

# Application to Professional Teacher Education institutions

## Professional Teacher Education

### Required attachments in 2023

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#### REQUIRED ATTACHMENTS TO THE APPLICATION

Required documents must be attached to the online application by **26 January 2023 at 15.00 (EET)**. (Please note: The online application itself must be submitted by 19 January 2023 at 15.00 (EET).) Attach the documents as PDF- or JPG- or PNG-files. If the same document verifies more than one of the matters specified on the application form, attach the same document to each relevant request for attachment on the online application.

After submitting the application, you will receive a confirmation email. The message will contain a link with which you can modify your application during the application period. Through the link you can, for example, add and delete attachments to your application by 26 January 2023 at 15.00 (EET).

If you are unable to attach the documents to your online application, submit copies of your documents to the Admission Services or Student Services of your first-choice Professional Teacher Education institution. Number the documents according to the attachment numbering shown below.

Any document which has not been awarded in Finnish, Swedish or English must be accompanied by an official translation of the document into one of these languages.

Information given in the documents about the applicant's work and teaching experience may be verified from the employer, where necessary.

### **1. Degree on which the application is based (attachment 1)**

Attach to the application: 1) A copy of the degree certificate and, 2) if the degree certificate has been awarded in some other language than Finnish, Swedish or English, a copy of the official translation of the degree certificate into one of these languages, and, 3) if necessary, a copy of the official decision on recognition.

- The certificate must indicate the title of the degree, major subject or orientation, date of completion, the scope of the degree and the name of the educational institution which awarded it.
- Attach also a copy of the transcript of study records with the certificate.

### **2. Decision on recognition (attachment 2)**

Attach a decision by the Finnish National Agency for Education (EDUFI) or the Finnish Ministry of Education on the recognition of the degree to the application in the following cases:

- You have completed the degree, on which your eligibility is based, outside the Nordic countries (Finland, Sweden, Norway, Denmark and Iceland).
- You have completed your tertiary level degree outside Finland in another Nordic country and
  - the degree belongs to the field of social services and health, or
  - based on the degree, you are seeking qualification as a so-called general subject teacher, or
  - the degree is less than three years in scope, or
  - you are not a citizen of any of the Nordic countries.

### **3. Further clarification by the educational institution (attachment 3)**

If your application is not based on a tertiary level degree completed in a university or a University of Applied Sciences and you are already working as a teacher of vocational subjects in vocational education, a form titled Further clarification by the educational institution must be attached with the application documents. The form is available through [this link](#) (word document).

#### **4. Work experience required for eligibility (attachment 4)**

Attach to the application copies of work certificates verifying the work experience required for eligibility. If work experience is not required for your eligibility, you do not need to attach work certificates (please note that the major subject or orientation of the degree on which your application is based determines whether work experience is required for your eligibility).

- Copies should be provided of the work certificates which enable the applicant's eligibility to be verified. Name each file after the employer in question and attach each work certificate as a separate file.
- The work certificate (signed by the employer) must indicate the employer, a description of the main tasks performed, and the duration of the employment.
- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.
- Applicants who are or have been entrepreneurs must attach a document verifying that they are or have been insured by YEL or MYEL (pension insurance providers for entrepreneurs) or, for example, a transcript from the chamber of commerce. In addition, the applicants must include a description of their business activities, which answers the following questions:
  - When have your business activities started (and ended)?
  - Have you employed yourself on a full- or part-time basis? Include a clarification of your working hours for part-time entrepreneurship.
  - What is or was the field of operation of your business?
  - What are or were your main tasks in the business?
- Please note: A CV or résumé is not considered sufficient proof of work experience since it is not a document verified by the employer or by authorities.

## **5. Other completed degrees (attachment 5)**

Attach to the application a copy of the degree certificate.

- If the degree certificate has been awarded in some other language than Finnish, Swedish or English, also attach a copy of the official translation of the degree certificate into one of these languages.
- The certificate must indicate the title of the degree, date of completion, the scope of the degree and the name of the educational institution which awarded it.
- Bachelor's and Master's degrees are treated as separate degrees. If the application is based on a Master's degree completed in a university, attach a copy of the Bachelor's degree certificate.
- A Master's degree completed in a university or in a university of technology entitles the applicant to admission points for a university Bachelor's degree even if receiving a Bachelor's degree was not possible in the tertiary level degree system at the time when the Master's degree was completed. In such a case, attach a copy of the degree on which your application is based also to section Other completed degrees.
- If you have completed three other degrees in addition to the degree on which your application is based, one of your other degrees can be considered under criterion Further education, provided that the credits included in the degree have been completed after 1 January 2015. Attach the degree certificate of the third degree to section Further education (attachment 7).

## **6. Basic studies in educational sciences (attachment 6)**

Attach to the application a copy of a certificate verifying the completion of basic studies in educational sciences, adult pedagogy, early childhood education, special education or vocational pedagogy (25 ECTS or 15 credit units), completed according to the degree regulations of a Finnish university, or a certificate verifying the completion of basic studies in educational sciences completed according to the regulations of a Professional Teacher Education programme in a Professional Teacher Education institution in Finland.

- Also attach to the application a copy of the decision on recognition, if you have completed teacher education outside Finland and the Finnish National Agency for Education (EDUFI) has made a positive statement concerning the studies in educational sciences included in your degree.

## **7. Further education since 1 January 2015 (attachment 7)**

Attach to your application a copy of the certificate or a transcript of study records.

- If the certificate does not state the scope of the studies, a separate document estimating the scope of the completed studies must be obtained from the education provider concerned.

## **8. Teaching experience from official educational institutions (attachment 8)**

Attach to the application copies of work certificates

- The work certificate (signed by the employer) must indicate the employer, a description of the teaching duties performed, and the duration of the teaching assignment.
- The work certificate must specify the working hours used for teaching during a specific time period in calculable form, if the teaching assignment has not been a full-time teaching assignment or if your title was not teacher.
- The teaching assignment (for example the teaching topic or course) must be clearly described in the certificate.
- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.

## **9. Teaching experience from vocational education since 1 January 2021 (attachment 9)**

Attach to the application copies of work certificates

- The work certificate (signed by the employer) must indicate the employer, a description of the teaching duties performed, and the duration of the teaching assignment.
- The work certificate must specify the working hours used for teaching during a specific time period in calculable form, if the teaching assignment has not been a full-time teaching assignment or if your title was not teacher.
- The teaching assignment (for example the teaching topic or course) must be clearly described in the certificate.

- Applicants who have worked irregularly for a few hours or one day at a time for a particular employer should ask the employer to combine all the relevant information in one document, which should be attached to the online application with the work certificates.

#### **10. Condition for employment (attachment 10)**

Attach to the application a copy of the original employment contract or other official, original document of the recruitment which clearly states the requirement for completing the teacher's pedagogical studies.