INSTRUCTIONS FOR ADMITTED APPLICANTS
Master's Degree Programme in Business management and entrepreneurship

The following pages include important information for the admitted applicants of HAMK. Please read it carefully and do not hesitate to contact the Admission Services if you have any questions.

Postal address: PO Box 225, FI-13101 Hämeenlinna, Finland
Visiting address: Visamäentie 35 A, 13100 Hämeenlinna, Finland
Telephone: +358 3 646 4504
Email: admissions@hamk.fi (please note that the email connection is not secured)

The most important things that you need to do is:

- Confirm your study place
- Register for the academic year 2017-2018 (if you register as non-attending you must prove the legal grounds for your absence)
- Send copies of your certificates and testimonials
- Bring along your original school certificates on the first day of your studies

CONFIRMING A STUDY PLACE

Once you have been offered a study place, you have two possibilities:

- **You can accept the place offered to you** (even if you would be on the waiting list for reserve places to your higher application preferences). After accepting the study place you will no longer be on the waiting list for reserve places to your higher application preferences.

- **You can accept the place offered to you conditionally and stay on the waiting list for reserve places to your higher application preferences.** You remain on the waiting list until 14 August 2017. By this date, you are either admitted to a reserve place on the waiting list, or to the study place initially offered to you.

Please note that you can only be admitted to the highest application preference to which you have enough points for admission. When you are offered a study place, your lower application preferences will automatically be cancelled and you cannot anymore be admitted to those.

**You must confirm the study place by 14 July 2017 at 3.00 pm (Finnish time).**
After you have been admitted to a degree programme, you will receive an email with a confirmation link. Confirm your study place and register for the academic year 2017-2018 electronically through the link in the email notification.

After confirming your study place electronically, you will receive an automatic email notifying you that the study place has been confirmed successfully.

Please notice that if you have a Finnish ID number and online banking credentials, mobile certificate or an electronic ID card you can also confirm the study place by logging in at the My Studyinfo-service.

If you are for some reason not able to confirm your study place electronically, please contact the Admission Services of HAMK.

Make sure that you make the confirmation on time. Otherwise you will lose the study place offered to you. Once you have confirmed your study place it is binding and irrevocable and cannot be altered.

REGISTERING FOR THE ACADEMIC YEAR

You need to register for the autumn semester 2017 and for the spring semester 2018 electronically through the link that was provided to you in the email notification. You have to register for the entire academic year at once and you may register as non-attending for certain reasons only (please see below).

Please notice: If you confirmed your study place conditionally and are remaining on the waiting list for reserve places to your higher application preferences, you are not yet able to register for the academic year. You should make the registration as soon as you are no longer remaining on the waiting list for reserve places.

In addition, if you are required to pay tuition fees for your studies, you are not able to register for the academic year before you have paid the tuition fee for the academic year 2017-2018. In that case, you should make the registration as soon as you have paid the tuition fee.

Registering as non-attending

You can register as absent electronically through the link that was provided to you in the email notification, but you must prove the legal grounds for your absence. According to the Polytechnics Act, a first year student may register as non-attending for the academic year for the following reasons only:

- Military service, non-military service or women’s voluntary military service
  Documents that prove the legal grounds for your absence: Call-up order
• **Maternity, paternity or parental leave**
  Documents that prove the legal grounds for your absence:
  - Kela’s certificate regarding maternity, paternity or parental allowance period or, if the certificate has not yet been received, a medical certificate regarding the pregnancy
  - Corresponding certificates from the authorities of other countries regarding statutory parental leave

• **Personal illness or injury**
  Documents that prove the legal grounds for your absence:
  - Sickness allowance decision or, if no decision exists, a medical certificate. The medical certificate must state which illness or injury the student suffers from, and that this condition prevents the student from beginning their studies on 1 August 2017.
  - Obstacles caused by the practical arrangements required by the illness or injury: an adequate clarification, e.g. a certificate from the student housing foundation that the student is on the waiting list for an apartment required by his or her injury. The student’s own notification is not an adequate clarification.

