

**SIBELIUS  
ACADEMY**

**UNIARTS  
HELSINKI**

**ADMISSIONS  
GUIDE 2018**

**CHANGE OF MAIN SUBJECT  
AND STUDY RIGHT**



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# 1. REGULATIONS CONCERNING THE RIGHT TO STUDY

The right to study refers to a right which is in accordance with the Universities Act (558/2009, Section 41) and is related to taking a degree.

Undergraduate selection concerns applicants who do not at that time have the right to study for a Bachelor's or Master's degree at the University of the Arts (Uniarts) Helsinki. A person who has completed a Bachelor's and/or Master's degree, or a Sibelius Academy degree under the old system, and who does not have the right to study for an undergraduate degree at the Sibelius Academy shall apply for admission as set out in the undergraduate admission criteria. The applicant shall take an entrance examination as set forth in the admission criteria.

According to the degree regulations of Uniarts Helsinki, a student is, at any given time, entitled to **only one right** to pursue a degree at the University of the Arts. If the application for a change of study right is approved, the student will lose their old study right gain study rights for the new main subject and the new academy as necessary.

On specific grounds, the Rector may grant an exception to the rule of one study right based on the student's application. If the applicant isn't granted a special permission to have multiple study rights, in principle, it is considered that the applicant is changing their study right.

## 2. CHANGING THE RIGHT TO STUDY

Registered Bachelor's or Master's students at Uniarts Helsinki can apply for a change in their right to study within the Sibelius Academy or between different academies.

If the target degree stays the same, the student has **changed to a new degree programme** (or **main subject** or **main instrument**). If the name of the target degree changes (transfer between academies), the student has applied for **internal transfer**.

### 2.1. Change of degree programme, main subject or main instrument

The application process for changing one's study right is scheduled in tandem with applications and decisions for undergraduate student selection. Apply for a change of study right by filling in an electronic application form on Uniarts Helsinki admissions website (<https://www.uniarts.fi/en/apply-to-sibelius-academy>) **no later than 24 January 2018 (3 p.m. Finnish time)**. In addition, possible pre-examination assignments must also be submitted to Sibelius Academy Admissions Office **no later than 24 January 2018 (3 p.m. Finnish time)**. Requirements for the pre-examination assignments and other appendices can be found in the admissions guides for basic education (Bachelor- and Master-level studies) 2018.

The Dean of Sibelius Academy decides on the change after receiving approval from the head of the degree programme or department the student has applied to. Students who change their degree programme will be credited for all their applicable prior studies as extensively as possible.

The number of students who change their degree programme isn't included in the intake quota defined by the Board.

An approved change of study right will be valid from the beginning of the academic year (1 August). The start date of studies does not change when students change their degree programme and begin in a new one, and instead, the time that the student has already used is counted in the maximum duration of studies.

## 2.2. Applying for internal transfer

The application process for changing one's study right is scheduled in tandem with applications and decisions for basic education student selection. Apply for a change of study right by filling in an electronic application form on Uniarts Helsinki's website (<https://www.uniarts.fi/en/apply-to-sibelius-academy>) **no later than 24 January 2018 (3 p.m. Finnish time)**. In addition, possible pre-examination assignments must also be submitted to Sibelius Academy Admissions Office **no later than 24 January 2018 (3 p.m. Finnish time)**. Requirements for the pre-examination assignments and other appendices can be found in the admissions guides for basic education (Bachelor- and Master-level studies) 2018.

The number of internal transfer students isn't included in the intake quota defined by the Board.

An approved change of study right will be valid from the beginning of the academic year (1 August).

The applicant will be granted a right to study towards a degree equal to the one that provides the basis for the transfer. If a Bachelor-level student with a right to study in a 5.5 or 5-year degree programme applies to be transferred to a 3-year Bachelor's programme, the student will lose the right to complete a Master's degree that was included in the prior programme. Students who change their right to study will be credited for all their applicable prior studies as extensively as possible.

Students who accept a new study right will lose the study right (the right to study towards a degree) that provided the basis for the transfer in accordance with section 43(2) in the Universities Act. Students who accept a study right through a transfer will lose their potential first-time applicant status in accordance with section 36B(1) in the Universities Act.

Internal transfer application follows the normal appeal procedure for admissions.

## 2.3. Change of study right within the same main subject or instrument

A student can apply for a change of study right within their main subject or in Classical Music Performance in their main instrument (from the Bachelor level to the Master level in the 5.5-year programme) at any time by submitting a free-form application to the Sibelius Academy Admissions Office.

The Dean of Sibelius Academy will take decisions on applications to change the right to study within a main subject or instrument on the basis of the student's application and the statement provided by the head of the department. The head of the department may require the applicant to perform a demonstration of their skill in the main subject or instrument. The demonstration will be evaluated by a committee appointed by the head of the department.

The new study right is valid from the day of the decision.

