

**SIBELIUS
ACADEMY**

**UNIARTS
HELSINKI**

**ADMISSIONS
GUIDE 2018**

**EDUCATION LEADING
TO A MASTER'S DEGREE
(2.5 yr.)**



SIBELIUS ACADEMY'S ADMISSIONS GUIDE 2018

JAZZ MUSIC (2.5-year education)

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The 2.5-year master's programmes included in the separate admissions procedure are:

- **Jazz Music:**
 - **Instrumental or vocal studies**
 - **Composition**
- **Classical Music Performance, instrument as a main subject:**
 - **Woodwind and brass instruments** (Flute, Oboe, Clarinet, Bassoon, Saxophone, French horn, Trumpet, Trombone, Euphonium, and Tuba)
 - **Viola, Cello, and Double bass**

1. APPLICATION PROCEDURES

The Sibelius Academy degrees and the admission criteria are based on the Universities Act (558/2009), Universities decree (770/2009), Government Decree on University Degrees (794/2004), the Decree 986/1998 for the Qualification Requirements of Teaching Personnel, the Degree Regulations of the University of the Arts (Uniarts) Helsinki and the decision on the admission criteria made by the Dean of the Sibelius Academy.

When applying to the Sibelius Academy, applicants will be assessed according to both the eligibility requirements of the Universities Act (558/2009, Section 37) and Sibelius Academy's general and programme-specific admission criteria. The entrance requirements specific to each programme are applied to rank the applicant within their own selection group, i.e. degree programme and its components (main subject or main instrument) as defined in the admission criteria.

Admittance to the Sibelius Academy is governed by two factors: (1) the facts the applicant has stated in their application and the certificates and other material which they have enclosed in compliance with the Dean's decision on the admission criteria, and (2) the Entrance Examination Board's assessment of the video audition submitted to the Sibelius Academy. The Entrance Examination Board assesses the skills and knowledge of the applicant. Furthermore, the applicant's suitability for a musical education and career will also be considered. The assessment is based on the programme-specific admission criteria.

Uniarts Helsinki Board has decided that the number of new Bachelor's and/or Master's students to be accepted to Sibelius Academy in 2018 is not more than 174. The intake includes new students who are chosen either through joint admissions or a separate admissions procedure. Uniarts Helsinki will not apply the first-time applicant quotas in the 2018 admissions.

2. ELIGIBILITY FOR EDUCATION

The Sibelius Academy will check every applicant's eligibility before the entrance examination.

In the separate admissions procedure, applicants can apply only for the 2.5-year programmes mentioned above, leading only to a Master of Music degree. Applicants are eligible for education leading only to a higher university degree (Universities Act, Section 37) if they have completed one of the following:

- 1) **An applicable lower university degree;**
 - Applicants must send a copy of the degree certificate so that it reaches the Sibelius Academy Admissions Office no later than 24 January 2018 (3 p.m. Finnish time). Please see the

instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).

- 2) **An applicable polytechnic degree;** or
 - Applicants must send a copy of the degree certificate so that it reaches the Sibelius Academy Admissions Office no later than 24 January 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
- 3) **An applicable education completed abroad** which in the awarding country gives eligibility for corresponding higher education
 - Applicants must send a copy of the qualification certificate so that it reaches the Sibelius Academy Admissions Office no later than 24 January 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).

N.B.! For Sibelius Academy, an applicable qualification is a qualification in music.

- 4) The Sibelius Academy may deem an applicant as eligible for the 2.5-year education even if they haven't completed an applicable degree in music. In this case, the applicant needs to have completed a **higher education degree in another field** and, additionally, **music studies at the university level**, which serve as proof of sufficient skills and knowledge in music to complete a higher university (Master's) degree.
 - Applicants must deliver the degree certificate and a clarification of the university-level music studies so that they reach the Sibelius Academy Admissions Office no later than 24 January 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
- 5) **Applicants who complete the degree mentioned above (in items 1–4) in spring 2018** are deemed eligible for education
 - If applicant has not completed their studies by the deadline, they do not need to submit their study certificates during the application period.
 - Applicants must submit a copy of their qualification certificate to the Sibelius Academy Admissions Office after they graduate, but no later than 10 July 2018 at 3 p.m. (Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy). In this case, the decision on the applicant's admittance is conditional until they prove that they have completed the required degree. If applicant fails to produce a verified copy of the certificate of their existing lower degree by the deadline, they will not be granted a right to study at the Sibelius Academy.
 - N.B.! Sibelius Academy can also at its discretion accept an official provisory degree certificate issued by a university or other institute of higher education, if the certificate proves that the applicant has completed all the required qualifications and will receive the official degree certificate or diploma later.

