence permit and health insurance issues.

Start of Studies

Late registration will not be accepted. This is because it is required that a student has completed the courses of autumn period 1 before s/he moves on to period 2. Each course is arranged only once a year. In addition the important orientation lessons will start **in the end of August, 2011**. If the student is not able to start his/her studies in the end of **August, 2011** (e.g. due to residence permit delays) s/he will have to change his/her enrolment for non-attendance (absent) for the first academic year and begin his/her studies in August 2012. The student has the right to enrol as absent for two academic years.

Credit Transfer

If you are accepted as a student to Vaasa UAS you can apply for the transfer of your credits to your Bachelor's degree on the grounds of your earlier studies. The decision on which courses will be accepted is made by the Head of Department. Each course is evaluated case by case.

MORE INFORMATION

Admissions Office at Your Service

Vaasa UAS Admissions Office is happy to assist you in all questions and matters relating to applying. Contact details:

Vaasa University of Applied Sciences
Admissions Office
Wolffintie 30, 65200 Vaasa, FINLAND
Tel: 358 0207 663 300 (exchange)
Fax: 358 (0)6 326 3112
URL: <http://www.puv.fi/en/>
Email: admissions@puv.fi

All Finnish polytechnic/UAS admissions offices' contact details can be found at www.admissions.fi

Internet

www.admissions.fi. Online application to polytechnics/UAS. At the website you can find out more about studying in Finland, available degree programmes and links to the polytechnics/ UAS.

www.koulutusnetti.fi Up-to-date information about education on offer.

www.mol.fi Ministry of Labour's website with useful information about careers and working life.

www.cimo.fi Centre for International Mobility's website with a wide range of information on studying in Finland.

Other Guides

National Board of Education: <http://www.oph.fi/english/>

Polytechnics/UAS publish their own application guides