Documents proving the legal grounds for your absence must be submitted to the Admission Services of HAMK by 31 July 2017 at the latest.

The documents must be submitted in Finnish, Swedish or English.

If the legal grounds for your absence apply only to the second academic term (e.g. military service or maternity leave beginning in January), you may register as non-attending for the entire academic year if you wish. You may also change the status of your registration for the spring term from ‘attending’ to ‘non-attending’ during the spring term registration period.

If you register as ‘non-attending’ in your first academic year, but fail to deliver sufficient clarification regarding the grounds for your absence, you will lose your right to study. If you wish to begin your studies at a later time, you must apply for readmission. Readmission does not require participation in the student admissions procedure.

**CERTIFICATES**

Your eligibility and the information you have provided in your application will be checked from the copies of your certificates and testimonials.

Send a copy of your degree certificate and testimonials concerning your work experience to the Admission Services by 14 July 2017 unless you delivered all the copies to HAMK’s Admission Services already at the time of submitting the application.
You can send your document by mail or email. Please find the contact information at the front page.

**Copies of certificates**

- Send a copy of your higher education degree certificate.
- If you have completed a Finnish vocational college diploma or a Finnish higher vocational diploma, please send also a copy of that certificate.
- Also send a copy of an official Finnish, Swedish or English translation of the certificate if certificate is not written in one of these languages. The translation must have an authorized translator’s signature and stamp.

**Copies of testimonials**

- Provide copies of the original testimonials concerning your work experience.
- The work experience needs to be obtained by 31 July 2017.
- The only kind of work experience accepted is one of which you have been given a testimonial by your employer. You should provide a temporary testimonial of your current employment. **Contract of employment is not accepted.**
- Entrepreneurship is accepted as work experience if you can provide a certificate of it given by a designated authority (in Finland a testimonial of YEL or MYEL insurance).
- The work experience does not have to be continuous or obtained under the same employer.
- Work placement or practical training are not counted towards work experience if they are included in the degree used in admission.
- Military service, non-military service or child-care leave are not counted towards work experience.
- A part-time job is converted into full-time so that 150 hours or 20 full-length working days (at least 7 hours per day) are equivalent to one month.

**Original certificates**

*Bring along your original certificates, your passport/identity card and residence permit card with you on the first day of your studies.* The original certificates will be checked during the first two weeks of study. If you do not bring along the original certificates by the date given, your study place will be cancelled.

If you have enrolled as ‘non-attending’, your original documents will be checked when you start your studies.
ONE STUDY PLACE PER TERM PROVISION

According to this provision, a student may accept only one study place leading to a higher education degree in Finland in education that begins in the same academic term. This rule applies to all higher education.

Higher education degrees included in the provision are:

- Bachelor degrees and Master degrees awarded by Finnish universities of applied sciences
- Bachelor degrees and Master degrees awarded by Finnish universities
- Licentiate and Doctoral degrees awarded by Finnish universities

The provision applies to higher education regardless of how the studies are provided. For example, if you have accepted a study place from a separate application, you cannot accept a study place from the joint application if the study programme begins in the same academic term.

Only exceptions to the provision are:

- Transfer student selections
- the Åland University of Applied Sciences
- the Police University College of Finland

Furthermore, the provision cannot be applied to studies at foreign higher education institutions.

The academic term (1.8.–31.12. or 1.1.–31.7) 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 you postpone the commencement of your studies, or interrupt your studies, you cannot accept another study place for a degree programme starting in the same academic term.

EMERGENCY CONTACT INFORMATION FORM

HAMK highly recommends that all foreign students complete and submit an Emergency Contact Information form. The contact information will only be used in case of a severe emergency.

The form is available at the degree programme’s website for new students (link provided in the e-mail message) and you can return it to the Admission Services when confirming the study place. You can also return the form to the Student affairs secretary of the degree programme when starting your studies.