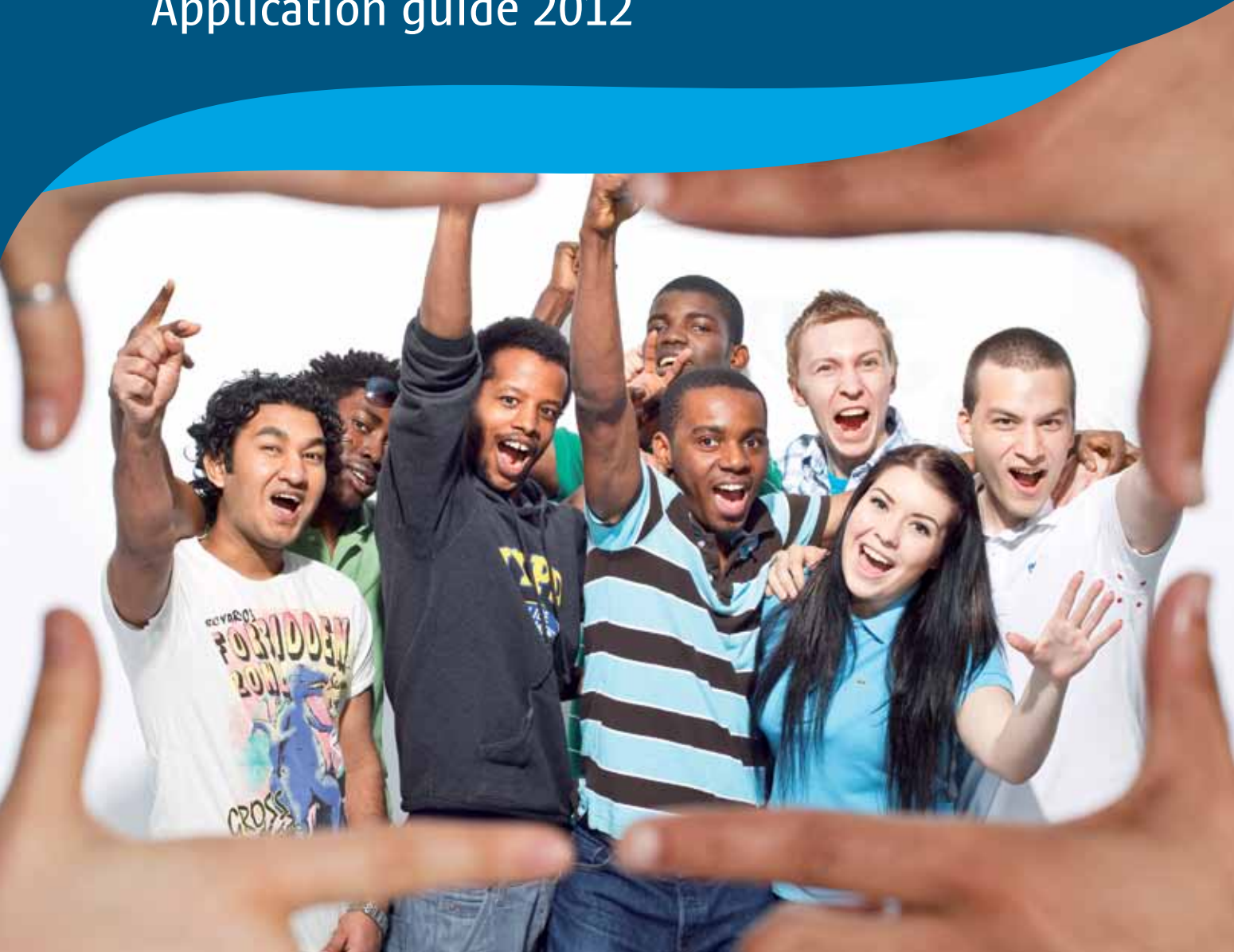


Application guide 2012

BACHELOR DEGREES

- Degree Programme in Mechanical Engineering and Production Technology
- Degree Programme in Chemical Engineering
- Degree Programme in International Business
- Degree Programme in Hotel, Restaurant and Tourism Management



Saimaa University of Applied Sciences
Application guide 2012

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Saimaa University of Applied Sciences

Application guide 2012

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Apply to higher education in Southeastern Finland

The Saimaa University of Applied Sciences offers education in English in the following degree programmes: Mechanical Engineering and Production Technology, ~~Chemical Engineering~~, International Business and Hotel, Restaurant and Tourism Management. Here you can enjoy a high-level of education and open atmosphere between students and lecturers.

The Saimaa University of Applied Sciences is an institute of higher education in Southeast Finland. Our units are located in the cities of Lappeenranta and Imatra. Last fall, the academic year started for the first time on the Skinnarila campus in Lappeenranta, located next to the Lappeenranta University of Technology. The two universities constitute a multidisciplinary community of nearly 8 000 students. The Skinnarila campus offers students brand new modern learning and laboratory facilities as well as excellent chances to meet students from various fields.

Our units in Imatra are close-knit communities with state-of-the-art facilities and cosy atmosphere. The region also offers good opportunities for practical training, e.g. in the Degree Programme of Hotel, Restaurant and Tourism Management because that branch of business is growing rapidly.