Sibelius Academy does not admit applicants to the 2.5-year education if they have not completed at least a lower university degree.

The university may require a student admitted to study for a higher university degree to complete supplementary studies of an extent requiring a maximum of one year of studies in order to acquire the knowledge and skills needed for the studies (Universities Act, Section 37). The student will be notified about the required supplementary studies in connection with the admission results. The student must complete the supplementary studies in a manner prescribed by the department head during the first year of study. The supplementary studies will not count toward the degree.

3. LANGUAGE SKILLS REQUIRED OF THE APPLICANTS

Degree studies at the Sibelius Academy require sufficient command of Finnish, Swedish, and/or English. The degree students at the Sibelius Academy must have command of the language of instruction used in the programme. They must demonstrate their language skills with a language certificate, prior studies, or with a proficiency test organised at the beginning of the first semester at the Sibelius Academy. If a programme has several languages of instruction, students are only required to prove their proficiency in one of the languages.

3.1. Demonstrating language proficiency in English

The following applicants do not need to submit an English language test certificate:

- **Applicants, who have obtained their general education in English or completed a university degree taught in English in an EU or EEA country, the United States, Canada, Great Britain, Ireland, Australia, or New Zealand**
 - N.B.! General education is to be completed in English, compulsory English courses as a part of general education completed in another language are not considered sufficient proof of language skills!
 - Applicants who are admitted to study at the Sibelius Academy must send a copy of the degree certificate so that it reaches the Sibelius Academy Admissions Office no later than 31 May 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
 - The official language of instruction must be mentioned in the degree certificate or its attachment, in the transcript of study records, or some other official document issued by the institution in question.
 - If the education is completed after the deadline, the applicant who is admitted to study at the Sibelius Academy is required to submit, by 31 May 2018 at 3 p.m. Finnish time, a registration certificate stating the language in which they are studying for their forthcoming degree and the estimated graduation time. The qualification mentioned above must be completed by 10 July 2018 at the latest.
- **Applicants who have completed a university or a university of applied sciences degree in Finland, taught in Finnish, Swedish or English**
 - Applicants who are admitted to study at the Sibelius Academy must send a copy of the certificate so that it reaches the Sibelius Academy Admissions Office no later than 31 May 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
 - A degree completed in Finnish or Swedish must include foreign language studies in English in accordance with the decree 794/2004, which must also be stated in the degree certificate or attachment.
- Sibelius Academy also accredits **foreign language studies in English that are completed in Finland for a university degree**, even if the applicant's degree is still incomplete, as well as **studies completed in some other manner**, as proof of language proficiency, provided that the studies comply with the decree.
 - In this case, the applicant who is admitted to study at the Sibelius Academy must send a transcript of study records to the Sibelius Academy Admissions Office along with a copy of the degree requirements of the university in question or some other document that states which language studies are required in the degree. These records must arrive no later than 31 May 2018 at 3 p.m. Finnish time. Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).

Other applicants who are applying for programmes taught in English need to provide a certificate of their English skills. Command of English language can be proved through one the following international language tests:

- **TOEFL** (IBT = Internet Based Test, PBT = Paper Based Test)
 - Total score: 73 (IBT), 533 (PBT)
- **IELTS** (Academic)
 - Overall Band Score: 5.5
- **Cambridge FCE/CAE/CPE** (FCE = First Certificate in English, CAE = Certificate of Advanced English, CPE = Certificate of Proficiency in English)
 - Grades accepted: A, B, C
- **Pearson Test of English** (Academic)
 - Total score: 43

IELTS, TOEFL and PTE test results are valid for two years from the test date. Cambridge results are valid indefinitely. *Please see our web pages for links to the testing organizations!*

N.B.! It may take months to find a slot for a language test. Please book a test in good time! Applicants are encouraged to submit a declaration via the Internet / e-mail to the Admissions Office in order to ensure that their information arrives in time. Receiving the official results from the testing organization by post may take weeks.

English skills can also be proved in a proficiency test at the beginning of the studies. Further information on the proficiency test is available in subsection 3.3.

