

**APPLICANTS' GUIDE FOR  
VOCATIONAL QUALIFICATION IN BUSINESS MANAGEMENT (QBM)**

**ADMISSION PROCESS**

<b>Application period</b>	<b>19 February – 31 March 2019</b>
<b>Application processing time</b>	<b>1 - 30 April 2019</b>
<b>English language test</b>	<b>20 – 24 May 2019</b>
<b>Personal Interviews</b>	<b>20 – 24 May 2019</b>
<b>Admission results</b>	<b>6 June 2019</b>
<b>Confirming the study place</b>	<b>20 June 2019</b>
<b>Starting day</b>	<b>12 August 2019 – obligatory attendance</b>

**Entrance requirements**

The basic entrance requirements are

- Upper secondary school
- Good written and oral command of English (see detailed requirements, p. 3 and 4)
- Basic computer skills

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**A. Applicants with Successfully Completed Upper Secondary Education in Finland**

*The intake for the QBM programme in August 2019 is 15 students from this category of applicants.*

Application requirements are

1. Finnish upper secondary school
2. Good command of English
3. Motivation letter and career plan
4. Personal interview

**Admission points:**

a) School certificates	16 points
b) Motivation letter	16 points
c) Personal interview	8 points
<b>Total</b>	<b>40 points</b>

*NB. The applicant must receive sufficient points from admission point categories a and b in order to proceed to the personal interview. 0 points from any category causes rejection of the admission.*

**1. Upper secondary school**

**a) School Certificates**

The applicant receives admission points based on the upper secondary school leaving certificate as described below. Students graduating in spring 2019 must submit most recent school certificates or transcripts.

**Applicants graduating in spring 2019 must submit copies of their upper secondary school leaving certificates and matriculation certificates to the Student Affairs Office by 5 June 2019.**

*Table 1: Calculation of points based on the Finnish Upper Secondary School Leaving Certificate*

<b>Average</b>	<b>Points</b>
5,50–5,74	1
5,75–5,99	2
6,00–6,24	3
6,25–6,49	4
6,50–6,74	5
6,75–6,99	6
7,00–7,24	7
7,25–7,49	8
7,50–7,74	9
7,75–7,99	10
8,00–8,24	11
8,25–8,49	12
8,50–8,74	13
8,75–8,99	14
9,00–9,24	15
9,25–10,00	16

Table 2: Calculation of points based on the Finnish Vocational Upper Secondary School Leaving Certificate

Average (Scale 1-5)	Average (Scale 1-3)	Points
1,00-1,24	1,00-1,18	1
1,25-1,49	1,19-1,37	2
1,50-1,74	1,38-1,56	3
1,75-1,99	-	4
2,00-2,24	-	5
2,25-2,49	1,57-1,75	6
2,50-2,74	1,76-1,93	7
2,75-2,99	1,94-2,12	8
3,00-3,24	2,13-2,31	9
3,25-3,49	2,32-2,50	10
3,50-3,74	-	11
3,75-3,99	-	12
4,00-4,24	2,51-2,68	13
4,25-4,49	2,69-2,87	14
4,50-4,74	-	15
4,75-5,00	2,88-3,00	16

## 2. English language skills

The applicant's English language skills will be evaluated based on the grade on the upper secondary school leaving certificate, application and personal interview.

## 3. Motivation Letter and Career Plan

The applicants are requested to include a motivation letter (150-200 words) to their application. The content of this letter should describe their reasons and motivation for applying for this programme.

The motivation letter will be evaluated and points awarded based on the following: English language, convincing reasons for motivation, understanding of QBM curriculum content, capability of living in a foreign country. In addition, in the end of the letter describe your future career plans after completing this programme.

**Please note that applications without the Motivation Letter and Career Plan are not considered.**

## 4. Personal interview

Selected applicants will be invited to a personal interview **based on their application and supporting documents**, including educational and work certificates, motivation letter and career plan.

**The final decision on the student intake will be made based on the personal interview. Kindly note that the interview is an obligatory part of the admission process and it is organised at the college. Skype or telephone interviews will not be arranged.**

## B. Applicants with Successfully Completed Upper Secondary Education abroad

The intake for the QBM programme in August 2019 is 15 students from this category of applicants.