The Saimaa University of Applied Sciences has about 3 000 students, 200 of them being international degree students. The atmosphere between our students and lecturers is open and interactive. International groups have their own tutors who offer help in various matters, such as living and studying in Finland.

Lappeenranta and Imatra are situated close to the Russian border and by Lake Saimaa, the largest lake in Finland. Lappeenranta has 72 000 inhabitants and Imatra 29 000. In both cities, you can live close to nature and enjoy snowy winters and warm summers.

Four degree programmes in English

We offer Bachelor's degrees in five different fields: Technology, Health Care and Social Services, Business Administration, Tourism and Hospitality and Fine Arts. In four degree programmes, all education and studying is conducted in the English language:

- Mechanical Engineering and Production Technology
- ~~Chemical Engineering~~
- International Business
- Hotel, Restaurant and Tourism Management.

You can apply for these programmes through a system of joint application during 9 January – 14 February 2012. The programmes start in August 2012. The degrees are accepted in all EU countries, and they are also valued outside Europe.

This guide gives you more information about studies and helps you in your application procedure. In addition, some of our international degree students will share their own experiences in studying and living in Finland. If you have any questions, please feel free to contact us.

Good luck on the application!

Timetable for the Joint Application

DEGREE PROGRAMMES STARTING IN AUTUMN 2012
Application period 9 January – 14 February 2012

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

ENTRANCE EXAMINATIONS

Degree Programme in Mechanical Engineering and Production Technology on 26 April 2012

Degree Programme in Chemical Engineering on 26 April 2012

Degree Programme in International Business on 25 April 2012

Degree Programme in Hotel, Restaurant and Tourism Management on 26 April 2012

- A separate entrance examination can be arranged abroad between 2 April and 4 May 2012.
- The results will be announced at the end of May and by 17 July 2012, at the latest.
- Admitted students must confirm their study places in writing by 31 July 2012 at 4.15 p.m. Finnish time at the latest.
- A student remains on the waiting list until 14 August 2012.

More information

ADMISSIONS OFFICES AT YOUR SERVICE

The Saimaa University of Applied Sciences has an Admissions Office that is happy to assist you in all questions and matters relating to applying.

Saimaa University of Applied Sciences

Admissions Office

Skinnarilankatu 36, FI-53850 Lappeenranta

tel. +358 40 029 0422 or +358 40 740 6735

fax. +358 20 496 6588

email: admissions@saimia.fi

The contact details of Admissions Offices of other universities of applied sciences that are within the joint application system can be found at www.admissions.fi.

www.admissions.fi

Online application to UAS. At the website you can find out more about studying in Finland, available degree programmes and links to the UAS. UAS publish their own application guides and/or guidelines at their websites.

www.cimo.fi

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

Technology

Calendar for the joint application – Application period 9 January – 14 February 2012

Degree programme	Degree title	Town	Intake	Entrance examination
Degree Programme in Mechanical Engineering and Production Technology	Bachelor of Engineering – in Finnish: Insinööri (AMK)	Lappeenranta in Finland	20	in Finland on 26 April 2012
Degree Programme in Chemical Engineering	Bachelor of Engineering – in Finnish: Insinööri (AMK)	Imatra in Finland	20	in Finland on 26 April 2012

Degree Programme
in Mechanical Engineering and Production Technology

Degree: Bachelor of Engineering
Degree title in Finnish: Insinööri (AMK)

Duration and extent of studies

3.5 years (including one summer semester)

240 credits, including 30 credits of placement

For further information please contact:

Mr. Jukka Nisonen, Degree Programme Manager
email: admissions@saimia.fi
tel. +358 40 594 6556

Admissions Office

email: admissions@saimia.fi
tel. +358 40 029 0422 or +358 40 740 6735
fax. +358 20 496 6588

~~Degree Programme in Chemical Engineering~~

~~**Degree: Bachelor of Engineering**~~
~~**Degree title in Finnish: Insinööri (AMK)**~~

~~**Duration and extent of studies**~~

~~3.5 years (including one summer semester)~~

~~240 credits, including 30 credits of placement~~

~~**For further information please contact:**~~

~~Mrs. Pirjo Jaakkola, Degree Programme Manager~~
~~email: admissions@saimia.fi~~
~~tel. +358 40 574 1070~~

~~Mr. Jarkko Männynsalu, International Coordinator~~
~~email: admissions@saimia.fi~~
~~tel. +358 40 737 7537~~

~~Admissions Office~~

~~email: admissions@saimia.fi~~
~~tel. +358 40 029 0422 or +358 40 740 6735~~
~~fax. +358 20 496 6588~~

Career in international mechanical engineering

The Saimaa University of Applied Sciences is an active partner in the forest cluster and metal industry. We produce experts to fit the requirements of the local and global industry, as well as business life.

Our Degree Programme in Mechanical Engineering and Production Technology prepares students for international mechanical engineering careers, especially in the fields of machine and automation design, production planning and research and development.

