APPLICANT'S GUIDE FOR
Full Stack Web Developer program

Application period   **March 21st – May 5th 2024**

Personal interviews   **May 27th – 30th 2024**

Admission results   **June 7th 2024**

Confirming the study place   **by June 21st 2024**

Starting day   **August 8th 2024 – obligatory attendance**

About the program

Full Stack Web Developer program is designed for adults who want to work as software developers. The program is meant for adults, who have completed either upper secondary education or vocational upper secondary education, and people over the age of 18, who are in the process of changing careers and have enough work experience. Studying in this vocational upper secondary program is very practical in comparison to academic studying. The studies focus on getting the core skills needed as a software developer. The studies are full-time studies and include an internship at the end of studies.

Full Stack Web Developer is a partial qualification. During the program students complete modules from Vocational Qualification in Information and Communications Technology:
- Programming, 45 competence points
- Working as a software developer, 45 competence points
- Software implementation using a software component, 30 competence points

Students will also have an opportunity to complete the full vocational qualification.

Completing Vocational Qualification in Information and Communications Technology

Since the Full Stack Web Developer program includes only relevant know how and methodologies related to working as a Web Developer, in order to complete the full vocational qualification two additional parts of the qualification must be completed:
- Basic ICT tasks, 25 competence points
- Common Units, 35 competence points

Basic ICT tasks consist of basic knowledge and know-how in ICT-related work and generally in working life. You can demonstrate that your basic ICT skills and abilities meet all the professional standards in a short, online course tailored for adult learners.

Common units are composed of basic skills and know-how needed in working life, academic studies, and lifelong learning. These studies include, for example, Finnish language and Mathematics. If you have completed upper secondary education in Finland, your prior learning can be recognized for as much of these studies as possible. If you have not completed upper secondary education in Finland, you must independently study the online courses we provide for the common units 35 cp. Please note, that these studies include Finnish language studies which you must complete successfully.

Entrance requirements

The entrance requirements are
- Good written and oral command of English (B2 CEFR level)
- Good computer skills
- Finnish citizenship or Finnish residence permit, or citizenship of an EU/ETA country

A. Admission requirements

1. Good command of English – English language certificate, written application and oral skills based on the application
2. Finnish citizenship or Finnish residence permit, or citizenship of an EU/ETA country
3. Motivation letter which is to be written on the provided application form
4. Personal interview

1) English language certificate

Applicants are asked to enclose a language certificate to their application.

Please submit one of the following certificates:
- IELTS Academic, level 6.0
- TOEFL PBT, 550 paper-based test
- TOEFL IBT, 79 - 80 internet-based test
- The National Certificate in English language (YKI), at level 4 Intermediate, in all parts.
- Higher degree completed in English - The certificate must include a supplement or other information that the full degree has been completed in English
- Upper secondary education completed in Finland - Minimum requirement for English language level is grade 7 on the leaving certificate or Cum Laude on the Matriculation Examination certificate. Applicants applying with a Finnish vocational upper secondary certificate, the requirement for English skills is grade 2 (grading scale 1-3) or 4 (grading scale 1-5).

Please note: IELTS and TOEFL are valid only for two years since date of issue.

In addition, secondary or upper secondary education completed in English in the United Kingdom, Ireland, the United States, Canada, Australia or New Zealand is accepted as a demonstration of sufficient English language competence.

Please note that an application cannot be processed until all the required documents have been submitted. Only apply once and attach all documents directly to the application form.

2) Finnish citizenship or Finnish residence permit, citizenship of an EU/ETA country

Applicants must enclose a copy of Finnish passport or identity card, or a residence permit granted by the Finnish authorities or a document of citizenship of an EU/ETA country (passport or identity card) to their application. If the applicant's residence permit is in process, they must enclose a document of a pending permit application to their application. **Please note that applications without this documentation are not considered. Residence permit cards from countries other than Finland are not accepted.**

3) Motivation letter which is to be written on the provided application form

The motivation letter which covers your previous competence in ICT, work experience, and future career plan is completed within the provided application form. Provided answers are assessed on a scale from 0 to 8. The utilization of AI is forbidden.

