

APPLICANTS' GUIDE

Application period	25 August – 25 October 2020
Personal interviews	9 – 13 November 2020
Admission results	20 November 2020
Confirming the study place	by 4 December 2020
Starting day	8 January 2021 – obligatory attendance

Entrance requirements

The basic entrance requirements are

- Good written and oral command of English (B2 CEFR level)
- Good computer skills

NB. Applicants applying from abroad, please see the detailed application requirements on page 2.

A. Applicants from Finland

Admission requirements are

1. Good command of English – written application and oral skills based on the application
2. Motivation, competence in ICT, previous experience and career plan
3. Personal interview

1) English language skills

The applicant's English language skills will be evaluated based on the grade on the upper secondary school leaving certificate and the written application. Minimum requirement for English language level is grade 7 on the leaving certificate or *Cum Laude* on the Matriculation Examination certificate. Applicants applying with a Finnish vocational upper secondary certificate, the requirement for English skills is grade 2 (grading scale 1-3) or 4 (grading scale 1-5).

In case the applicant has no assessment of English language on their upper secondary or matriculation examination certificates, they must submit a certificate of English language. Please see the requirements on page 2 below.

2) Motivation, competence in ICT, previous experience and career plan

The applicant's motivation, competence in ICT, previous experience and career plan are evaluated based on the application and supporting documents. Applications are graded on a scale of 0 to 5.

3) Personal interview

Selected applicants will be invited to a personal interview based on their application, language skills and academic background. Interview is graded on a scale of 0 to 5.

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.

The final admission decision is made based on the personal interview.

B. Applicants from abroad

Admission requirements are

1. Good command of English – English language certificate, written application and oral skills based on the application
2. Motivation, competence in ICT, previous experience and career plan
3. Personal interview

1) English Language Certificate

Applicants are asked to enclose a language certificate to their application.

Please submit one of the following certificates:

- 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.
- Higher degree completed in English in a Finnish higher educational institution

Please note: IELTS and TOEFL are valid only for two years since date of issue.

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.

Please note that an application cannot be processed until all the required documents have been submitted. Only apply once and attach all documents directly to the application form.

2) Motivation, competence in ICT, previous experience and career plan

The applicant's motivation, competence in ICT, previous experience and career plan are evaluated based on the application and supporting documents. Applications are graded on a scale of 0 to 5.

3) Personal interview

Selected applicants will be invited to a personal interview based on their application and supporting documents, including educational certificates as well as past experience in ICT field and software development. Interview is graded on a scale of 0 to 5.

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.

C. Selection criteria

Application: 0 – 5 selection points (motivation, competence in ICT, previous experience and career plan).

Language skills: 0 – 1 selection points (Finnish language skills (mother tongue, secondary language or YKI 4 level accredited skills) 1 selection point).

Academic background: 0 – 2 selection points (any academic degree (minimum bachelor level) 1 selection point, bachelor level in technology, science or business / any academic degree at least masters level 2 selection points). In the final selection phase, all academic degrees award 1 selection point.

Interview: 0 – 5 selection points

Applicant's will be invited to an interview based by **the sum of** their application selection points, language skills selection points and academic background selection points. The interview will be held in our Campus in Pasila, Helsinki. No exemptions.

The final selection will be made based on **the sum of** interview selection points, language skills selection points and academic background selection points. In the case of equal selection points applicants ordering will be based on their application selection points. In case of equal selection points throughout the process random selection is used.

D. General information for applicants

Full time work, Registered jobseekers

Training program is full time – you cannot combine this program with working full time or having other full time responsibilities.

You might not be able to combine studying in the program and getting unemployment benefits. Applicant is responsible for communicating with TE-palvelut.

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.

Cost of Studies in Finland for International Students

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 and 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.

Unfortunately, we cannot help with the VISA issues. For more information, please consult the Finnish Immigration Service (www.migri.fi).

Results and Appeals

Admission decisions will be announced and written invitations to accepted students e-mailed on **20 November 2020**. All applicants who were invited to a personal interview will receive a written notification of his/her personal admission decision.

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 of 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 4 December 2020**

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 **8 January 2021**. 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.

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 education, training and degrees completed.

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 a certificate of their English language skills with the application. Applications sent without the certificate of English language will not be considered. Please see: page 2 for further instructions.

Experience in the field of ICT and software development

Please describe your experience in the field of ICT and software development and give examples of your work experience, previous education and personal projects.

Statement of Purpose and Career Plan

Please write your statement of purpose and career plan in this field.

The content should cover your reasons and motivation for applying for this programme. Describe your future career plans in the ICT field after completing this programme. Please note that applications without a statement of purpose 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
- Certificate of English language
- Work Experience Certificates (if available)
- Certificates of IT skills (if available)
- Copy of Finnish residence permit (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 the enclosed documents will not be considered.

All the supporting documents must be submitted by the end of the application period, by 25 October 2020. Please take notice that the documents must reach the college by the given deadline. Business College Helsinki does not process 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.