Graduates from this programme may work as technological experts, managers, designers, developers and sales engineers in metal and forest industries, automation and information technology in Finland, Europe or around the world.

During their studies our undergraduates learn how to

- design, develop and manufacture products and mechatronics equipment
- design and dimension machine elements
- develop modern automation, control and information systems
- implement TQM in enterprises
- act as project managers or leaders of individuals and larger teams
- communicate, work and negotiate with people having a different cultural and linguistic background.

Our graduates have

- an international Bachelor's Degree in Mechanical Engineering
- extensive technological and practical skills in mechanical engineering and automation systems
- experience in international cooperation as well as finding and processing specialist information
- established relations and become networked
- a good command of languages.

Multicultural atmosphere

The students of the international groups come from different parts of the world. In addition, foreign guest lecturers, mainly from our Danish and German partners, visit our university of applied sciences at the beginning and end of each academic year. Lectures, exercises, team and laboratory works are an essential part of the learning process. To facilitate adaptation to the new learning environment and processes, we will have a consultation with every student about his or her orientation, on the basis of which we make each student a personalised curriculum.

Third-year students are sent to some of our partner universities abroad. During this period they can complete a double degree. They also have the opportunity to practise in new working environments and establish contacts.

The studies' total duration is 3.5 years, which includes one summer semester. During this semester students are allowed to choose courses from other universities of applied sciences in eastern Finland.

During their final year the students will concentrate on their theses.

Student's view

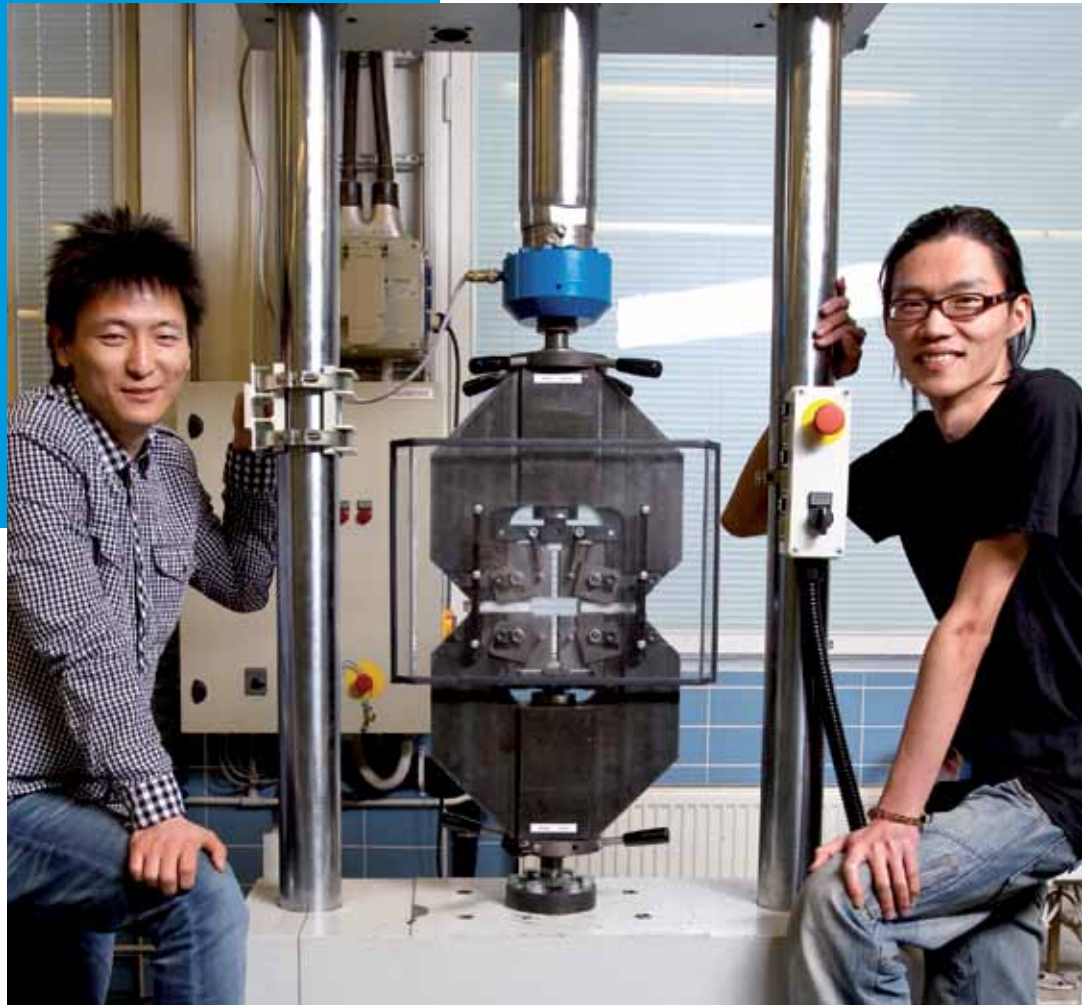
"The teachers in Saimaa UAS are not only patient in answering any question from us, but also use different ways to inspire our mind. All facilities, such as computers, printers and advanced lab equipment, are fully equipped, so it is convenient to search information and to do the lab work.