4) Personal interview and practical test

Selected applicants will be invited to a personal interview based on their application and supporting documents. See: selection criteria below.

The objective of the interview is to collect further information on the applicant's current skill level in the areas vital for the students studying in this program. There will also be a small practical test included in the interview. Interview is graded on a scale of 0 to 9.

Kindly note that the interview is an obligatory part of the admission process, and it is organised at the college. Remote or telephone interviews will not be arranged.

If the applicant fails to attend the interview, their application is automatically rejected.

B. Selection criteria

Application: 0 – 8 selection points (motivation letter covering previous competence in ICT, work experience and future career plan)

Educational background: 0 – 1 selection points (1 selection point: any academic degree (bachelor or master level) awarded based on a degree certificate)

Finnish language skills: 0 – 1 selection points for Finnish language skills (1 selection point: Finnish as a mother tongue, secondary language or YKI 4 level accredited skills)

Interview: 0 – 9 selection points

Applicants will be invited to an interview **based on the sum of** their application selection points, Finnish language skills selection points and educational background selection points. Please note that not all applicants fulfilling the requirements will be issued an invitation, but the selection will be made based on the selection points. The interview will be held in our Campus in Pasila, Helsinki. No exemptions.

The final selection will be made **based on the sum of** interview selection points and Finnish language skills selection points. In the case of equal selection points the order of the applicants will be based on their interview selection points. In the case of equal selection points in the interview selection points, the order of the applicants will be based on application selection points. In case of equal selection points throughout the process random selection is used. If the applicant fails to attend the interview, their application is automatically rejected.

C. General information for applicants

Full time work, registered jobseekers

Training program is full-time – you cannot combine this program with working full-time or having other full-time responsibilities.

You might not be able to combine studying in the program and getting unemployment benefits. Applicant is responsible for communicating with TE Services.

Cost of studies for students in Finland

Business College Helsinki does not have scholarships available for students and cannot offer financial assistance to students toward travel expenses, living expenses or study- related expenses in Finland. Therefore, students are required to finance and to cover these costs to the full amount themselves. Common expense items include:
- photocopied course material
- study supplies
- study equipment
- possible course textbooks
- meals
- housing
- travel – notice: foreign students might not be eligible for student discount for local transport
- other general living expenses

To comply with the Finnish immigration law, international students are required to provide written proof of their ability to support themselves financially for the duration of their studies to the Finnish Immigration service.

Health insurance

International students must have a health insurance policy that covers the costs of their possible medical care. Health insurance is a requirement for obtaining a residence permit for studies in Finland. If you come from outside Finland, it will be useful to bring along any relevant documents related to your state of health, e.g. vaccinations. This will help you when you contact any members of our medical services. Further information www.migri.fi.

Results and appeals

Admission decisions will be announced and written invitations to accepted students e-mailed **on June 7th, 2024.** All applicants will receive a written notification of their personal admission decision. Please note that not all applicants fulfilling the requirements can be admitted.

An applicant who disagrees with the decision can request a review and correction of their case. An appeal to this effect must be made in writing to REGIONAL STATE ADMINISTRATIVE AGENCY (ETELÄ-SUOMEN ALUEHALLINTOVIRASTO) within 14 days after the publication of the results. The appeal must state in detail which part(s) of the admissions procedure are requested to be reviewed and corrected, and on what basis. Results of the personal interview and admissions processes cannot be altered to the detriment of students already admitted.

Written confirmation of study place and enrolment

An applicant accepted to the program must confirm their enrolment by submitting a written confirmation of accepting the offered study place to the student affairs office **by June 21st, 2024.**

Detailed instructions on how to confirm the study place will be sent with the acceptance letter. If the applicant fails to submit the confirmation form by the date indicated in the decision, he/she loses the offered study place.