3.2. Demonstrating language proficiency in Finnish or Swedish

Applicants can demonstrate their proficiency in Finnish or Swedish in the following ways:

- 1) **A certificate proving that the applicant has obtained their general education in Finnish or Swedish** (comprehensive school, upper Secondary School, matriculation examination, or similar);
 - Applicants who are admitted to study at the Sibelius Academy must send a copy of the certificate so that it reaches the Sibelius Academy Admissions Office no later than 31 May 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy). N.B.! Applicants who have passed the Finnish Matriculation Examination in 1990 or later do not have to submit a certificate to the admissions office, because the academy will check the examination records in the applicant register.
 - Applicants who have been educated in Finland can demonstrate their language skills in Finnish or Swedish regardless of whether the programme that they are applying to is taught in Finnish or Swedish.
- 2) **A certificate proving that the applicant has completed a university degree or a university of applied sciences degree in Finnish or Swedish;**
 - Applicants who are admitted to study at the Sibelius Academy must send a copy of the certificate so that it reaches the Sibelius Academy Admissions Office no later than 31 May 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
 - If the education is completed after the deadline, the applicant who is admitted to study at the Sibelius Academy is required to submit, by 31 May 2018 at 3 p.m. Finnish time, a registration certificate stating the language in which they are studying for their forthcoming degree and the estimated graduation time. The qualification mentioned above must be completed by 10 July 2018 at the latest.

- 3) **A certificate proving that the applicant has received a grade of magna cum laude or higher for Finnish or Swedish as a secondary language in a Finnish Matriculation Examination;** or
- According to section 11 in the Government Decree on the Matriculation Examination, a candidate whose mother tongue is not Finnish, Swedish or Sami can replace the mother tongue test with the Finnish or Swedish second language test. N.B.! The test in Finnish or Swedish as a secondary language is not the same thing as a test in a foreign language.
 - Applicants who have passed the Finnish Matriculation Examination in 1990 or later do not have to submit a certificate, because the Sibelius Academy will check the examination records in the applicant register.
- 4) **A National Certificate of Language Proficiency in Finnish or Swedish completed at intermediate level** (one must achieve skill level 3 or higher on all of the subtests)
- Applicant who is admitted to study at the Sibelius Academy must send a copy of the certificate so that it reaches the Sibelius Academy Admissions Office no later than 31 May 2018 (3 p.m. Finnish time). Please see the instructions on certificates in Chapter 4 (Applying to the Sibelius Academy).
 - N.B.! It may take months to find a slot for a language test. Please book a test in good time! Applicants are encouraged to submit a declaration via the Internet / e-mail to the Admissions Office in order to ensure that their information arrives in time. Receiving the official results from the testing organization by post may take weeks.

3.3. Demonstrating language proficiency in a proficiency test organized at the beginning of the studies

If the applicant who is admitted to study at the Sibelius Academy cannot complete the required language test by the deadline mentioned above, they must take a proficiency test in English at the beginning of the studies to determine the level of their language skills. The test will measure the student's language skills at Level B2 of the Common European Framework of Reference for Languages, in accordance with the Sibelius Academy's language skills requirements.

If the student fails the proficiency test, they will need to complete English courses at the Sibelius Academy, which lead to Level B2 of the Common European Framework of Reference (a minimum of 5 ECTS credits). If the student's language skills are not sufficient for these courses, they will need to include preparatory studies in English in their degree. These courses will be included in the compulsory studies of the student's minimum standard Master's degree.

N.B.! To be eligible for completing a Master's degree, the student is required to complete these courses and to reach Level B2 in English during the first year of study.

Sibelius Academy *strongly recommends* all applicants to demonstrate their language skills by submitting the necessary certificates in advance, no later than 31 May 2018 (3 p.m. Finnish time). The only way to avoid having to partake in the proficiency test in English at the beginning of the studies and the compulsory language studies included in the Master's degree (if the student does not pass the proficiency test) is for the student to submit a language certificate in advance. Having language studies included in the student's degree reduces the amount of optional studies available for the student.

Applicants wishing to take the language proficiency test organised at the beginning of the studies must state this on their application form.

4. APPLYING TO THE SIBELIUS ACADEMY

Applications must be filled in at www.studyinfo.fi. Further information on filling in the application is available on the same web site. The application period starts 9 January 2018 and ends 24 January 2018 at 3 p.m. (Finnish time), at which time online applications must be saved in the application system. Traditional (paper) application forms must also arrive at the Sibelius Academy Admissions Office no later than 24 January 2018 at 3 p.m. (Finnish time).

Late applications will not be accepted. Submittal of a video audition or other enclosures is not considered initiation of application proceedings if the applicant does not submit the application form by the deadline.