The student organization always arranges different theme parties for us. We've had, for example, food theme parties where we could try delicious food and talk with people from different countries. We also had a lot of fun when we were bowling with Finnish students.

I like Lappeenranta because of its clean environment and friendly people."

Liang Tao

Tu Tan and Liang Tao from China are studying mechanical engineering and production technology in Lappeenranta.



Business Administration

Calendar for the joint application - Application period 9 January – 14 February 2012

Degree programme	Degree title	Town	Intake	Entrance examination
Degree Programme in International Business	Bachelor of Business Administration (BBA) – in Finnish: Tradenomi	Lappeenranta in Finland	40	in Finland on 25 April 2012

Degree: Bachelor of Business Administration
Degree title in Finnish: Tradenomi

Duration and extent of studies:

3.5 years

210 credits, including 30 credits of placement

For further information please contact:

Ms. Leena Kallio, Degree Programme Manager
email: admissions@saimia.fi
tel. +358 40 709 9332

Ms. Petra Yli-Kovero, International Coordinator
email: admissions@saimia.fi
tel. +358 40 098 5834

Admissions Office
email: admissions@saimia.fi
tel. +358 40 029 0422 or +358 40 740 6735
fax. +358 20 496 6588

Multicultural experts for international business

Degree Programme in International Business provides students with versatile problem-solving and social skills in an intercultural environment, as well as first-rate theoretical and practical skills in international business.

The Saimaa University of Applied Sciences is located in Southeast Finland on the border between the EU and Russia and collaborates with many universities throughout Europe and Asia. A degree from us is well-recognised and respected.

Diverse aspects of international business operations

Our studies prepare you for the diverse aspects of international business operations including studies of marketing, finance, logistics and management. In elective studies, you can also focus on special characteristics of the trade between Russia and the EU. The international business world needs multicultural experts for companies and various foreign trade positions to run operations and implement projects around the world. Foreign languages, different cultures and global business operations form an essential part of the programme. The content of the studies is continuously updated together with the potential employers to meet labour market needs. Many courses are completed in joint workplace projects.

The tutor teachers and an international peer group support you during

studies and leisure time. The relationship between our students and lecturers is open and the learning methods are interactive and collaborative.

Creating international networks and relationships

Studying in multicultural teams gives you an excellent opportunity to learn about various cultures and to create valuable relationships and international networks. Language and cultural studies are an essential part of the programme: in addition to English and Finnish, German, Spanish or Russian is a requirement - or the foreign students can deepen their knowledge of the Finnish language skills.

One semester studies in a partner university

The third year of the programme includes a semester period at one of our partner institutions. The Saimaa University of Applied Sciences has over 40 partner institutions and universities around the world, e.g. in Germany, France, Russia, China, Malaysia and USA, among other places.

Having completed the Bachelor's degree and acquired work experience of three years, you will have good

opportunities to continue your studies in our Master's degree programme in International Business Management.

FRAMEWORK OF THE CURRICULUM

BASIC STUDIES 34 ECTS

Core Studies of UAS

Introduction to Business

Operational Tools

PROFESSIONAL STUDIES 116 ECTS

Going Global

Financial Management

Managing People and Organisations

International Marketing

Global Supply Chain Management

Working in Projects

Research and Development

Special Language Studies

ELECTIVE STUDIES 15 ECTS

BACHELOR'S THESIS 15 ECTS

PRACTICAL TRAINING 30 ECTS

TOTAL 210 ECTS

Student's view

"I really enjoy studying in the Saimaa UAS. The teachers are very caring to the students and always listen. The learning methods and materials support our studies and thinking. Our group is very large but we have got to know each other by group works. The teachers always create good relations with students and are ready to assist students. It is something that I appreciate.

I began my studies in the Saimaa UAS in August 2009. My intent is to focus on international business communication later on because the field of international business is quite large. Now I have to follow the curriculum of the program. Overall it is interesting to study international business in the international environment offered by the Saimaa UAS.

The student life in the Saimaa UAS is very versatile with a lot of activities arranged by the student union (SAIKO). The student union arranges, for example, both parties and sport events. Lappeenranta is a small city but quite a good place for a student: it is a good environment for studying and still a lot fun to live in."

Thuc Anh Hoang

Thuc Anh Hoang from Vietnam is studying international business in Lappeenranta.





Tourism and Hospitality

Calendar for the joint application - Application period 9 January – 14 February 2012

Degree programme	Degree title	Town	Intake	Entrance examination
Degree Programme in Hotel, Restaurant and Tourism Management	Bachelor of Hospitality Management – in Finnish: Restonomi (AMK)	Imatra in Finland	20	in Finland on 26 April 2012

Degree: Bachelor of Hospitality Management
Degree title in Finnish: Restonomi (AMK)

Duration and extent of studies:

3.5 years

210 credits, including 30 credits of placement

For further information please contact:

Ms. Marjaana Kareinen, Degree Programme Manager
email: admissions@saimia.fi

Ms. Jaana Häkli, International Coordinator
email: admissions@saimia.fi
tel. +358 40 555 0519

Admissions Office
email: admissions@saimia.fi
tel. +358 40 029 0422 or +358 40 740 6735
fax. +358 20 496 6588

Knowledge in the international hotel business is the basis for a successful career

The hotel and restaurant business is a constantly growing worldwide industry. This dynamic industry needs modern, multicultural, customer-oriented experts with good management and project leadership skills. In response to this demand the Saimaa University of Applied Sciences has an international Degree Programme in Hotel, Restaurant and Tourism Management in Imatra.

