

PRELIMINARY ASSIGNMENT

The preliminary assignment consists of two parts:

- 1) Thesis plan
- 2) Motivation letter

Dear applicant,

You have gained experience in working life for some time now. We are interested in hearing your ideas for developing your own work or carrying out a short research project during your studies. Please write your research or development plan and convince us that you are the person to our study program! The plan will serve as the initial plan of your thesis. In addition, we ask you to deliver us a motivation letter and to proof your skills in English.

THESIS PLAN

As an entrance requirement to the master program of Sustainable Technologies, applicants will deliver a thesis plan related to the field of studies. The aim of the plan is to show your maturity in planning a systematic project related to either a certain development area at your own work or a separate study that is related to one of the focus areas of the master program. The plan will serve as the initial plan of the applicant's thesis that is aiming at renewal of working life or progressing a research and development project and will show the student's ability to carry out independent work and demanding tasks needing expertise on your field. The thesis will be carried out at your own working place, at a research unit, at your own business or other work community.

The plan should include at least the following parts:

- Topic, possible employer/client
- The background of the topic, including literature sources and references. Description of the research problem or need for the development.
- Objectives of the work and possible relation to other on-going projects
- Initial plan for implementing the work
- Definition of the project (geographical, topic...)
- Methods to be used in the project
- Schedule and resources of the project
- Initial draft of the contents of the report including the titles

Please read the following descriptions and choose the most suitable area for your thesis:

1. [Project at your own work community](#)

The topic may be based on a need for development recognized at your own work environment or specific task related to research and development. The project may address an existing problem or other issue that requires renewal or development of a process, product etc.

2. Project at HAMK Tech research unit

HAMK Tech is one of the four research units at HAMK. You may familiarize yourself to the HAMK Tech and its research groups and their on-going and past research at <https://www.hamk.fi/research/hamk-tech/?lang=en>. Based on your field of expertise and your own will to learn new things, please choose one of research areas stated below and write your research or development plan related to that. The thesis plan should relate to the ongoing research of the field and citations to the existing literature and results should be included. Pay attention to forming the research questions and hypotheses. This plan will serve as the basis for your thesis.

- Sustainable materials science and engineering
- Robotics and 3D technologies
- Energy efficiency
- Steel structures and metal

Please indicate clearly in your thesis plan and motivation letter which research area you have chosen of if you have a secondary preference.

3. Development project of your own business

You may choose to develop your own business and activities in the thesis. Also in this case, clearly indicate which HAMK Tech research field this is related to.

Instructions and grading of the thesis plan

The maximum length of the plan is 5 pages. The thesis plans will be handled as confidential documents. However, the master's thesis will be public.

The thesis plan will be graded based on the following criteria:

- 1) Rationale of the topic, topicality and significance of the topic
- 2) Suitability to the contents and objectives to the study program
- 3) Logic and clarity of the plan
- 4) Use of literature references

MOTIVATION LETTER

Please write us a motivation letter (maximum 1 page) where you describe your expectations of the master programme studies, your view on how the studies will progress your own targets in development of your skills and professional competence. Also describe your life situation in the context of time management and work. How will you organize time for the studies etc.?

The motivation letter will be submitted together with the thesis plan as Word or PDF file.

Grading of the motivation letter

In the assessment of the motivation letter, the following aspects will be evaluated:

- 1) Matching of the background and expertise of the student with the research areas at HAMK Tech
- 2) Description of your motivation and plans for carrying out the studies (time management etc)

- 3) Description of your professional long-term plan. How will these studies help you in achieving your professional goals

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 5 pages
- maximum length of the motivation letter 1 page
- 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 to the preliminary assignment.

PROOFING THE LANGUAGE SKILLS

The programme is taught in English and therefore we need to be sure that the applicants have adequate English skills for the studies and communication. There are alternative ways to proof 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, 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)

In case you have one of the above-mentioned documents, please upload a copy of it to the online application at [Studyinfo](#). IELTS, TOEFL and Pearson test of English are valid for two years. In case you have not one of the above-mentioned documents, you may proof your skills in a short interview.

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 interview. The interview will be carried out either in person or via remote meeting and will last about 15 minutes. The applicant should be prepared to discuss their thesis plan. Passing the interview will be evaluated by the organizers.

ASSESSMENT OF THE PRELIMINARY ASSIGNMENT

The thesis plan, motivation letter and language skills will determine the rank of the students. The thesis plan and motivation letter will be graded based on the criteria described above in a way that the thesis plan will determine 85 % of the grade and motivation letter 15 %. Filling the language requirements are an absolute requirement that will be evaluated by professionals.

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 time **19 January – 30 April 2023 by 3:00 pm (Finnish time)**.

The preliminary assignment, motivation letter and language certificate need to be uploaded to the online application at Studyinfo.fi **within seven (7) days after submitting the application**.

- 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.