

# APPLICANT'S GUIDE

## DOUBLE DEGREE PROGRAMMES AND ADULT EDUCATION IN ENGLISH

| 2012-2013 |

*Application periods:*

*1 April - 15 May 2012 for studies beginning in August 2012  
1 September - 15 October 2012 for studies beginning in January 2013*

*Further information about the degree programmes is available at  
[www.mamk.fi](http://www.mamk.fi)*

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



**MIKKELIN AMMATTIKORKEAKOULU**

**Mikkeli University of Applied Sciences**

*Got to Get in.*

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*Double degree studies and adult education in English at Mikkeli University of Applied Sciences (UAS) are based on agreements between Mikkeli UAS and our partner universities/institutions and are only available for students from those universities/institutions.*

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# BACHELOR OF BUSINESS ADMINISTRATION

## Double degree programme in business management

- **Extent of degree: 90/210 credits (ECTS)**
- **Duration of studies: 1,5 years**
- **Beginning of studies: August/September 2012**
- **Language of instruction: English**

In the Double degree programme in business management (BBA), you can study different courses of management, marketing and e-business. You can also study financing, accounting and reporting, as well as profitability and cost accounting. In addition, you can focus on administration, for example courses of human resources management and leadership.

The studies include professional studies of 45-50 credits and a bachelor's thesis of 15 credits. Before graduating from Mikkeli UAS, you must also complete a practical training of 30 credits either in Finland or some other country.

### **Partner universities:**

Zhejiang University City College

Fachhochschule Kiel – University of Applied Sciences (Erasmus partner)

# BACHELOR OF ENGINEERING

## Double degree programme in building services engineering

- **Extent of degree: 80/240 credits (ECTS)**
- **Duration of studies: 1-1,5 years**
- **Beginning of studies: January 2013**
- **Language of instruction: English**

The aim of the Double degree programme in building services engineering (BEng) is to provide you with versatile abilities to work in different tasks of HVAC engineering (heating, ventilating and air conditioning).

You will study in Mikkeli for one calendar year. Within this time frame you are expected to complete the compulsory professional studies (60 credits) and bachelor's thesis (15 credits) in Mikkeli UAS as well as practical training (5 credits) either in Finland or abroad during summer term. Mikkeli UAS awards you the Bachelor of Engineering degree after you have completed the studies in Mikkeli UAS and studies in your home institution (160 credits).

### Partner universities:

St. Petersburg State University of Architecture and Civil Engineering  
St. Petersburg State Polytechnical University

## Double degree programme in environmental engineering

- **Obtained degree: Bachelor of Engineering**
- **Extent of degree: 90/240 credits (ECTS)**
- **Duration of studies: 1,5 years**
- **Beginning of studies: August/September 2012**
- **Language of instruction: English**

The Double degree programme in environmental engineering (BEng) provides the students with knowledge of technical possibilities for protecting and monitoring the environment, and the economically and environmentally best practises for an enterprise. In addition to the engineering studies, the programme offers the students an insight to international/national business environment.

The studies include professional studies of 45 credits and a bachelor's thesis of 15 credits. Before graduating from Mikkeli UAS, you must also complete 30 credits (min. 20 weeks) of practical training either in Finland or some other country.

### Partner universities:

Hubei University  
St. Petersburg State University of Refrigeration and Food Technology

## Double degree programme in information technology

- **Extent of degree: 90/240 credits (ECTS)**
- **Duration of studies: 1,5 years**
- **Beginning of studies: August/September 2012**
- **Language of instruction: English**

In the Double degree programme in information technology (BEng), you study topics like computer networks, programming and telecommunications. You can also include some studies of the Finnish language and culture in your personal study plan.

The studies include professional studies of 45-50 credits and a bachelor's thesis of 15 credits. Before graduation, you must also complete a practical training of 30 credits (min. 20 weeks) either in Finland or some other country.

We co-operate with Cisco Systems, and your studies include the courses Local Area Networks, Broadband Networks, Routing Technology and Wide Area Networks (Cisco CCNA 1-4) provided by Cisco Networking Academy.

### **Partner universities:**

Beijing University of Technology  
Hubei University

## Degree programme in information technology

for complementing a vocational diploma to a bachelor's degree

- **Extent of degree: 90-195 / 240 credits (ECTS)**
- **Duration of studies: min. 1,5 years**
- **Beginning of studies: August/September 2012**
- **Language of instruction: English**

When you have successfully completed a three-year diploma in Wuhan Polytechnic, you can shorten the study time for bachelor's degree to 1,5 - 2 years by showing your competence in exams which are held partly a week before the studies begin and partly during the studies.

The studies include basic, professional and optional studies (from 90 to 195 credits depending on how successfully the exams were completed) and 15 credits of a bachelor's thesis. Before graduation, you must also complete a practical training of 30 credits (min. 20 weeks) either in Finland or some other country.

### **Partner institutions:**

Wuhan Polytechnic

# BACHELOR OF HOSPITALITY MANAGEMENT

## Double degree programme in hospitality management

- **Extent of degree: 60 / 210 credits (ECTS)**
- **Duration of studies: 1 year**
- **Beginning of studies: August/September 2012**
- **Language of instruction: English**

The Double degree programme in hospitality management focuses on food services, the implementation of which is based on various business ideas. Food services are studied from the viewpoint of planning, implementation and daily management.

