



LAHDEN AMMATTIKORKEAKOULU
Lahti University of Applied Sciences



APPLICANT'S GUIDE 2012

How to apply to Universities of Applied Sciences (UAS)

- Application period
9 January – 14 February 2012.
- Online application closes on 14 February at 4.15 pm Finnish time (+2 hrs GMT). Copies of relevant certificates and authorised translations of them must arrive by 24 February 2012 at the latest.
- Paper application forms must arrive **by 14 February at 4.15 pm** Finnish time at the latest to the UAS of the applicant's first choice.

Entrance examination will be held in Lahti as follows:

- Degree Programme in International Business 25 April 2012,
- Degree Programme in Business Information Technology 27 April 2012,
- Degree Programme in Nursing 18 April 2012.
- The exam dates abroad will be informed in the invitation letters.
- UAS announce the results by 17 July 2012.
- Admitted students must confirm their study places by 31 July 2012 at 4.15 pm Finnish time at the latest.

Eligibility

Applicants with a Finnish Qualification

General eligibility for the programmes is given by:

- completed Finnish upper secondary education or the Finnish matriculation examination
- international Baccalaureata, Reifeprüfung or European Baccalaureate examination
- a vocational qualification of at least three years in duration

Applicants with a Non-Finnish Qualification

- a foreign degree or qualification which gives eligibility for higher education in the awarding country

A vocational qualification of less than three years in duration gives eligibility to a corresponding field of study. Eligibility for UAS studies in a corresponding field of study may be broadened into general eligibility for UAS studies. Lahti UAS uses discretionary admission, other applicants may also be admitted, if the UAS considers their skills and knowledge sufficient.

DEGREE PROGRAMME IN INTERNATIONAL BUSINESS
 DEGREE PROGRAMME IN BUSINESS INFORMATION TECHNOLOGY
 DEGREE PROGRAMME IN NURSING

Online application

You can apply to up to four different degree programmes conducted in English at **www.admissions.fi**. An application submitted online is directly received by the admissions office of the UAS of your first choice. Online application system will give you your individual application number – please save the number for future reference.

Certificate copies and authorised translations of the certificates into English, Finnish or Swedish must arrive at the UAS of your first choice by 24 February 2012 at 4.15 pm Finnish time.

The online application service is open until 14 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.

Paper application form

A paper application form is available from the admissions offices. Please remember that a paper application form must arrive at the UAS

of your first choice by 14 February at 4.15 pm Finnish time. A postal stamp from that date will not be sufficient. All applications arriving after the closing date are void.

4 preferences

Consider your options of preference carefully. You can apply for up to four different degree programmes at 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 UAS of your first preference.

Selection of students

All applicants who meet the admission criteria receive invitation letters to the examinations.

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

Make sure that you confirm your study place by 31 July 2012 at the latest, otherwise you will forfeit the study place offered to you.

One study place per semester

You can only accept one study place at a higher education institution in Finland starting in the same semester (Autumn semester: 1 August – 31 December and Spring semester: 1 January – 31 July). This rule does not prevent you from accepting another study place during another semester.

NOTE Until 1 August 2010 the time limit was the whole academic year.

ADMISSION CRITERIA GENERAL PRINCIPLES OF APPLICATION

Admissions procedures

In order to demonstrate eligibility to polytechnic/UAS studies, an applicant applying with a non-Finnish 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. 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 to all options 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.

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.

The minimum language skills requirement is IELTS score academic level 6,0 or TOEFL score 550 paper-based test/ 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 National Certificate of Language Proficiency (www.oph.fi > Koulutus ja tutkinnot > Yleiset kielitutkinnot). Both TOEFL and IELTS test results are valid for two years. The Finnish National Certificate of Language Proficiency does not have a set date of validity. TOEFL score results are only accepted directly from the Educational Testing Service (the code number 5728 assigned to Lahti University of Applied Sciences is to be used while indicating the score recipient).

In addition, upper 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.

The certificate copies must be delivered to the admissions office by 24 February 2012 4.15 pm Finnish time (+2 hrs GMT).

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

The applicants' language skills will be evaluated in the language test included in the entrance examination on a pass/ fail basis. An applicant who has failed the language test is withdrawn from admission.

Selection between applicants with equal admission points

In case there is a tie in admission points, the applicants to Polytechnic/ UASs will be ranked on the following basis:

- the order of preference of the options indicated by the applicant
- the result of the entrance examination

- the grade point average in all subjects
- points awarded for school performance

Admission groups

50% of the applicants will be admitted on the basis of the entrance examination only, and 50% on the basis of the combined points for previous school performance and the entrance examination. If study places become available later, applicants on the waiting list will be admitted in the order indicated by their admission points.

1. Admission on the basis of the total of points for school performance and the entrance examination:

Applicants who have completed or are completing the Finnish matriculation examination, IB examination in a Finnish upper secondary school or the Reifeprüfung examination in Finland, or applicants who have completed the European Baccalaureate examination of European schools. Applicants who are completing their Finnish matriculation examination during the application process apply with their latest upper secondary school certificate. Grades for

the Matriculation examination are received from the Matriculation Examination register.