The 2.5-year programmes included in the separate admissions procedure are:

- Jazz instrumental or vocal studies and Jazz composition;
- Woodwind and brass instruments (Flute, Oboe, Clarinet, Bassoon, Saxophone, French horn, Trumpet, Trombone, Euphonium, and Tuba); and
- Viola, Cello, and Double bass.

All other Sibelius Academy programmes (both the 5.5-year and the 2.5-year programmes) are included in the Finnish universities' Joint Application procedure. The Joint Application period is also from 9 January 2018 to 3 p.m. on 24 January 2018. Applications are submitted via the Studyinfo system. Applicants applying through the Joint Application procedure will not submit video auditions. **Instead, they will audition at the Sibelius Academy in Helsinki later in the spring.**

In the Separate Application procedure 2018, applicants can apply for one or more degree programmes, main subjects, or main instruments at the Sibelius Academy. Applicants must state in the application the order of preference for the subjects or instruments for which they are applying. The programme, subject, or instrument, or their order of preference cannot be changed after the application period.

If applicant has completed a higher education degree at the Sibelius Academy, they cannot apply to the same main subject (or apply for the same main instrument in the case of classical music performance) again.

4.1. Certificates and other documents to be submitted to the Sibelius Academy

Following certificates must arrive at the Sibelius Academy Admissions Office **no later than 3 p.m. (Finnish time) on Wednesday 24 January 2018** (for language certificates the deadline is, however, not until 31 May 2018 (3 p.m. Finnish time), but the Sibelius Academy encourages the applicants to deliver also the language certificates as soon as possible):

<p>A certificate of education as referred to in the Universities Act</p> <p>>> submitted via e-mail to siba.documents@uniarts.fi</p>	<ul style="list-style-type: none">• If the qualification certificate is not in Finnish, Swedish, or English, the applicant must submit a translation of the certificate in one of these languages.• If the applicant has completed an education outside of Finland, they must append a clarification of the educational system in the country in question and the level of completed education in this system. The clarification must be in Finnish, Swedish, or English.
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	<ul style="list-style-type: none"> • The certificates must state the applicant's current name and the degree programme / main subject / main instrument they relate to. • Certificates for an unfinished education or degree qualification need not be submitted in the initial application stage. Applicants must submit a copy of their qualification certificate to the Sibelius Academy Admissions Office after they graduate, but no later than 10 July 2018 at 3 p.m. (Finnish time).
<p>A certificate demonstrating the applicant's command of the language of instruction used in the programme</p> <p>>> submitted via e-mail to siba.documents@uniarts.fi</p>	<ul style="list-style-type: none"> • More detailed instructions and a list of the acceptable ways to demonstrate language proficiency are available in Chapter 3 (Language skills required of the applicants). • If the applicant who is admitted to study at the Sibelius Academy demonstrates sufficient language skills through previously completed studies, the degree certificate provided or its supporting document must clearly state the language in which said studies were completed. • If the relevant degree work is not yet complete, the applicant who is admitted to study at the Sibelius Academy is required to submit a registration certificate stating the language in which they are studying for their forthcoming degree and the estimated graduation time by the required deadline. • If the certificate is not in Finnish, Swedish, or English, the applicant must submit a translation of the certificate in one of these languages.
<p>A possible document (f. ex. a passport copy) which shows that the applicant is entitled to exemption from tuition fees</p> <p>>> submitted via e-mail to siba.documents@uniarts.fi</p>	<ul style="list-style-type: none"> • This does not apply to Finnish citizens or those applying to study in Finnish or Swedish.

The certificates are submitted via e-mail to siba.documents@uniarts.fi. The attachments must be in the PDF format. A file must not exceed 20 Mb.

The certificates can also be submitted via normal post.

The mailing address is: Sibelius Academy Admissions Office, P.O. Box 32, FI-00097 Uniarts, FINLAND

The visiting address and address for the courier mail is: Nervanderinkatu 13, 00100 Helsinki, FINLAND

Applicants who are refugees or in a refugee-like situation and unable to submit documentary evidence of their qualification may still be deemed eligible to apply. The applicant must have an official statement of refugee status from the authorities (a decision on refuge or residence permit on the basis of protection). The applicant must submit a copy of the aforementioned decision to the admissions office no later than 24 January 2018 at 3 p.m. Finnish time.