### 3. CRITERIA FOR DECISIONS ON CHANGING THE RIGHT TO STUDY

Sibelius Academy's general admission criteria as well as basic education selection criteria apply to those seeking to change their study right. At Uniarts Helsinki, applications for a change of study right are assessed based on the application, other material that, according to the Dean's decision on entrance requirements, must be submitted to the university, and the results of a proficiency test organised in connection with the entrance examinations or as a subexamination.

Applicants from within the Sibelius Academy and from other academies attend the same proficiency test, but applicants from Sibelius Academy do not take part in general theory and aural skills examinations nor do they need to prove their language skills when applying for a change of study right. The head of admissions can decide whether students seeking to change their study right need to attend all parts of the entrance examination. Students seeking to change their study right will be treated equally when deciding about the matter.

The Entrance Examination Board assesses the skills, knowledge, and suitability for a musical education of the applicant. The assessment is based on the programme-specific admission criteria. The applications and performance in entrance examinations of those applying to change study right will be reviewed as a separate group in each programme.

If the student is already completing Master-level studies in the degree programme, it is no longer possible to apply for a change of degree programme for Bachelor-level studies. In other words, change of degree programme must occur before the student graduates as a Bachelor, or as a Master's student if the student changes to a different Master's degree programme. An exception to this is Sibelius Academy's Music Education and Church Music programmes, in which the applicants to Master-level studies are required to have completed appropriate qualifying studies for a cantor's or a music teacher's position at the Bachelor level. If a student, in exceptional cases, changes from the Master level to the Bachelor level, they can be granted additional time for the completion of the degree.

If a student completing Bachelor-level studies has completed a university degree or a sufficient amount of studies outside Uniarts Helsinki that qualify the student to pursue Master's studies according to the academy's admission criteria, it is possible to apply for a change of degree programme to pursue Master's studies directly. Subsequently, the student will lose the previous right to study towards a Bachelor's degree. If the student is admitted to pursue Master-level studies based on a Bachelor's degree completed at another university, the Master's degree must be completed in a period of time equal to the normative duration of a Master's degree but not longer.

Students who have changed their right to study may register as non-attending during their first year of studies only if the university has granted them the right to postpone the start of their studies. The right to absence must be applied for in writing on or before the date announced annually by the university.

### 4. STUDYING TOWARDS TWO DEGREES SIMULTANEOUSLY

Students with a valid right to study towards a degree at Uniarts Helsinki can apply for a simultaneous right to study towards another degree at Uniarts Helsinki in exceptional cases only.

Students can apply for a simultaneous right to study towards another degree by filling in an application form via the Study info portal (Bachelor's and Master's degrees). The application for the special permission and the necessary documents must also be submitted by the end of the deadline. The right must be applied for by a written free-form notification to Uniarts Helsinki's Rector. The notification must include grounds for the right to pursue a second degree simultaneously, a transcript of academic records and an individual study plan for the completion of the first degree. The notification must be submitted to the admissions services of the academy in question **no later than 24 January 2018** and in connection with the new application for the second degree via the Studyinfo.fi system.

If the Rector grants the applicant the special permission to apply for the right to pursue a second degree simultaneously, the applicant's application follows the same procedure as applications of anyone else who is applying to a university. If the Rector does not permit the student to pursue a simultaneous second degree and the student is admitted to the second degree programme, the applicant will lose the previous right to study if the application for a study right in the new degree programme is accepted. In this case, the application will also be moved from Study info portal to a list of students seeking to change their right to study internally.

If necessary, please contact the Head of Academic Affairs ([sanna.kotajarvi-soderholm@uniarts.fi](mailto:sanna.kotajarvi-soderholm@uniarts.fi)).

## 5. COMMENCING THE STUDIES, STUDY TIME, AND THE NUMBER OF INDIVIDUAL TUITION HOURS

During the first academic year after the change of study right, it is possible to enrol as an absent student only with permission granted by the university. Enrolment as an absent student for the first year is possible only due to following statutory reasons:

- 1) voluntary military service or conscription
- 2) maternity, paternity or parental leave
- 3) own illness or injury

*N.B.! Study at another educational institution or abroad does not qualify.*

The right to absence must be applied for in writing at Sibelius Academy **no later than 10 July 2018 (3 p.m. Finnish time)**.

The student is considered to have started degree studies on the date when they accepted the original study position in the university. If the student is admitted to study for a higher university degree based on a Bachelor's degree completed at another university, they have the right to complete the higher degree in a period of time equal to the normative duration of a higher university degree but not longer. In accordance with the Universities Act (558/2009), Section 40, a student admitted to study only for the higher university degree has the right to complete the degree in a period of time exceeding the normative duration of studies by a maximum of two years (in total, 4.5 years).

The maximum duration of a transfer student's studies towards a degree is determined by the right to study that was granted to the student upon transferring. The attendance and non-attendance periods in the studies that provide the basis for the transfer are also calculated as part of the student's duration of degree studies. (Universities Act, section 41).

For students who change their study rights, the amount of individual instruction may be restricted at the beginning of the new study rights.

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