Imatra is located in Southeast Finland, close to the Russian border on the shores of the Imatrankoski Rapids - one of the oldest tourist attractions in Finland.

Core competences of the Degree Programme in Hotel, Restaurant and Tourism Management are:

- International focus in the hotel business
- Destination planning and management hand in hand with the hotel business
- Sales and Marketing of International hotel environment.

To succeed in the interdisciplinary field of the hotel and restaurant business, versatile language and management skills are required.

Studies abroad

Studies are carried out entirely in English and they include compulsory period-long studies or placement abroad.

A wide range of foreign universities and placements exists to provide students with the most worthwhile and widest experiences. The programme aims to expand students' intercultural competence and language skills.

International group

The international mix of the student group means that this aim of internationalisation can be achieved here at Imatra, as well as on study and placement abroad. Visiting professors from other universities are also a part of the studies.

Living lab based learning via research and development methods

The education comprises programme-specific basic studies, advanced professional studies, elective studies, a Bachelor's Thesis (15 ects) and placement (30 ects) in Finland or abroad. Living lab based learning environments is one of the core ways of studying. Projects in the industry

are carried out by exploiting research and development methods.

Good career opportunities after graduation

To facilitate adaptation to the new learning environment and processes, we will have a consultation with every student about his or her orientation, on the basis of which we make each student a personalised curriculum. The graduates from the degree programme will work as experts in the hotel and restaurant sector employed on different planning and development duties such as hotel sales managers, area managers in restaurant chains and destination developers. However, to be an effective manager, practical, operational expertise is essential. This particular aspect is accomplished through the compulsory placement period.



APPLICATION PROCEDURE

How to apply to Universities of Applied Sciences

Applications for the programmes are submitted through the joint application system. An applicant may choose up to four application options. The student admissions follow the admission criteria decided on by the UAS's in the joint application system, and the order of application preference options chosen by the applicant. The application form must be submitted by the end of the application period. The admission is conditional until the UAS has checked the applicant's school and other relevant certificates. The UAS may withdraw the admission, if the applicant has given false information.

Application period

Apply online at www.admissions.fi. It is important to follow all the instructions.

The application period starts on 9 January 2012 and closes on 14 February 2012 at 4.15 p.m. Finnish time (+2 hrs GMT).

Paper applications not submitted online must arrive at the Admissions Office of the applicant's first choice UAS **by 14 February 2012 at 4.15 p.m. Finnish time.**

All online applications must be submitted before the closing time. All required attachments have to be at the Admissions Office of the applicant's

first choice UAS by 24 February 2012 at 4.15 p.m. Finnish time.

Please contact the Admissions Office of the UAS of your first choice in all matters relating to your application and to changes in your circumstances.

Eligibility for applying to the programmes

General eligibility for the programmes is given by:

- Completed Finnish upper secondary education or the Finnish Matriculation Examination
- International Baccalaureate, Reifeprüfung or European Baccalaureate examination
- A vocational college diploma or higher vocational diploma (e.g. in engineering)
- A vocational qualification of at least three years duration, completed in vocational upper secondary education and training or an earlier corresponding qualification
- Combined education programmes of at least three years duration
- A vocational qualification in adult education of at least three years duration, further vocational qualification or specialist vocational qualification
- A foreign degree or qualification which gives eligibility for higher education in the awarding country.

The educational qualification used in the joint application during the spring must be completed by 31 July at the latest. The educational qualification must be completed by the end of the application period if the applicant is applying with:

- A specialist vocational qualification.
- A further vocational qualification.
- A degree completed in a foreign country, if the applicant is not a citizen of an EU/EEA-country.

If a UAS uses discretionary admission, other applicants may also be admitted, if the UAS considers their skills and knowledge sufficient including language skills.

If the applicant is a refugee or in a refugee-like situation and the qualifications obtained cannot be proven through documentary evidence, the UAS can consider whether the applicant can be invited to the entrance examination, even if the UAS does not use discretionary admission. Such an applicant must prove their refugee status by a decision made by a competent authority and send a copy of the decision to the Admissions Office by 24 February 2012 at the latest.

Eligibility for applying

to a corresponding field of study:

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, by:

- 1) Additionally completing general or vocational studies that extend the post-basic education studies to three years of duration.
- 2) Gaining at least three years of work experience in a corresponding field, after completing the qualification.

Discretionary admission

The Saimaa University of Applied Sciences uses discretionary admission. This means that also other applicants may be admitted, if the Saimaa UAS considers their skills and knowledge sufficient. In discretionary admission the applicant is evaluated based only on the results of the entrance examination.