Starting the studies at Business College Helsinki

Studies start with **mandatory orientation day on August 8th, 2024**. All new students should attend the orientation. In case the accepted student is not present on the orientation day and has not informed the college about their absence in advance, their place will be given to another applicant.

Students must have a valid student resident permit at the start of studies. Please be prepared to present a Finnish ID or a residence permit granted by the Finnish Immigration Services at registration. Citizens of an EU country must present a document of registration of their right of residence.

Students cannot begin their studies before they can present a valid student residence permit.

Unfortunately, we cannot help with the VISA issues. For more information, please consult the Finnish Immigration Service (www.migri.fi)

INSTRUCTIONS FOR THE APPLICATION FORM

Application to Full Stack Web Developer program

Please choose if you wish to complete the Full Stack Web Developer program: modules from Vocational Qualification in Information and Communications Technology (partial degree) or full vocational qualification (whole degree).

Personal information

Please fill in all the information accurately.

In the First name field, please write your first name (your forename for everyday use).

Contact information

Please make sure that you fill in all the information accurately, especially your email address.

Please fill in your current residence address. Please write the postal code of your place of residence (in numbers) and the name of the city. A Finnish postal code may be chosen from the list.

Educational background

Please fill in the information about your education, training and degrees completed.

Applicants are asked to enclose copies of their school leaving certificates and transcripts as well as degree certificates to their application.

Language skills

Please fill in the information and use the given scale to assess your skills (speaking, reading and writing).

Entrance requirement for this program is a good written and oral command of English. Please take notice that the applicant must provide a certificate of their English language skills with the application. Applications sent without the certificate of English language will not be considered. Please see: page 2 for further instructions.

Residence permit or Finnish citizenship, citizenship of an EU/ETA country

Please fill in the information about a Finnish residence permit and type your customer number at the Finnish Immigration Service to the field. If you are a Finnish citizen, select "Finnish citizenship". If you are citizen of an EU/ETA country, select "EU/ETA citizen".

Applicants are asked to enclose a copy of a Finnish passport or identity card, a residence permit granted by the Finnish authorities or a document of citizenship of an EU/ETA country (passport or identity card) to their application. If the applicant's residence permit is in process, they must enclose a document of a pending permit application to the application. Please note that applications without this documentation are not considered.

Motivation letter which covers your previous competence in ICT, work experience, and future career plan

In the following fields, please outline your reasons and motivations for applying to this program. Share your experience in the field of ICT and web development, and provide examples of your work history, previous education, and personal projects. Also, describe your career plans upon completing this program. Please ensure that your application letter is individual in nature and not composed using AI.

1. Why do you want to work in web development? Share your passion and experiences. (1000 characters, 0-2 points)
2. Evaluate your web development and ICT skills, and share examples of related projects. (1000 characters, 0-2 points)
3. Detail your work history, focusing on roles, responsibilities, and ICT-related projects. (1000 characters, 0-2 points)
4. After completing the program, how will you use your web development skills in your future career? (1000 characters, 0-2 points)

Enclosures and application supporting documents

The applicants are asked to enclose copies of the following documents to their application:

- Educational Certificates
- Certificate of English language, see p. 2 (required)
- Copy of Finnish residence permit, a Finnish ID or an ID of an EU/ETA country (required)
- Work Experience Certificates (if available)
- Certificates of IT skills (if available)

Please name all the files accordingly. Files must be in .pdf, .jpg or .jpeg form.

Please prepare all the certificate copies in advance and submit scanned/electronic copies of these documents enclosed to the application form. Please name all files, for example: IELTS / upper secondary certificate / Bachelor in Business Administration etc. You can also add a description to a file in Wilma when you submit the documents.

Please note that applications without the enclosed documents will not be considered.

All the supporting documents must be submitted by the end of the application period, by May 5th, 2024. Please take notice that the documents must reach the college by the given deadline. Business College Helsinki does not process application documents that have arrived after the deadline.

Please note that all documents must be translated into English or Finnish.

All admitted students are required to present the original documents, certificates and references at the very beginning of the first study year.