

Admission Requirements for the Subject Teacher Education Programme in English (STEP) for the Academic Year 2017–18 for basic degree students at the University of Helsinki

This application guide is for those who are **basic degree students** at the Faculties of **Arts and Science** at the University of Helsinki 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 studies in one academic year.

General

The Faculty of Behavioral 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 the language skill requirement for teachers is to possess a good command of the teaching language (National Board of Education Regulation 25/011/2005).

1. Intake quota - Basic degree students

Basic degree students at the University of Helsinki studying for their Bachelor's and Master's degrees or studying in a Master's degree programme in the Faculties of Arts and Science can apply to the Subject Teacher Education Programme in English (STEP), a programme of 60 credits, offered by the Faculty of Educational Sciences. Please notice that doctoral students are not basic degree students.

A degree student may apply to STEP the same year he/she would be applying to **one** of the Finnish-medium or bilingual programmes for Pedagogical Studies for Teachers.

Arts and Science groups together 25 students:

17	basic degree students at the University of Helsinki
8	applicants in separate selection quota

Eight of the total 25 students will be accepted into the programme from the separate selection quota for those applicants who already have a Master's degree and have completed at least 60 credits of basic and intermediate studies of a teaching subject taught in basic or general upper secondary education.

Basic degree students

Arts group	Science group
<p data-bbox="129 443 734 548">Students to STEP are chosen from the following majors (teaching subjects or study programmes):</p> <ul data-bbox="316 593 774 1137" style="list-style-type: none"><li data-bbox="316 593 774 660">· Foreign languages (<i>Faculty of Arts</i>)<ul data-bbox="411 660 774 1137" style="list-style-type: none"><li data-bbox="411 660 774 728">○ English (Philology or Translation)<li data-bbox="411 728 774 772">○ French (Philology)<li data-bbox="411 772 774 840">○ German (Philology or Translation)<li data-bbox="411 840 774 884">○ Italian (Philology)<li data-bbox="411 884 774 929">○ Spanish (Philology)<li data-bbox="411 929 774 1137">○ Swedish as a Second National Language (Scandinavian languages and translation studies in Swedish)	<p data-bbox="802 443 1407 548">Students to STEP are chosen from the following majors (teaching subjects or study programmes):</p> <ul data-bbox="986 593 1444 772" style="list-style-type: none"><li data-bbox="986 593 1444 660">· Chemistry (<i>Faculty of Science</i>)<li data-bbox="986 660 1444 728">· Mathematics (<i>Faculty of Science</i>)<li data-bbox="986 728 1444 772">· Physics (<i>Faculty of Science</i>)

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 STEP are submitted via an electronic application form.

The application period for the Subject Teacher Education Programme starts on 23 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 electronic application form.

IMPORTANT!

The required attachments to the electronic application form for basic degree applicants:

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 photo are required.

AND

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

AND

For applicants who are studying in a Master's degree programme at the University of Helsinki but have not completed their Bachelor's degree at the UH, also:

3. A written statement from the applicant's own Faculty that the studies in the Bachelor's degree with which the applicant gained admission into the Master's programme and the studies in the current Master's degree programme will together **include at least 60 credits** in the teaching subject taught in basic or general upper secondary education as required from subject teachers. An email confirmation or a similar kind of clarification from the Faculty (or Department) will be sufficient.

The degree students who are doing both their Bachelor's and Master's degrees at the University of Helsinki **do not need to provide certificates of their studies**. The Admissions Services will check the extent and the content of the studies from the OODI registration system after the period has expired, please see 3.2.

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

After that it is possible to send the required documents by post to the Admission Services 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.

Applicants can supplement their application with documents on their language skills (see section Language requirements) until Friday, 28 April 2017, and prior studies (see section Previous studies) until Friday, 19 May 2017.

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 (STEP)

Basic degree students studying for their Bachelor's and Master's degrees or in a Master's degree programme at the University of Helsinki studying one of the following school subjects can apply to the Subject Teacher Education Programme in English:

Arts group

- Foreign languages (*Faculty of Arts*)
 - English (Philology or Translation)
 - French (Philology)
 - German (Philology or Translation)
 - Italian (Philology)
 - Spanish (Philology)
 - Swedish as the Second National Language (Scandinavian languages and translation studies in Swedish)

Science group

- Chemistry (*Faculty of Science*)
- Mathematics (*Faculty of Science*)
- Physics (*Faculty of Science*)

In STEP, students complete teaching practice in one subject only. Thus, applicants' entrance to the programme is based on their major subject, although they can also have other teaching subjects as well.

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

Applicants have a possibility to supplement their studies also after submitting the STEP application to the Admission Services. The Admission Services check the credits through the OODI registration system on **Friday, 19 May 2017**. In other words, the studies registered by that date are taken into account.

Basic degree applicants must have completed **the basic and intermediate studies in their teaching subject or an equivalent of them** (not including Proseminar and Bachelor's thesis), **and must have at least a total of 120 credits**.

In addition at the Faculty of Arts, **students of Translation Studies [must have supplemented their studies](#)** so that they correspond to the studies of the language as a teaching subject.

In Science, the applicants must have at least a total of 120 credits, and fulfil the following requirements:

For **Chemistry students**, the previous studies must include 25 credits of basic studies and 40 credits of intermediate studies, including the following course Tutkimuksellinen kemian opetus I / Inquiry-based chemistry teaching I.

For **Mathematics students**, the previous studies must include 80 credits of basic and intermediate studies and 10 credits of advanced studies in Mathematics.

For **Physics students**, the previous studies must include 71 credits of basic and intermediate studies and 10 credits of advanced studies in Physics, including the following course Opettajien pääaine-fysiikan laboriokurssi I / Experimentation in school laboratory for Physics major I (**or half of the course** "Opettajien syventävä laboriokurssi").

3.3. Selection procedures

The selection of students into the Subject Teacher Education Programme is based on an entrance exam that is either a guided group discussion or an individual interview or a combination of both. The names of the applicants invited to the entrance exam will be published on 3 April 2017. The applicants invited to the entrance exam will receive an invitation by mail.

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

The maximum number of students 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 previous studies. Invitations will be sent to the applicants who meet the application requirements and are the furthest in their studies. More detailed information of the date, time and place of the entrance exam will be given in the invitation.

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 order to be accepted to the Programme, an applicant must receive a minimum of 60 points in total, and at least 15 points in each evaluated part in the entrance examination.

In case of even points, the order of applicants is determined in the following way:

1. Priority will be given to the applicant who is furthest in his/her studies in the major (first teaching subject), counted as credits of the mandatory studies that are part of the degree;
2. If the points are still even, priority will be given to the applicant who is furthest in his/her studies of the second teaching subject, counted as credits of the studies belonging to the degree requirements;
3. If the points are still even, priority will be given to the applicant who is furthest in his/her studies overall, counted as total 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 in English 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 exam will be sent information of the entrance exam 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 process during the process.

5. Further information

If you have questions about the STEP application round, please contact [the Admission Services](#).