

## PRELIMINARY ASSIGNMENT

Dear Applicant,

The knowledge and experience you have gained during your work life has given you valuable insight into the world of business. Our goal is to nurture your ideas and facilitate further development during your studies in our Master's program. Do you have a potential development project related to sustainable business management? Now is your chance to convince us! Write a research and development proposal which would serve as the initial plan of your thesis.

### RESEARCH/DEVELOPMENT PROPOSAL

As a preliminary assignment, and as part of the entrance examination, your task is to write a research/development proposal for your Master's thesis. Our Master's thesis takes the form of a research or development project that serves to renew the world of work and provides an advantage to companies and other organisations. It shows your ability to work independently in demanding specialist positions. Your thesis can be made for your own company, for a research project, or for enhancing your own business idea.

Your research/development proposal (thesis plan draft) should have a strong connection to sustainable and responsible business management.

The research/development proposal should include:

- Name of the applicant and application number (the application number can be found from study-info.fi)
- Topic of the research/development proposal, name of the possible commissioner
  - max. 1000 characters
- Background for choosing this topic: Description of the research problem or need for research/development
  - max. 2000 characters
- Objectives of the research/development proposal and possible relation to other research findings in the field of your study
  - max. 2000 characters
- Key concepts and ideas of the theory connected to your study
  - max. 2000 characters
- Research / development methods
  - max. 2000 characters
- Timetable and resources (time, tools, access to data, etc.)
- Preliminary table of contents (main chapters)
- Suggestions of relevant source materials

### EVALUATION CRITERIA

- 1) Relevance and significance of the topic (25%)
- 2) Connection to Sustainable and Responsible Business topics (25%)
- 3) Clarity and logic of the plan (25%)
- 4) Use of relevant theory and source material (25%)

### GENERAL INSTRUCTIONS FOR THE SUBMITTED DOCUMENTS

- write all the documents in English

- include in all the documents your name and the name of the degree programme that you are applying to
- maximum length of the thesis plan is 5 pages
- use font Times New Roman or similar, font size 12, line spacing 1. Width of the margins 2,54 cm.

*Please note that there will be no other instructions given for the preliminary assignment.*

## PROOF OF ENGLISH LANGUAGE SKILLS

The programme is taught in English and therefore we need to be sure that the applicants have adequate English skills for their studies and communication. There are a variety of ways to prove your language skills. You will be exempted from the online interview if you have one of the following documents:

- Bachelor's or Master's degree certificate completed in English in an EU/EEA-country
- Bachelor's or Master's degree certificate completed in English in Great Britain, Ireland, The United States, Canada, Australia or New Zealand
- IELTS Academic Level, overall score 6.0
- TOEFL iBT score 60
- Pearson Test of English, Academic minimum score 46
- iTEP, Academic-Plus 3.7
- Cambridge C2 Proficiency (Certificate of Proficiency in English) overall Cambridge English Scale score 169
- Cambridge C1 Advanced (Certificate in Advanced English) overall Cambridge English Scale score of 169
- National Certificate of Language Proficiency skills level 4 in all parts of the test (speaking, listening comprehension, writing, and reading comprehension)

If you have one of the above-mentioned documents, please upload a copy of it to the online application at [Studyinfo](#). IELTS, TOEFL, and the Pearson Test of English are valid for two years. If you do not have one of the above-mentioned documents, you may prove your English skills in an interview organized by HAMK.

## ENTRANCE INTERVIEW

Those students who pass all the other entrance criteria but will not submit proof of their language skills will be invited to an online group interview. The interview will be carried out via remote meeting and will last about 30 minutes. The applicant should be prepared to discuss their research/development proposal. Passing the interview will be evaluated by the organisers.

## SUBMISSION OF THE PRELIMINARY ASSIGNMENT

Please note that submitting the preliminary assignment alone will not be sufficient for applying. Please fill in the application form at [Studyinfo](#) during the period **4<sup>th</sup> of January – 18<sup>th</sup> of January 2023 by 3:00 pm (Finnish time)**.

The preliminary assignment and language certificate needs to be submitted **by the 25<sup>th</sup> of January 2023 by 3:00 pm** (Finnish time) as attachments to the application form.

- 1) Please name your preliminary assignment in the following manner: PreliminaryAssignment\_YourName
- 2) Upload the file on the application form at Studyinfo

In case you have already saved your application, sign in by using the link in the confirmation email or with your Finnish online bank user identifiers.