

APPLICANT'S GUIDE DEGREE PROGRAMMES IN ENGLISH

| 2012 |

*Application period: 9 January - 14 February 2012
for the studies beginning in August 2012*

*Further information about the degree programmes in English is available at
www.mamk.fi*

*For further information about applying, please contact the Admissions office:
Tel. +358 153 556 379, admissions@mamk.fi*



MIKKELIN AMMATTIKORKEAKOULU

Mikkeli University of Applied Sciences

Got to Get in.

CONTENTS

This guide is aimed at applicants applying with a qualification completed elsewhere than in Finland. Detailed information for those applying with a Finnish qualification is available in Applicant's guide in Finnish (Hakijan opas, kevät 2012) and at www.mamk.fi/hakeminen.

DEGREE PROGRAMMES IN ENGLISH	3
Degree programme in business management	3
Degree programme in environmental engineering	3
Degree programme in information technology	3
ELIGIBILITY	4
Language skills	5
Discretionary admission	6
HOW TO APPLY	7
Enclosures to application	8
ENTRANCE EXAMINATIONS	9
SELECTION OF NEW STUDENTS	10
MORE INFORMATION	12

DEGREE PROGRAMMES IN ENGLISH

Degree programme in business management

- **Obtained degree: Bachelor of Business Administration (BBA)**
- **Extent of degree: 210 credits (ECTS)**
- **Duration of studies: 3,5 years**
- **Language of instruction: English**

- Study places in 2012: 20
- Number of first choice applicants in 2011: 168
- Number of all applicants in 2011: 489
- Lowest accepted score for admission in 2011: 76/100

Further information about the programme is available at
www.mamk.fi/business_management

Degree programme in environmental engineering

- **Obtained degree: Bachelor of Engineering**
- **Extent of degree: 240 credits (ECTS)**
- **Duration of studies: 4 years**
- **Language of instruction: English**

- Study places in 2012: 20
- Number of first choice applicants in 2011: 46
- Number of all applicants in 2011: 194
- Lowest accepted score for admission in 2011: 30/100

Further information about the programme is available at
www.mamk.fi/environmental_engineering

Degree programme in information technology

- **Obtained degree: Bachelor of Engineering**
- **Extent of degree: 240 credits (ECTS)**
- **Duration of studies: 4 years**
- **Language of instruction: English**

- Study places in 2012: 20
- Number of first choice applicants in 2011: 92
- Number of all applicants in 2011: 335
- Lowest accepted score for admission in 2011: 40/100

Further information about the programme is available at
www.mamk.fi/information_technology

ELIGIBILITY

General eligibility for the programmes is given by:

- completed Finnish upper secondary education or the Finnish matriculation examination
- International Baccalaureate, Reifeprüfung or European Baccalaureate examination
- a vocational qualification of at least three years duration or
- a foreign degree or qualification which gives eligibility for higher education in the awarding country.

Those applicants who are applying with 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. He/she is considered as an eligible applicant and is invited to an entrance examination. The admission of an applicant completing his/her education in the spring of applying is, however, conditional until the UAS has checked the applicant's final certificates and the possible translations of them.

* EU and EEA-countries (including Switzerland): Finland, Sweden, Denmark, Germany, the Netherlands, Belgium, Luxembourg, United Kingdom, Ireland, Austria, France, Spain, Portugal, Malta, Italy, Greece, Cyprus, Romania, Bulgaria, Slovenia, Hungary, Czech Republic, Slovakia, Poland, Latvia, Lithuania, Estonia, Norway, Iceland, Liechtenstein and Switzerland.

Polytechnic/UAS and university degrees

Please note that one cannot apply to UAS degree programmes with a polytechnic/UAS or a university degree. The applicant should use his/her upper secondary school leaving certificate for applying to higher education institutions.

Language skills

Because the instruction in the degree programmes is provided in English, a good command of English is required. All applicants must prove their skills in the English language.

Applicant **who is applying with a foreign qualification (completed elsewhere than in Finland) and who is not a citizen of an EU/EEA-country** must provide a proof of his/her language skills when demonstrating his/her eligibility to apply (see minimum requirements). Not delivering proof of language skills by the deadline makes the applicant ineligible for admission and the applicant will not be invited to an entrance examination.

The language skills of **applicants from EU/EEA-countries** are evaluated in a language test included in the entrance examination. An applicant who fails the language test is withdrawn from admission. Applicant from an EU/EEA-country can be exempted from the language test, if he/she has provided a certificate of his/her language skills to his/her first-choice UAS by the given deadline.

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

The minimum language skills requirement is

- IELTS score academic level 6.0 or
- TOEFL score 550 for paper-based / 79-80 for internet-based test or
- grade C in the Finnish Matriculation examination in advanced level English or
- grade 4 in the IB examination completed in Finland / grade 7 in the Reifeprüfung examination completed in Finland / grade 6.00-6.95 in the EB examination or
- skills level 4 in English in the National Certificate of Language Proficiency (www.oph.fi => in English => Mobility => Testing Language Skills).