Application requirements are

1. Upper secondary school
2. Good command of English - English language certificate
3. Motivation letter and career plan
4. Personal interview

### Admission points:

a) School certificates	12 points
b) Motivation letter	12 points
c) Personal interview	8 points
<b>Total</b>	<b>40 points</b>

*NB. The applicant must receive sufficient points from admission point categories a and b in order to proceed to the personal interview. 0 points from any category causes rejection of the admission.*

### 1. Upper secondary school

#### a) School Certificates

Applicants without the Finnish matriculation examination will not get points based on their upper secondary school grades. The contents of the completed upper secondary education will be evaluated and applicants will receive points based on subjects which are applicable to the Finnish National Curriculum requirements (the number of subjects completed in upper secondary school). It should be noted that certified copies of school certificates and transcripts with a translation into English or Finnish must be enclosed with the application as a proof of successfully completed upper secondary education.

### 2. English Language Certificate

Applicants are asked to enclose a language certificate to their application. Please take notice that the **certificate of English language must be issued after 1 January 2016**.

Please submit one of the following:

- Cambridge ESOL's Certificate of Proficiency in English (CPE), level C
- Cambridge ESOL's Certificate in Advanced English (CAE), CEFR level C1
- IELTS, academy level 6,0
- TOEFL PBT, 550 paper-based test
- TOEFL IBT, 79 - 80 internet-based test
- The National Certificate in English language (YKI), at level 4 Intermediate, in all parts.

In addition, secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand is accepted as a demonstration of sufficient English language competence.

If the applicant has completed another qualification or degree in English and/or has used English as the working language minimum one year and/or her/his mother tongue is English, and the applicant can show a written official certificate of this, their application can be evaluated. In these

cases the applicant will also be invited to an English language test, which is organized at the college. Applicants will receive a separate invitation to the language test.

Please note that an application cannot be processed until all the required documents, including upper secondary school certificates and transcripts as well as the English language certificate, a certificate of studies that have been completed in English or applicable work certificates have been submitted.

### 3. Motivation Letter and Career Plan

The applicants are requested to include a motivation letter (150-200 words) to their application. The content of this letter should describe their reasons and motivation for applying for this programme.

The motivation letter will be evaluated and points awarded based on the following: English language, convincing reasons for motivation, understanding of QBM curriculum content, capability of living in a foreign country. In addition in the end of the letter describe your future career plans after completing this programme.

**Please note that applications without the Motivation Letter and Career Plan are not considered.**

### 4. Personal interview

Selected applicants will be invited to a personal interview **based on their application and supporting documents**, including educational certificates and work certificates, motivation letter and career plan.

**The final decision on the student intake will be made based on the personal interview. Kindly note that the interview is an obligatory part of the admission process and it is organised at the college. Skype or telephone interviews will not be arranged.**

### Cost of Studies for Students in Finland

Business College Helsinki does not have scholarships available for international students and cannot offer financial assistance to students toward travel expenses, living expenses or study-related expenses in Finland. Therefore, students are required to finance and to cover these costs to the full amount themselves. Common expense items include:

- course text books
- photocopied course material
- study supplies
- study equipment
- meals
- housing
- travel – notice: foreign students are not eligible for student discount for local transport
- other general living expenses

To comply with the Finnish immigration law, international students are required to produce written proof of their ability to support themselves financially for the duration of their studies.

## Health Insurance

International students must have a health insurance policy that covers the costs of their possible medical care. Health insurance is a requirement for obtaining a residence permit for studies in Finland. If you come from outside Finland it will be useful to bring along any relevant documents related to your state of health, e.g. vaccinations. This will help you when you contact any members of our medical services.

Further information [www.migri.fi](http://www.migri.fi).

## Results and Appeals

Admission decisions will be announced and written invitations to accepted students mailed on **6 June 2019**.

All applicants who participated in the personal interview will receive a written notification of his/her personal admission decision. Please note that not all applicants fulfilling the requirements can be admitted.