An applicant, who wants to apply for discretionary admission, can apply at www.admissions.fi. In addition, he/she has to send copies of relevant certificates to our Admissions Office and inform us that he/she is applying for discretionary admission. The copies of relevant certificates have to be delivered to the Admissions Office by 24 February 2012 at 4.15 p.m. Finnish time.



Application

Online application

You can apply up to four different degree programmes conducted in English at www.admissions.fi.

Choose your options of preference carefully, you cannot change the order of preference after the application closes.

The online application service is open until 14 February 2012 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 in Finland.

The application service guides and helps you to fill in the application form, and gives information relating to studying and applying.

Follow the instructions carefully and submit the application. An application submitted online is directly received by the Admissions Office of the UAS of your first choice. The applicant is only allowed to submit one application form. If the applicant submits more than one, only the last application form will be taken into consideration. Print a copy of the application form for yourself for future reference.

Paper application form

A paper application form is available from the Admissions Offices. However, we recommend applicants to use the online application form, because it guides the applicants to fill in the form correctly. Please remember that a paper application form must arrive by post at the UAS of your first choice by 14 February 2012 at 4.15 p.m. Finnish time. A postal stamp from that date will not be sufficient. All applications arriving after the closing date are void.

Consider your options of preference carefully

You can apply for up to four different degree programmes at 25 UAS in Finland. You can choose 1–4 different degree programmes on the application form. Choose your most preferred degree programme as your first option, and then choose your second to fourth options when applicable.

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. Please note, that it is not advisable to apply to many different study fields. An applicant is advised to choose his/her options from one or two study fields.

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. Please note that you can accept only one new higher education study place included in joint applications during the same academic term.

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.

Required attachments

In order to demonstrate eligibility for 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 preference UAS by 24 February 2012, 4.15 pm at the latest. The UAS will then decide on the applicant's eligibility for all the options in the application. 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. In addition a copy of 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 include the translator's signature and stamp.

Applicants applying with a Finnish qualification do not need to submit copies of their educational certificates. Copies of Finnish certificates will be requested of accepted students in connection with their confirmation

of acceptance. The only exception is an applicant applying with a Finnish competence based specialist vocational qualification or a competence based further vocational qualification, he or she must provide a copy of the original certificate to the Admissions Office of his or her first preference UAS by 24 February 2012 4.15 pm at the latest.

An applicant who is applying with a non-Finnish qualification and is not a citizen of an EU/EEA-country must provide proof of their English language skills, by 24 February 2012 4.15 pm at the latest, to the Admissions Office of his or her first preference UAS.

In order to prove his or her English language skills, he or she must provide one of the following minimum requirements:

- IELTS score academic level 6.0 or
- TOEFL score 550 paper-based test/ 79 – 80 internet-based test or

- skills level 4 in English in the National Certificate of Language Proficiency.

Both TOEFL and IELTS test results are valid for two years. The National Certificate of Language Proficiency does not have a set date of validity. TOEFL score results are only accepted if they are delivered directly from the Educational Testing Service (ETS). The TOEFL code of the Saimaa University of Applied Sciences is 1967. Applicants can use the code when they register for the TOEFL test and indicate our institution as a score recipient.

In addition, upper secondary level school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand or a 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. A Bachelor's or Master's degree conducted in English in a

No tuition fees

Even if nine universities and ten universities of applied sciences in Finland begin to collect tuition fees in the next academic year 2011-2012, there will be no tuition fee at the Saimaa University of Applied Sciences next year or in the foreseeable future.

European Union/European Economic Area -country is also accepted as a demonstration of sufficient English language skills.

The certificate copies must be delivered by post to the UAS by 24 February 2012, 4.15 pm Finnish time (+2 hrs GMT); scanned or faxed copies will not be accepted. Certificate copies delivered after the deadline will not be considered.

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.

Exemption from the Language Test

An applicant (citizen of an EU/EEA-country), who is not obliged to send proof of their language skills, can be exempted from the language test, if he or she has provided a certificate of language skills to his or her first

preference UAS by **24 February 2012, 4.15 pm** at the latest.

The minimum English language skill 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 National Certificate of Language Proficiency.

Both TOEFL and IELTS test results are valid for two years. The National Certificate of Language Proficiency does not have a set date of validity. TOEFL score results are only accepted if they are delivered directly from the Educational Testing Service (ETS).

Grades in the Finnish Matriculation examination are received from the Matriculation examination register for applicants who have completed their

Matriculation examination in 1990 or after. Only applicants who have completed their Finnish Matriculation examination before 1990 must provide a certificate of language skills. Applicants applying with a Finnish vocational qualification who also have completed the Finnish Matriculation examination must provide a copy of their certificate.

In addition, upper secondary school education in English completed in Great Britain, Ireland, the United States, Canada, Australia or New Zealand or a 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. A Bachelor's or Master's degree conducted in English in a European Union/European Economic Area -country is also accepted as a demonstration of sufficient English language skills.

Please note, that in some entrance examinations, the applicant must take part in a compulsory language test.

An internationally recognised degree

The Saimaa University of Applied Sciences cooperates and collaborates with many universities throughout Europe. The degree you receive here will be recognised and respected.



