

Transfer Students - Admission on basis of previous studies 2009

1. Who can apply?

This admission process is meant for students who have studied at the Open University in Finland and for students who possess a lower or higher university/polytechnic degree and who have studies of the same subject they are applying to study at the Faculty of Social Sciences.

The maximum intake of students of the Open University is 23 and the maximum intake of students possessing a degree is 58. The maximum amount of students admitted per department (please see the numbers below) will not be exceeded. The applicants are ranked on the basis of their grades. One can only apply and be admitted to one major subject in this admission procedure.

2. Amount of transfer students accepted 2009

The Faculty of Social Sciences accepts a maximum of 81 transfer students in 2009 admitting the following amount of students per department/subject:

Department	Admission for students of the Open University	Admission for students possessing a degree
Economics	2	14
Development studies	2	5
Moral and Social Philosophy	2	4
Political history	1	5
Social Policy	1	2
Social Work	2	3
Sociology	2	6
Social and Cultural Anthropology	1	3
Social Psychology	2	2
Economic and Social History	1	4
Statistics	1	4
Political Science (in total)	3	3
- Administration and Organisations	1	1
- World Politics	1	1
- Politics	1	1
Communication	3	3

If the quota of the admission procedure for students of the Open University is not filled due to the lack of applicants who meet the set requirements, the vacant places can be filled with the applicants of the admission procedure for students possessing an academic degree.

3. Minimum requirements for applying

a) Students of Open University

All the applicants must meet with the minimum requirements. If the minimum requirements are not met, the application cannot be taken into consideration. Even if the minimum requirements are met, it does not lead automatically to admission. In the end, the admission is subject to the amount and level of other applicants.

Applicants who do not have a right to study for a degree at a Finnish university and who have completed basic and intermediate studies (60 cr / 35 cu) in the subject she/he is applying to, basic studies in another subject (25 cr / 15 cu) and the language studies required for the Bachelor of Social Science. The studies must be completed with at least grade “good” (3/5) or higher depending on the department in question.

The content and level of the studies should compare to that of the studies offered at the Faculty of Social Sciences. The studies ought to be completed by the application deadline (27 Feb. 2009 at 15.45), and they must not be earned more than ten years ago. The board of the department is in charge of evaluating the content of the studies.

In the selection procedure special attention is paid to the grades of the previous studies in the subject that the applicant applies for. The selection takes place according to the average value of the grades. Only the graded courses (on a scale from 1 to 5) will be taken into consideration. If the applicant has completed more studies than the minimum requirements, those studies will be taken into consideration only if they raise the average value of the grades. The average value of the accepted applicant’s grades ought to be as good as that of the last one to be admitted in the admission procedure for students possessing an academic degree.

If the student is admitted, she/he will receive the study right for a **Bachelor’s Degree only**. The study right is granted by the Dean on the basis of the statement of the department. If the admitted student wishes to continue his/her studies after the Bachelor’s degree, s/he ought to apply for the study right in the admission procedure for students possessing an academic degree.

b) Students who have completed a Bachelor’s or a Master’s degree in a Finnish university

All the applicants must meet with the minimum requirements. If the minimum requirements are not met, the application cannot be taken into consideration. Even if the minimum requirements are met, it does not lead automatically to admission. In the end, the admission is subject to the amount and level of other applicants.

The minimum requirement is that the applicant has completed a lower or higher university degree including the basic and intermediate studies (60 cr / 35 cu) in the subject she/he is applying to. The studies must be completed with at least grade “good” (3/5) or higher depending on the department in question.

In the selection procedure special attention is paid to the grades of the previous studies in the subject that the applicant applies for. The selection takes place according to the average value of the grades. Only the graded courses (on a scale from 1 to 5) will be taken into consideration. If the applicant has completed more studies

than the minimum requirements, those studies will be taken into consideration only if they raise the average value of the grades.

The content and level of the studies should compare to that of the studies offered at the Faculty of Social Sciences. The studies ought to be completed by the application deadline (27 Feb. 2009 at 15.45), and they must not be earned more than ten years ago. The board of the department is in charge of evaluating the content of the studies.

The academic degree ought to be completed by 4 August 2009. If the student fails to provide evidence of the degree by the set deadline, s/he loses his/her study place.

If the student is admitted, she/he will receive the study right for a Master's Degree. When necessary, the students might be requested to complete some supplementary studies.

4. Application Procedure

Application forms in Finnish are available at the Student Affairs Office of the Faculty of Social Sciences, open daily from Monday to Friday from 9-11 AM and 12-14.45 PM. Address: Student Affairs Office, Faculty of Social Sciences, PL 54 (Unioninkatu 37), 00014 HELSINGIN YLIOPISTO. For the English ones, please contact the International Coordinator of the Faculty (soc-sci[at]helsinki.fi).

The following documents must be included in the application:

- An official transcript of previous studies or an official certificate given by the university which clearly shows the studies on which the applicant bases his or her request to be accepted as a student at the Faculty. The documents must also show incontestably, that the applicant has obtained the units or entities that he or she claims.
- If the applicant already holds a degree or a diploma (for instance a Bachelor's degree) from a university, a certified copy of this must be included in the application.

The application and the supporting documents must be returned to the Student Affairs Office of the Faculty **no later than 27 February 2009, at 15.45**. Late applications will not be processed.

5. Notification of results

The students who have been admitted will be informed in writing **no later than 30 April 2009**. Information on how to enrol at the Faculty will be sent along with the letter of acceptance.

Those applicants who are not satisfied with the results of the procedure have the right to ask for a revision of the decision. The applicant must submit a written request for revision to the Faculty no later than 14 days after she/he has had the opportunity to become aware of the outcome of the selection.