Admission Requirements for the Subject Teacher Education Programme in English (STEP) for the Academic Year 2017-18 for the separate selection applicants

This application guide is for those who already have a Master’s degree and who are interested in applying to the Pedagogical Studies for Teachers in English. The studies consist of 60 credits and start in the autumn 2017. It is possible to take the studies in one academic year.

General

The Faculty of Behavioural Sciences becomes the Faculty of Educational Sciences on 1 January 2017.

The qualification requirements for teaching personnel are stipulated in Decree No. 986/1998 and the amendment to the previous degree, Decree No. 865/2005. The Subject Teacher Education Programme in English is recognised as the Pedagogical Studies for Teachers described in the Section 10 in the Decree.

The subject teachers must have a Master’s level degree, sufficient and right kind of studies of their teaching subject(s) taken at the appropriate subject department (either part of their degree or separately) and Pedagogical Studies for Teachers.

In order to be qualified to teach in a Finnish comprehensive school (students aged 7 to 15), teachers need to possess an excellent command of the teaching language of the school (usually Finnish or Swedish). In upper secondary schools (students aged 16-18) the language requirement for teachers is to possess a good command of the teaching language (National Board of Education Regulation 25/011/2005).

1. Intake quota - separate selection applicants

Applicants who have already completed a Master’s degree (at the University of Helsinki or another university) and have at least 60 credits of basic and intermediate studies of a teaching subject taught in basic or general upper secondary education can apply to the Subject Teacher Education Programme in English in a separate selection quota.

In the same year at the University of Helsinki, an applicant in the separate selection quota may apply to the Pedagogical Studies for Teachers in only one selection group (and one subject) arranged in Finnish, bilingually (Finnish-Swedish) or English.

The intake of students in the Arts and Science groups is 25 students divided into two selection groups as follows:

- 17 basic degree students at the University of Helsinki
- 8 applicants in separate selection quota
Seventeen of the total 25 students will be accepted into the programme as basic degree students from the University of Helsinki studying in the Faculties of Arts and Science for their Bachelor’s and Master’s degrees or studying in a Master’s degree programme. Doctoral students are not basic degree students.

**Applicants in the separate selection quota**

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<tr>
<th>Arts group</th>
<th>Science group</th>
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<td><strong>Students to STEP are chosen from the following teaching subjects:</strong></td>
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<td>o Spanish</td>
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<td>o Swedish as the Second National Language</td>
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If the intake quota within one selection group is not filled due to the lack of applicants who meet the set requirements, the quota of the other selection group can be extended accordingly.

### 2. Application period and application submission

Applications to the STEP studies are submitted via an electronic application form.

The application period for the Subject Teacher Education Programme starts on 16 January 2017 and **ends on Wednesday, 1 March 2017 at 15:00 o'clock** Finnish time. Late applications cannot be processed.

Applicants will receive an automatic confirmation email after they have submitted the application form.
IMPORTANT!

The required attachments to the electronic application form for applicants in the separate selection quota:

1. **Background Information Form** (attached photograph is mandatory). If the Background Information Form is sent by postal services or brought to the Admission Services in person, **2 additional copies** of the Form and photograph are required.

AND copies of the following documents

2. Certification of sufficient **language skills** in English, if required

3. Certificate of a **Master’s degree** if not completed at the University of Helsinki, or, in case of non-Finnish degrees, a decision on the recognition of the level of a higher education degree given by the Finnish National Board of Education. For more information, have a look at the FNBE pages.

4. **Equivalency Certificate** for the basic and intermediate studies of at least 60 credits (or 35 credit units/study weeks in the previous national system) in the teaching subject taught in basic or general upper secondary education. All the possible teaching subjects in the STEP studies are listed in Chapter 3. The Equivalency Certificate is called “**opetettavan aineen vastaavuustodistus**” and it is provided by the appropriate Faculty at a Finnish University.

The copies **do not have to be** officially certified as the original documents are checked before the final enrolment and registration to the University.

The applicant may attach and send the documents **with the electronic application form** by the end of application period, till **1 March 2017, 15.00 o’clock**.

After that it is possible to send the required documents by post to the Admissions Services of the University of Helsinki or to bring them in person to the letter box of the Admission Services by **15 March 2017, 15.00 o’clock**.

Postal Address:

**University of Helsinki**
Admission Services
P.O.Box 3 (Fabianinkatu 33)
00014 University of Helsinki

Letter box labeled “Admission Services” is located in front of the room 1008 on the first floor, use the main door at Fabianinkatu 33.