Admission groups

Of the accepted applicants 50 per cent will be admitted on the basis of the entrance examination only, and 50 per cent 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 total of points for school performance and the entrance examination

Applicants who have completed the Finnish matriculation examination, the IB examination in a Finnish upper secondary school, the Reifeprüfung examination or the European Baccalaureate examination of European schools in Finland, are admitted in this group.

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 eligible to apply for 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 EU/EEA-citizens who are completing their qualifications outside Finland 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 with 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 Finnish matriculation examination apply with their latest upper secondary school certificate. The 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 or their European Baccalaureate examination in the spring 2012 apply with their Predicted Grades. These applicants must provide a copy of their Predicted Grades to the Admissions Office of their first choice UAS by 18 May 2012. Applicants that are completing their Reifeprüfung examination in the spring 2012 must provide a copy of the final certificate no later than 18 May 2012 to the Admissions Office of their first choice UAS. Applicants that are completing their European Baccalaureate examination in the spring 2012 must provide a copy of the temporary certificate no later than 18 May 2012 to the Admissions Office of their first choice UAS. The admission of an applicant who is completing their European Baccalaureate examination or their IB examination in a Finnish upper secondary school during application process is conditional until the applicant's final certificate has been checked.

POINTS AWARDED FOR SCHOOL PERFORMANCE

Upper secondary education leaving certificate, Grade point average

	≥8.00	≥7.50	≥7.00	≥6.50	≥6.00
Points awarded	15	13	11	8	4

TOURISM AND IB

Tourism, Catering and Domestic Services; Social Sciences, Business and Administration

Finnish Matriculation Examination

Grades	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 the best general studies test *	5	4	3	2	1

(* General studies if the exam was taken before 2006)

TECHNOLOGY

Technology, Communications and Transport

Finnish Matriculation Examination

Grades	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 general studies Chemistry/Physics	5	4	3	2	1

Applicants, who have completed the IB examination in a Finnish upper secondary school, or the European Baccalaureate examination of European schools or the 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 subject-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 points by 60, and then converting it according to the chart (e.g. 520: 60 ~ 8,67, thus converted to 8.)

Entrance Examinations

All applicants who have demonstrated their eligibility and language skills will be invited to the entrance examination. All applicants must attend an entrance examination.

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.

Language test

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

An applicant (citizen of an EU/EEA-country), who is not obliged to send proof of his/her language skills, can be exempted from the language test, if he or she has provided a certificate of language skills to his or her first-choice UAS by 24 February 2012, 4.15 pm at the latest. Please note that an applicant who is a non-EU/EEA-citizen is required to provide proof of his/her language skills by 24 February 2012. See the minimum language skills requirement page 20.

Degree Programme in Hotel, Restaurant and Tourism Management

The Entrance exam will be arranged in Finland on 26 April 2012

The entrance exam consists of a written part and an interview. The written part is divided into three sections: essay, mathematics and multiple choice questions and the interview provides information on the candidate's level of spoken English and his/her motivation for the programme.

The minimum score for a passed examination is 30/100

Degree Programme in International Business

The Entrance exam will be arranged in Finland on 25 April 2012

The entrance exam consists of a written part (two essays, tasks of applied mathematics and logic) and an interview. The essays and interview will be based on pre-reading material that the applicants must study before coming to the entrance exam. The applicant cannot take this material to the actual entrance exam and the material is not available for the applicant during the entrance exam.

The minimum score for a passed examination is 30/100.

Degree Programme in Mechanical Engineering and Production Technology and Degree Programme in Chemical Engineering

The Entrance exam will be arranged in Finland on 26 April 2012

The entrance exam consists of two parts:

Part 1: Mathematics, Logical Deduction, Physics and Chemistry: Simplifying expressions, solving equations, pairs of equations, trigonometry, geometry, applications of percent calculation, basics of mechanics, basics of electricity and basics of heat.

Part 2: English language: Grammar, reading comprehension, vocabulary, writing and answering questions.

The minimum score for a passed examination is 30/100

Entrance examinations outside Finland

The Saimaa University of Applied Sciences organises entrance examinations abroad in cooperation with the so called FINNIPS network (Finnish Network for International Programmes). The entrance examinations can be arranged between [2 April and 4 May 2012](#).





Audit certificate

The Finnish Higher Education Evaluation Council (FINHEEC) has decided that the Saimaa University of Applied Sciences meets the criteria set for quality assurance systems and the quality assurance of higher education institutions' basic mission.

Selection of new students

All UAS arrange entrance examinations. All applicants who have demonstrated their eligibility and required language skills will receive invitation letters to the examinations.

Many UAS cooperate in the entrance examinations. This means that an entrance examination completed at one UAS is accepted by another. Please note that some UAS require that you participate in their own entrance examination. The list for co-operating degree programmes is at www.admissions.fi > application practicalities > selection of new students.

Prior to the trip to take the entrance examination in Finland, the applicant must check if he/she needs a visa. For more information on the visa requirements contact the nearest Finnish or other EU-member state Embassy representing Finland in visa matters well in advance. Please note that processing of a visa application may require a couple of weeks.