The studies include professional studies of 40 credits, a bachelor's thesis of 15 credits and 5 credits of practical training. After a successful completion of studies in Mikkelin, the practical training (total 30 credits) and at least three years of studies in your home university (150 credits), you will be awarded the degree of Bachelor of Hospitality Management.

### **Partner universities:**

St. Petersburg State University of Service and Economics  
Ural State University of Economics

# ELIGIBILITY

In order to be eligible the applicant must be a bonafide student in an education institution with whom Mikkeli University of Applied Sciences (UAS) has a double degree or other agreement. Double degree students can only be accepted if the home institution will approve the participation to the programme in question.

## *Eligibility for Double degree programmes*

Students admitted to the double degree programmes must have completed either two years (Business management) or three years (other programmes) of bachelor level studies in the relevant field of study.

## *Eligibility for Degree programme in information technology for complementing a vocational diploma to a bachelor's degree*

General eligibility for the programme is obtained with upper secondary level education. In addition, admitted students must have successfully completed a three-year diploma in Wuhan Polytechnic to be eligible for admission. The diploma must be completed before the beginning of bachelor's studies at Mikkeli UAS.

## **Language skills**

All students are required to have a good command of the English language. The accepted proof of English language skills is slightly different for applicants whose home university is an Erasmus partner university for Mikkeli UAS and for applicants from other universities/institutions.

### *Applicants from European Erasmus partner universities*

The applicant can prove his/her language skills by delivering a valid language test result (IELTS/TOEFL) or a certificate written by the home university, confirming that the applicant's English language skills are sufficient for studying in English (recommended skill level B2 of the European Council).

### *Other applicants (e.g. from partner universities/institutions in China and Russia)*

The applicant can prove his/her language skills by delivering a valid language test result (IELTS/TOEFL) or by passing a language test organised by Mikkeli UAS in Russia.

### **IELTS and TOEFL results**

The minimum language skills requirement for IELTS and TOEFL is

- IELTS score academic level 5.5 or
- TOEFL score 550 for paper-based / 79-80 for internet-based test.

TOEFL and IELTS test results are valid for two years.

Copies of IELTS results are accepted, they are confirmed using IELTS TRF Verification Service. TOEFL score reports can be delivered directly from the ETS to Admissions office by referring to Mikkeli University of Applied Sciences TOEFL Institution Code 0179.

# HOW TO APPLY

## Timetable for applications in 2012-2013

### Application periods:

- 1 April - 15 May 2012 for studies beginning in August/September 2012
- 1 September - 15 October 2012 for studies beginning in January 2013.

All enclosures to application must be delivered by the application deadline.

Admission results are announced and the acceptance letters sent as soon as possible after the closing date of the application period (end of May/October).

Admitted students must confirm their study places **by 3 August 2012 / 11 December 2012**.

## Instructions for double degree programmes

Link to the online application form is available at [www.mamk.fi/dd\\_application](http://www.mamk.fi/dd_application).

Enclosures to application include

- copy of the latest Transcript of Records of the studies taken at home university
- certificate of English language skills (not necessary if you pass the language test organised by Mikkeli UAS in Russia or if your TOEFL score is delivered directly from the ETS)
- photo

If the certificates are not written in English, you must in addition enclose an official English translation of the certificates (confirmed with signature and stamp by the home university or an authorised translator).

The enclosures are delivered either **by email to [admissions@mamk.fi](mailto:admissions@mamk.fi)** or by post to Mikkeli University of Applied Sciences Admissions Office P. O. Box 181, 50101 Mikkeli, Finland.

All enclosures must arrive in Admissions office **by the application deadline (15 May/15 October)**. Without the required enclosures the application will not be processed.

## Instructions for other programmes

### *Degree programme in information technology (for complementing a vocational diploma to a bachelor's degree)*

The paper application form is delivered to the partner institution and is available at Admissions office upon request.

Enclosures to application include

- copy of upper secondary school leaving certificate (e.g. Senior High/Middle School)
- copy of Diploma Certificate or the latest Transcript of Records of the studies taken at Wuhan Polytechnic
- copy of IELTS or original TOEFL score report (not necessary if your TOEFL score is delivered directly from the ETS)
- CV
- photo

If the certificates are not written in English, you must in addition enclose an official English translation of the certificates (confirmed with signature and stamp by the home institution or an authorised translator).

The enclosures are delivered either **by email to [admissions@mamk.fi](mailto:admissions@mamk.fi)** or by post to  
Mikkeli University of Applied Sciences  
Admissions Office  
P. O. Box 181, 50101 Mikkeli, Finland.

All enclosures must arrive to Admissions office **by the application deadline, 15 May**. Without the required enclosures the application will not be processed.

The student selection of the applicant who is completing his/her qualification in the spring of applying is conditional until the original degree certificate has been checked in the beginning of studies. The admission may be withdrawn if the applicant has given false information.

# MORE INFORMATION

## *Admissions office 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

## *Internet*

### **www.finland.fi**

This is Finland, things you should and shouldn't know

### **www.studyinfinland.fi**

Discover what Finnish higher education can offer international students

### **www.cimo.fi**

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

### **http://infopankki.fi**

Basic information about Finland for immigrants

### **www.mikkeli.fi**

City of Mikkeli

### **www.visitmikkeli.fi**

Tourist information on Mikkeli region



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