An applicant who disagrees with the decision can request a review and correction of his/her case. An appeal to this effect must be made in writing to REGIONAL STATE ADMINISTRATIVE AGENCY (ETELÄ-SUOMEN ALUEHALLINTOVIRASTO) within 14 days after the publication of the results. The appeal must state in detail which part(s) of the admissions procedure are requested to be reviewed and corrected, and on what basis. Results the personal interview and admissions processes cannot be altered to the detriment of students already admitted.

## Written Confirmation of Study Place and Enrolment

An applicant accepted to the English programme must confirm his/her enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office by **20 June 2019**.

Detailed instructions on how to confirm the study place will be sent with the acceptance letter. If the applicant fails to submit the confirmation form by the date indicated in the decision, he/she loses the offered study place.

## Starting the Studies at Business College Helsinki

**Studies start with orientation day on 12 August 2019. All new students should attend the orientation.** In case the accepted student is not present on the orientation day and has not informed the college about their absence in advance, their place will be given to another applicant.

**Please take notice that the accepted student is responsible of taking care of all the practical issues considering the start of the studies, such as, submitting an international student's residence permit application in time.**

Unfortunately, we cannot help with the VISA issues.

For more information, please consult the Finnish Immigration Service ([www.migri.fi](http://www.migri.fi)).

## INSTRUCTIONS FOR THE APPLICATION FORM

### Personal Information

*Please fill in all the information accurately.*

In the First name field, please write your first name (your forename for everyday use).

### Contact Information

*Please fill in your current residence address.*

Please write the postal code of your place of residence (in numbers) and the name of the city. A Finnish postal code may be chosen from the list.

### Educational background

*Please fill in the information about your upper secondary education, and other education, training and degrees completed.*

Entrance requirement for this programme is upper secondary education (12-year general education, advanced level) i.e. studies equivalent to Finnish high school and Matriculation Examination.

### Contents of the Completed Upper Secondary Education

*Please describe the completed upper secondary education and list which subjects in the upper secondary school certificate cover the listed common vocational studies, required by the Finnish national vocational curriculum.*

**Please note that in order to receive points from this category, the subjects named in this field must be shown in the transcript of records and/or upper secondary school leaving certificate.** If the name of the subject in the certificate does not state clearly the content of the study subject, the applicant has to send a more detailed transcript of studies.

Please note that if you have completed upper secondary education in Finland, you do not fill in this section.

### Language Skills

*Please fill in the information and use the given scale to assess your skills (speaking, reading and writing).*

Entrance requirement for this programme is a good written and oral command of English. **Please take notice that the applicant must provide an official certificate that states their English language competence with the application. Applications sent without the certificate of English language competence will not be considered.** Please see pages 3 and 4 for further instructions.

### Motivation letter and Career plan

*Please write your motivation letter in this field and career plan in this field.*

The content should cover your reasons and motivation for applying for this programme. Describe your future career plans after completing this programme.

Please note that applications without a motivation letter are not considered.

### Immigration Status

*Please enclose a copy of your residence permit or visa (if valid).*

Please note that if you are a Finnish citizen, you do not fill in this section.

### Enclosures and Application supporting documents

The applicants are asked to enclose copies of the following documents to their application:

- Educational Certificates for upper secondary education
- Transcript of Records (upper secondary education)
- Certificate of English language competence – see p. 3 and 4 for details
- Work Experience Certificates (if available)
- Certificates of other foreign languages (if available)
- Certificates of IT skills (if available)
- Copy of Finnish residence permit (if available)
- Documentation of entrepreneurship/ own business (if available)

**Please prepare all the certificate copies in advance and submit scanned/electronic copies of these documents enclosed to the application form.**

Please note that applications without all required documents (named above) will not be considered.

**All the supporting documents must be submitted by the end of the application period, by 31 March 2019.** Kindly note that Business College Helsinki does not consider application documents that have arrived after the deadline.

Please note that all documents **must be translated into English or Finnish** and must be certified to be true and correct copies of the original translations and they must carry personal signatures of two persons who have seen the original documents and translations. All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.