The Admission Services must receive the documents by the set date and time, otherwise they are not taken into consideration.
3. Admission requirements for the Subject Teacher Education Programme in English

Applicants with a Master’s degree with basic and intermediate studies in one of the following teaching subjects can apply to the Subject Teacher Education Programme in English:

**Arts group**
- Foreign languages
  - English
  - French
  - German
  - Italian
  - Spanish
  - Swedish as a Second National or Foreign Language

**Science group**
- Chemistry
- Mathematics
- Physics

In STEP, students complete teaching practice **in one subject only** although they can also have other subjects later as teaching subjects. However, in case of even points in the entrance examination, other possible teaching subjects give an applicant an advantage.

3.1. Language requirements

Applicants applying to the Subject Teacher Education Programme in English must have a good level of English skills in order to study efficiently and be involved in group discussions and exercises. The University of Helsinki applies a two-facet demands level for language skills, namely academic level and communication level.

STEP requires **academic level language skills** from its applicants as defined in the Rectors decision 47/2016.

The same language requirements apply to the STEP studies as to studies in a Master’s degree programme. For the complete list of acceptable ways of indicating sufficient English skill level, see the **appropriate page for language requirements**.

However, in addition, if **the teaching subject is English** or the applicant has received an Equivalence Certificate in this subject, it is not necessary to include any separate certification of the sufficient language skills.

Please note that the admission into this programme does not guarantee necessary language skills to teach in an international or Finnish school as the matter is governed by the same decrees as for the general qualifications (Decree No. 986/1998, Decree No. 865/2005).
3.2. Previous studies

The applicants to the Programme must have completed a Master’s degree in a Finnish university or abroad. In case of non-Finnish degrees, a decision on the recognition of the level of a higher education degree given by the Finnish National Board of Education. For more information, have a look at the FNBE pages.

In addition, the applicants must have completed at least 60 credits of basic and intermediate studies in one of the teaching subjects listed above in Section 3 and received an Equivalence Certificate from an appropriate Faculty at any Finnish university.

At the University of Helsinki, the Student Service Points help in the applicants in the matter. Please remember that the final deadline for the Admission Services to receive the documents is 15 March 2017.

3.3. Selection procedures

The selection of students into the Subject Teacher Education Programme is based on an entrance exam that is either a supervised group discussion or an individual interview or a combination of both.

The names of the applicants who are invited to the entrance exam will be published on 3 April 2017. The applicants who are invited to the entrance exam will receive an invitation by e-mail. More detailed information of the date, time and place of the entrance exam will be given in the invitation.

All applicants are informed of the decision.

The interviews will be held on 4 - 5 May 2017 in Helsinki.

The maximum number of applicants to be invited to an interview is 1.5 times the number of students to be admitted to the programme. If there are more applicants, the selection of the students to be invited to the interview is based on criteria presented below (in case of even points). Invitations will be sent to the applicants who meet the application requirements and are the furthest in their studies.

The purpose of the interview is to evaluate the applicant’s suitability to work as a teacher. The motivation, commitment and educability of the applicant are evaluated in the interview.

The maximum number of points to be given in the interview is 150. Both of the interviewers must favour the applicant’s acceptance into the programme so that he or she can be selected into the Subject Teacher Education Programme.
In case of even points, the order of applicants is determined in the following way:

1. Priority will be given to the applicant who has another teaching subject;
2. If the points are still even, priority will be given to the applicant who has the most university studies overall, counted as total number of credits.

3.4 Special arrangements.

The Rector’s decision 47/2016 will be followed in granting a possibility for special arrangements due to health related issues of an applicant.

An applicant may submit a separate application to request the right to special arrangements for taking an entrance examination. The application should indicate the types of special arrangements being requested and the grounds for the request. The applicant should enclose copies of the medical statements to which he or she makes appeal.

It is possible to arrange the entrance examination in a room with easier access or provide special aids or assistance, or more time for the examination if needed.

Please send a message to admissions@helsinki.fi by the end of the application period (1 March 2017), or, if the need for special arrangements has arisen after that date, as soon as possible for asking more details about special arrangements.

An applicant with special arrangements is assessed with the same principles and guidelines as the other applicants.

4. Publishing of results and appeals procedure

The names of all applicants admitted to the Subject Teacher Education Programme will be published on Wednesday, 31 May 2017. The accepted applicants will be sent a letter of acceptance that includes information about the start of the studies, and enrolment and registration to the University.

All applicants who attended the entrance examination receive information of the entrance examination results.

Appeals procedure

An applicant who is dissatisfied with the selection results or the entrance exam and who think that the results are based on a mistake made by the University can submit a written appeal within 14 days of the publication of the results.

It is possible to make an appeal in the first (invitations to interviews) and second phase (final results) of the application procedure.
The Admissions Services at the University of Helsinki will give further instructions about the appeals procedure during the application process.

5. Further information

If you have questions about the STEP application round, please contact the Admissions Services.