In addition, the following educational certificates are accepted as a demonstration of sufficient English language skills:

- upper secondary level school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand
- Bachelor's or Master's degree completed in English in one of the countries mentioned above
- Bachelor's or Master's degree conducted in English in an EU/EEA -country.

Mikkeli University of Applied Sciences TOEFL Institution Code is 0179.

TOEFL and IELTS test results are valid for two years.

TOEFL score results are only accepted directly from the Educational Testing Service.

Copies of IELTS results are accepted, they are confirmed using the IELTS TRF Verification Service.

The National Certificate of Language Proficiency does not have a set date of validity.

Language certificates must be delivered to the admissions office of the applicant's first-choice UAS by 24 February 2012 at 4.15 pm (Finnish time).

Discretionary admission

Mikkeli University of Applied Sciences (UAS) uses discretionary admission. This means that also other applicants may be admitted, if Mikkeli UAS considers their skills and knowledge sufficient.

In practice this applies to non-EU/EEA-citizens who will complete their qualification and receive their final certificate in spring 2012. They can apply to Mikkeli UAS degree programmes with a temporary certificate, e.g. latest upper secondary school certificate and an authorised English translation of it, if the original certificate is not written in English. The admission of an applicant is conditional until the final certificate and the official translation of the certificate are checked.

In addition, non-EU/EEA-citizens who live in Finland or in Russia can apply to Mikkeli UAS degree programmes in discretionary admission without a certificate of English language skills. Their language skills are tested in a language test included in the entrance examination.

The student selection in discretionary admission is based solely on the results of the entrance examination.

How to apply for discretionary admission

You can apply at www.admissions.fi and follow the regular procedure for applying (see page 7). Always contact the UAS to which you have applied by using discretionary admission, because the UAS might require additional forms or information concerning your educational background. Send all relevant certificates to your first-choice UAS's admissions office by 24 February 2012.

Please note that all UAS do not use discretionary admission. A list of UAS that offer discretionary admission is available at www.admissions.fi => Application practicalities => Eligibility.

HOW TO APPLY

Apply online at www.admissions.fi

Applying to the degree programmes conducted in English at Mikkeli University of Applied Sciences takes place through a system of joint application at www.admissions.fi. You can apply to four different degree programmes at the UAS in Finland using the same application form.

The application period and online application system will open on 9 January and closes on 14 February 2012 at 4.15 pm (Finnish time, +2 hrs GMT).

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

The application service 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. The applicant is only allowed to submit one application form. If the applicant submits more than one, only the last application form will be taken into consideration. Print a copy of the application form for yourself for future reference.

Consider the options in your application carefully

You can choose from 1 to 4 different degree programmes on the application form. Choose your most preferred degree programme as your first option, and then choose your second to fourth options when applicable.

Choose your options of preference carefully; you cannot change the order of preference after the application closes. Place always your favourite degree programme as the first choice, the second favourite as the second choice and so on. Please note that it is not advisable to apply to many different study fields. An applicant is advised to choose his/her options from one or two study fields.

If you are not accepted in the programme of your first preference, your points will be checked if you can be accepted for your second, third or fourth preference. **If you are accepted in 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 also outside the application period.
- All changes in the application or additional information must be sent in writing, e.g. by email, to the admissions office of the UAS of your first preference.

Please use your applicant code when contacting the admissions offices!

Enclosures to application

When you are applying with a non-Finnish degree certificate, you must provide **a copy of the original degree certificate** by the set date. However, you do not have to deliver copies of your school certificates if you are completing your qualification in the spring of applying and are a citizen of an EU/EEA-country.

UAS only accept final certificates awarded by national and regional bodies granting educational certificates. Therefore various other documents such as "Testimonials", "Statements of Results", "Examination Results" or "Result Slips" are not considered as official certificates. Please note that if you have a scratch card, it is advisable to attach the card to the copy of your final certificate.

If your degree certificate is written in any other language than Finnish, Swedish or English, you must in addition enclose a copy **of an authorised translation of the degree certificate** in one of the before mentioned languages. Authorised translations must have the translator's signature and stamp.

If you are not a citizen of an EU/EEA-country, you must also provide **proof of your English language skills** (e.g. IELTS/TOEFL) by the set date. Not delivering proof of language skills by the deadline makes you ineligible for admission. See details in the chapter Eligibility, Language skills on page 5.

If you are a refugee or in a refugee-like situation and you cannot submit the copy of your certificate, you have to send a copy of the document that proves your refugee status (decision made by a competent authority) by the given deadline. The UAS you have applied to can then consider inviting you to an entrance examination even if they do not use discretionary admission.