Please note, that the UAS cannot and will not in any case influence the decisions made by the Ministry for Foreign Affairs of Finland in regard to visas.

The results will be announced at the end of May and **by 17 July 2012, at the latest**. Make sure that you confirm your study place by 31 July 2012 at the latest; otherwise you will lose the study place offered to you.

The admission of a student is conditional until the UAS has checked the

applicant's school and other relevant certificates. The UAS may withdraw the admission, if the applicant has given false information.

Selection between Applicants with Equal Admission Points

In case there is a tie in admission points, the UAS applicants will be ranked based on the following criteria:

1. The order of preference indicated by the applicant
2. The results of the entrance examination
3. The grade point average in all subjects
4. Points awarded for school performance.

If the admission points are still tied, after ranking applicants based on these criteria, the application system will automatically draw an applicant for selection.

One study place per year

You can only accept one study place at a higher education institution in Finland starting in the same academic term (1 August – 31 December or 1 January – 31 July). This rule applies to all higher education included in joint applications. This rule does not prevent you from accepting another study place during another academic term. See more information about the one-place-per-student provision, page 28.

If you are not selected

If you do not receive a study place in the joint application, you will receive

a letter informing you of your points and the possible reserve places for the options to which you have applied. Applicants allocated to reserve places are chosen according to the level of their results, should study places become available. Find out about your possibilities by directly contacting the institutes of higher education.

You can always apply again next year and it is worth contacting the Admissions Offices or employment offices in order to plan how to improve your chances for admission.

Appeal

An applicant not satisfied with the results of the student selection process should first contact the UAS he/she has applied to. If the matter is not resolved, the student may appeal in writing to the executive board of the UAS in question. Such an appeal must be made within 14 days from the time the applicant had the possibility of receiving information on student selection.

Registers used in the joint application

All the information related to every applicant's application is entered into the UAS joint application register and student selection register. The National Board of Education acts as registrar. Further information on the registers can be found at www.admissions.fi.

One-place-per-student provision

According to this provision, a student may accept only one study place leading to a higher education degree during one academic term. This rule applies to all higher education included in joint applications. The purpose of this is to ensure admission to higher education institutions for as many students as possible. Higher education degrees are Bachelor's degrees and Master's degrees awarded by universities, and Bachelor's degrees and Master's degrees awarded by UAS. The provision applies to all degree studies in higher education regardless of how the studies are provided. The provision does not apply to the Police College of Finland or the Åland Polytechnic. Furthermore, the provision cannot be applied to studies completed at foreign higher education institutions.

The academic term (from 1 August to 30 December or 1 January to 31 July) is the set framework for implementation. The provision does not prevent acceptance of a place in another

degree programme during another academic term. Even if the student postpones the commencement of studies for one year, or interrupts his/her studies, that student cannot accept another study place for a degree programme starting in the same academic term, if both study places are included in joint applications

Confirming the study place

Admission results for degree programmes starting in autumn 2012 will be sent by mail to the students by 17 July 2012 at the latest. In addition to the letter of admittance, the student will receive a confirmation form. It is imperative that the student submits the confirmation form to the higher education institution in which he/she wishes to study by 31 July 2012 at 4.15 p.m. Finnish time at the latest, otherwise the student will lose the study place.

*** Confirmation of the study place is binding and cannot be altered or cancelled.**

If you have applied to several degree programmes, please wait until you have received all the admission results as you can only accept one new study place. Once you have received all the results, select your study place and return the confirmation form. Please attach a copy of your certificate(s) to your confirmation form. If you have been accepted to a higher option of preference, you cannot choose a study place from options of a lower preference. A student loses his/her study place, if the confirmation form arrives at the higher education institution after the set date.

Reserve places and waiting list

If a student has not been admitted to any of his/her study options and he/she is placed on a reserve place, he/she might be admitted on a later date. A student can also be placed on the waiting list for a reserve place if he/she has been admitted to a lower preference study place by 18 July 2012. The reserve place is for one of the higher

Better student health

Finnish Student Health Service (FSHS) organises health care services for the students of the Saimaa University of Applied Sciences on the Skinnarila Campus. FSHS services are offered also to international degree students studying in Lappeenranta.

preference options that the student has expressed in his/her joint application. Those admitted after the set date cannot be put on the waiting list.

A student remains on the waiting list until 14 August 2012. By this date, the student is either admitted to a reserve place on the waiting list, or to the study place initially offered to him/her. A student may have only one reserve place on the waiting list. This reserve place cannot be replaced by another on the waiting list.

*** Please note that waiting lists are not available for some degree programmes at universities.**

*** Please check the availability from the universities before submitting the study place confirmation form.**

The applicant sets his/her study options in order of preference when applying to UAS and certain university degree programmes. This order of preference cannot be altered after the application period has ended. The applicant cannot choose a reserve place from options of a lower preference

than that to which he/she has already been admitted.

The higher education institution will inform those admitted after 18 July 2012 about the date for submission of the confirmation form. These applicants cannot be placed on the waiting list.

*** Please note that waiting lists are not available for the programmes starting in spring 2013.**





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