| APPLICANT'S GUIDE FOR |
| Identity and Access Management -program |

Application period	**2nd of September – 13th of October 2024**
Personal interviews	**13th – 15th of November 2024 – at the college**
Admission results	**29th of November 2024**
Confirming the study place	**by 13th of December 2024**
Starting day	**9th of January 2025 – obligatory attendance**

About the program

Identity and Access Management (IAM) program is designed for adults who want to work as information security professionals. The program is meant for people over the age of 18 who are in the process of changing career or looking to update their knowledge in the field. The program is highly intensive and has a hands-on approach to studying, compared to university studies. The program focuses on Identity and Access Management (IAM) and relevant modules from the Vocational Qualification in Information and Communications Technology.

Identity and Access Management is a partial qualification. During the program students complete modules from Vocational Qualification in Information and Communications Technology:

- Basic ICT tasks, 25 competence points
- Working in a Technical Support Service, 45 competence points
- Working in System Support, 45 competence points
- Maintaining Cybersecurity, 30 competence points

The students will also have an opportunity to complete the full vocational qualification.

Completing Vocational Qualification in Information and Communications Technology

Since the Identity and Access Management program includes only relevant know-how and methodologies related to working in Cyber Security, in order to complete the whole qualification one additional module of the qualification must be completed:

- Common Units, 35 competence points

Common Units include basic skills and know-how needed in working life, academic studies and lifelong learning. These studies include, for example, Finnish language and Mathematics. If you have completed upper secondary education in Finland, your prior learning can be recognized for as much of these studies as possible. If you have not completed upper secondary education in Finland, you must independently study the online courses we provide for the common units 35 cp. Please note, that these studies include Finnish language studies which you must complete successfully.

Please note that to complete the qualification and get your prior learning recognized you must send us your general upper secondary education certificates.

Entrance requirements

The entrance requirements are
- Good written and oral command of English
- Good computer skills

A. Admission requirements

1. Good command of English – English language certificate and written application
2. Application: 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:
- IELTS Academic, 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 - The certificate must include a supplement or written statement that the full degree has been completed in English
- Upper secondary education completed in Finland - 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).

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

In addition, secondary school education or a higher degree completed in English 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) Finnish language proficiency

Applicants will be awarded 2 or 4 admission points for Finnish language skills based on their level of proficiency. Applicants with Finnish as a mother tongue, Finnish as a secondary language (Finnish basic education or upper secondary certificate) or a national certificate of language proficiency in Finnish language (YKI3) will be awarded 4 admission points.

2 admission points will be awarded to those with a certificate of completing any Finnish language studies provided by an educational institution. Admission points will be awarded based on certificates attached to the application.

3) Application: 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. The use of AI is forbidden.

4) Personal interview

Selected applicants will be invited to a personal interview based on their application, supporting documents and Finnish language skills. See: selection criteria below.

The objective of the interview is to collect further information on the applicant's current skill level in the areas vital for the students studying in this program. Interview is graded on a scale of 0 to 9.

Kindly note that the interview is an obligatory part of the admission process. The interviews are on campus in Pasila, Helsinki. The interviews are approximately 20 minutes.

If the applicant fails to attend the interview, their application is automatically rejected.

B. Selection criteria

Application: 0 – 8 admission points (motivation, competence in ICT, previous experience and career plan)

Educational background: 0 – 1 admission points (1 selection point: any academic degree [bachelor or master level] awarded based on a degree certificate)

Finnish language skills: 2 – 4 admission points for Finnish language skills (4 admission points: Finnish as a mother tongue, secondary language or YKI 3 level accredited skills. 2 admission points will be awarded to those with a certificate of completing any Finnish language studies provided by an educational institution.)

Interview: 0 – 9 selection points

Applicants will be invited to an interview **based on the sum of** their application admission points, Finnish language skills admission points and educational background admission points. Please note that not all applicants fulfilling the requirements will be issued an invitation, but the selection will be made based on the admission 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 admission points and Finnish language skills admission points. In the case of equal admission points the order of the applicants will be based on their interview admission points. In the case of equal selection points in the interview admission points, the order of the applicants will be based on application admission points. In case of equal admission points throughout the process random selection is used. If the applicant fails to attend the interview, their application is automatically rejected.

C. 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 Services.

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 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:

- photocopied course material
- study supplies
- study equipment
- possible course textbooks
- meals
- housing
- travel – notice: foreign students might not be 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.

Results and appeals

Admission decisions will be announced and written invitations to accepted students e-mailed **on 29th of November**. All applicants who were invited to a personal interview will receive a written notification of their personal admission decision.

An applicant who disagrees with the decision can request a review and correction of their 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 program must confirm their enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office **by 13th of December.**

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, they lose the offered study place.

Starting the studies at Business College Helsinki

Studies start with **mandatory orientation day on 9th of January**. 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.

Students must have a valid student resident permit at the start of studies. Please be prepared to present a Finnish ID or a residence permit granted by the Finnish Immigration Services at registration.

Students cannot begin their studies before they can present a valid student residence permit.

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

INSTRUCTIONS FOR THE APPLICATION FORM

Application to Identity and Access Management program

Please choose if you wish to complete the Identity and Access Management program: modules from Vocational Qualification in Information and Communications Technology (partial degree) or full vocational qualification (whole degree).

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 make sure that you fill in all the information accurately, especially your email address.

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.

Applicants are asked to enclose copies of their school leaving certificates and transcripts as well as degree certificates to their application.

Motivation, competence in ICT, previous experience and career plan

In the following fields, please describe your reasons and motivation for applying to this program, your experience in the field of ICT and give examples of your work experience, previous education and personal projects. Describe also your career plan after completing this program.

1. Why are you looking for a career in Identity and Access Management? (1000 characters, 0-2 points)

2. Describe your competence level in cybersecurity and in ICT overall. List all the possible courses, projects and the techniques you use. (1000 characters, 0-2 points)

3. Tell us about your work experience generally and in relation to ICT (1000 characters, 0-2 points)

4. What is your situation in life, what could support your studying or hinder it? Tell us shortly about your plan after graduation from the program? (1000 characters, 0-2 points)

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, see p. 2
- Work Experience Certificates (if available)
- Certificates of IT skills (if available)

Please name all the files accordingly. Files must be in .pdf, .jpg or .jpeg form.

Please prepare all the certificate copies in advance and submit scanned/electronic copies of these documents enclosed to the application form. Please name all files, for example: IELTS / upper secondary certificate / Bachelor in Business Administration etc. You can also add a description to a file in Wilma when you submit the documents.

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 13th of October. 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. The translations should be certified translations made by an authorized translator.

All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.