All enclosures to your application must arrive at the admissions office of your first-choice UAS by 24 February 2012 at 4.15 pm (Finnish time). Enclosures sent by fax or by email are not accepted.

When you use the online application, you are given an applicant code. Please write down the code to your enclosures. This will help the admissions office to process them. The UAS of your first choice will decide on your eligibility to all options in the application.

The original degree certificates will be checked in the beginning of the studies. The student selection is not final until the original degree certificates have been checked. This applies also to such applicants who are completing their qualification in the spring of applying. If any applicant has given false information about his/her qualifications, it will make him/her ineligible for admission and the offered study place can be withdrawn.

ENTRANCE EXAMINATIONS

All universities of applied sciences (UAS) arrange entrance examinations. All applicants who have demonstrated their eligibility and language skills will be invited to the entrance examinations. Invitations to entrance examinations are sent out in mid-March.

Applicants whose eligibility to apply is based on non-Finnish qualifications apply to UAS studies solely on the basis of points awarded for the entrance examination.

Many UAS cooperate in the entrance examinations. This means that an entrance examination completed at one UAS is accepted by another. Mikkeli UAS cooperates in the entrance examinations in the fields of business and technology.

All entrance examinations are arranged between 2 April and 4 May 2012.

The dates for entrance examinations arranged in Mikkeli, Finland are as follows:

Business management: 25 April 2012

Environmental engineering and Information technology 26 April 2012.

Please note that some UAS require that you participate in their own entrance examination. The list for co-operating degree programmes is at www.admissions.fi => Application practicalities
=> Selection of new students.

The maximum entrance examination points total is 100. An applicant must receive at least 30/100 points for the entrance examination in order to be accepted.

Entrance examinations outside Finland

In addition to the examinations in Mikkeli, Mikkeli UAS arranges entrance examinations outside Finland through the **FINNIPS network** (www.finnips.fi). The list of countries where an examination is arranged is published on the website www.mamk.fi/entrance_examinations in October 2011.

In exceptional cases Mikkeli UAS may arrange the entrance examination on the same day as in Finland in the Finnish Embassies in European, Asian or North- and South-American countries (www.formin.fi => Diplomatic missions), if the country in question is not already mentioned in the list of exam locations (including neighbouring countries). Exams cannot, however, be arranged in honorary consulates. Please contact Mikkeli UAS Admissions office for further information. Note that it depends on the resources and facilities of Mikkeli UAS and the embassies, if the examination can be arranged. Also, Mikkeli UAS cannot affect the decisions of the Finnish embassies.

SELECTION OF NEW STUDENTS

Mikkeli University of Applied Sciences (UAS) follows the general admission criteria for Finnish polytechnics/ universities of applied sciences, available at www.koulutusnetti.fi (in English => Polytechnics => The joint application system => Admission criteria).

For applicants who apply with a non-Finnish qualification, the final selection is based on the results of the entrance examinations only.

Selection between applicants with equal admission points

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

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

Results on student selection are announced on 29 May 2012 at the earliest. All applicants will receive a notice of their result by post. Mikkeli UAS will notify admitted students about the admission also by email.

Confirming the study place

All Finnish higher education institutions announce their results by 17 July 2012. 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 31 July 2012 at 4.15 pm Finnish time at the latest, otherwise the student will lose the study place.**

Confirmation of the study place is binding and cannot be altered or cancelled. If you have applied to several degree programmes, please wait until you have received all the admission results as you can only accept one new study place. Once you have received all the results, select your study place and return the confirmation form. If you have been accepted to a higher option of preference, you cannot choose a study place from options of a lower preference. A student loses his/her study place, if the confirmation form arrives at the higher education institution after the set date.

Reserve places and waiting list

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 17 July 2012. 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 14 August 2012. 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 UAS and certain university degree programmes. This order of preference cannot be altered after the application period has ended. According to the rules of joint application the applicant cannot choose a reserve place from options of a lower preference than that to which he/she has already been admitted.

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.

You can always apply again next year and it is worth contacting the admissions offices or employment offices in order to plan how to improve your chances for admission.

Appeal

An applicant not satisfied with the results of the student selection process should first contact the UAS he/she has applied to. If the matter is not resolved, the student may appeal in writing to the executive board of the 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.

One-place-per-student provision

According to this provision, a student may accept only one study place in a degree programme included in joint application leading to a higher education degree during any one academic term. The purpose is to ensure admission to higher education institutions for as many students as possible.

MORE INFORMATION

Admissions offices at your service

Mikkeli University of Applied Sciences
Admissions Office
postal address: P.O.Box 181, 50101 Mikkeli, FINLAND
visiting address: Patteristonkatu 3X, 50100 Mikkeli, FINLAND
Tel. +358 153 556 379, Fax. +358 153 556 371
admissions@mamk.fi, www.mamk.fi

The contact information for admissions offices of other UAS can be found at www.admissions.fi.

Internet

www.admissions.fi

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



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