The maximum total of admission points is 100, out of which at most 30 can be awarded for school performance and 70 for the entrance examination.

2. Admission on the basis of the entrance examination

Applicants with eligibility to apply to polytechnic/UAS studies referred to in the Polytechnics Act (351/2003), not mentioned in section 1 above, or whose eligibility to apply is based on non-Finnish qualifications. The admission of those completing an EB in a European school in the spring of the application is based only on the points awarded for the entrance examination. The admission of those EU/EEA-citizens who are completing their qualifications in the spring of applying is based only on the points awarded for the entrance examination. The maximum total of entrance examination points is 100.

Points awarded for school performance

Applicants who are applying on the basis of their upper secondary school leaving certificate and the Finnish matriculation examination certificate are awarded points for three grades on their matriculation examination certificate: mother tongue, English, and the best of either general studies or mathematics. In the field of technology applicants are awarded points for three grades on their matriculation examination certificate: mother tongue, English and the best of mathematics, general studies chemistry or general studies physics.

Candidates for the matriculation examination apply with their latest upper secondary school certificate. The polytechnics/UAS will receive results of the matriculation examination directly from the Matriculation Examination Board. Applicants who are completing their IB-examination in a Finnish upper secondary school in the spring 2012 apply with their Predicted Grades and these applicants must provide a copy of their Predicted Grades to the admissions office

of their first choice by 18 May 2012. The admission of an applicant who is completing his/her IB-examination in a Finnish upper secondary school during application process is conditional until the applicant's final certificate has been checked. Applicants who are completing their Reifeprüfung –examination in the spring 2012 in Finland must provide a copy of their final certificate to the admissions office of their first choice by 18 May 2012. Applicants completing their EB-examination in the spring of applying are admitted on the basis of the entrance examination only.

Upper secondary education leaving certificate

Grade point average	≥ 8,00	≥ 7,50	≥ 7,00	≥ 6,50	≥ 6,00
Points	15	13	11	8	4

Culture; natural resources and the environment; natural sciences; tourism, catering and domestic services; social services, health and sports and social sciences, business and administration: Finnish Matriculation examination

	l/e	m	c	b	a
Mother tongue	5	4	3	2	1
English, advanced level or	5	4	3	2	1
English, basic level	3	2	1	0	0
Mathematics or best general studies test* [*general studies, if the exam was taken before 2006]	5	4	3	2	1

Applicants, who have completed the IB examination in a Finnish upper secondary school, or a European Baccalaureate examination of European schools or Reifeprüfung examination in Finland, convert the grades on their certificates according to the following charts:

Conversion chart for EB, IB and Reifeprüfung examinations

Finnish matriculation examination	Reifeprüfung examination	IB examination	EB examination	
			Mathematics	Other subjects-specific tests
Laudatur	13–15 points	7 (Excellent)	9,50–10,00	9,00–10,00
Eximia cum laude approbatur	12–10 points	6 (Very good)	8,50–9,45	8,00–8,95
Magna cum laude approbatur	8–9 points	5 (Good)	7,00–8,45	7,00–7,95
Cum laude approbatur	7 points	4 (Satisfactory)	6,00–6,95	6,00–6,95
Lubenter approbatur	5–6 points	3 (Mediocre)	5,00–5,95	5,00–5,95
Approbatur	4 points	2 (Poor)	4,00–4,95	4,00–4,95

Conversion chart for the grades on leaving certificates

Finnish upper secondary school leaving certificate	Reifeprüfung * programme leaving certificate	IB programme leaving certificate	EB programme leaving certificate
10	13–15 points	7 (Excellent)	9–10
9	10–12 points	6 (Very good)	8
8	7–9 points	5 (Good)	7
7	5–6 points	4 (Satisfactory)	6
6	3–4 points	3 (Mediocre)	5
5	1–2 points	2 (Poor)	3–4

* The average of grades on the Reifeprüfung examination is converted by dividing the total of points by 60, and then converting it according to the chart (e.g. 520: 60 = 8,67, thus converted to 8.)

Entrance examinations

The maximum points awarded for the entrance examination is 100 points. The entrance examination results of those applicants who are admitted on the basis of the total of points for school performance and the entrance examination are automatically scaled down by 0.7.

Entrance examination will be held in Lahti as follows:

- Degree Programme in International Business on 25 April 2012
- Degree Programme in Business Information Technology on 27 April 2012
- Degree Programme in Nursing on 18 April 2012

Further information on admission (nursing) www.lamk.fi/sosiaalijaterveys/hakeminen

The entrance examination abroad will be held by FINNIPS - Network. See the countries at www.finnips.fi. The exam dates abroad will be informed in the invitation letters.

For more information <http://www.lamk.fi/english/admissions/undergraduate> and www.admissions.fi

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