If the programme-specific entrance requirements include other enclosures than the video recordings, they must be also submitted in the required form to the Sibelius Academy Admissions Office so that they arrive **no later than 24 January 2018 (3 p.m. Finnish time)**. The enclosures must state the name of the candidate and the main subject / main instrument they are applying to. Other enclosures than those mentioned in the admission criteria are not to be submitted to the Sibelius Academy. If a required attachment (for example, a CV) is not delivered or it is not in the required format, the applicant may not get an invitation to the entrance examinations. *N.B.! Video auditions or other enclosures (for example, CVs) cannot be submitted by e-mail.*

A detailed description of the enclosures and assignments required in addition to the video audition is available in the admissions criteria of the degree programme in question.

Instructions on how to uploading the materials via subsequently specified system will be published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy>. Please reserve ample time for uploading the video recordings!

4.2. Contact

If you have any questions, you can send them to the Sibelius Academy Admissions Office. The e-mail address is siba.admissions@uniarts.fi. Please see the opening hours and additional contact details at Uniarts Helsinki admissions website.

If your contact information changes after the application period has ended, please inform the Sibelius Academy Admissions Office about your new contact details!

5. ENTRANCE EXAMINATIONS

All applicants' eligibility is determined based on their applications, attached certificates, and other submitted documents. The Dean of the Sibelius Academy decides eligibility. If the applicant fails to deliver the video recording and other certificates or clarifications stated in the admissions requirements by the deadline to the Sibelius Academy, their application might be rejected. If the applicant's application is rejected, they will be notified by e-mail no later than 9 February 2018. An applicant dissatisfied with the decision may ask the Dean of Sibelius Academy – in writing and within 14 days of the decision (by 23 February 2018) – to review their application.

In the separate admissions procedure, video auditions replace the entrance examinations, and the applicant does not need to attend the entrance examination at the Sibelius Academy in Helsinki. The video recordings and other enclosures included in the programme-specific entrance requirements must be submitted in the required form to the Sibelius Academy Admissions Office so that they arrive **no later than 24 January 2018 (3 p.m. Finnish time)**. The documents must state the name of the candidate and the main subject / main instrument they are applying to. Other enclosures than those mentioned in the admission criteria are not to be submitted to the Sibelius Academy. If a video recording or other required attachment (for example, a CV) is missing, does not meet the requirements, or is not delivered in the required format, the applicant may not get an invitation to the entrance examinations. *N.B.! Video auditions or other required enclosures mentioned in the admission criteria cannot be submitted by e-mail.*

Instructions on how to upload the video recording and other enclosures via subsequently specified system will be published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy>. The applicant is responsible for making the video recording and recruiting an accompanist or accompanying ensemble. N.B.! Please reserve ample time for uploading the materials!

6. SCORING OF THE ENTRANCE EXAMINATION

The applicant's performance on the audition video will be scored. All applicants are required to complete all compulsory components of the entrance examination in an acceptable manner. The Entrance Examination Board will assess the applicant's knowledge, skills, and educability in view of the programme-specific admission criteria. The assessment of educability will consider, for example, the applicant's skills in relation to their prior studies.

All members of the Entrance Examination Board will score the applicant independently at every part of the entrance examination. The points given by the members of the Entrance Examination Board will be used to rank the applicants.

7. ANNOUNCEMENT OF RESULTS

Sibelius Academy will announce the results of the separate admissions procedure on 7 March 2018. The decision will be available on Sibelius Academy's premises in Nervanderinkatu 13, Helsinki from 9 a.m. (Finnish time) onwards. The decision will also be published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy> including names of those applicants who have given permission to publish their names online.

Sibelius Academy will send e-mail to those accepted as students and those on the wait list on 7 March 2018. Some e-mail clients may treat our messages as spam, so please check your spam folder as well. Other applicants will not receive any e-mail. Admission results for those who are not admitted are available on Uniarts Helsinki admissions website, and on a list at Sibelius Academy premises. You can also inquire about the results via e-mail at siba.admissions@uniarts.fi.

7.1. Available degree places and wait lists

If the admission criteria aren't met, some programmes may choose not to admit new students.

The applicants' success in the entrance examination will be used to rank them. The most successful applicant or applicants after the accepted candidates can be placed on a wait list for places that may become vacant at a later date. The decision on students placed on the wait list will be published in Sibelius Academy's separate application admission decision on 7 March 2018.

The wait lists are either programme-specific or alternatively group-specific, if there are several wait lists for different groups in a single programme. Applicants that have been placed on a wait list may only be admitted to the programme if someone in the programme in question (group in question) does not accept the study place, or if someone who has been selected conditionally fails to submit the necessary documents by the end of the deadline.

8. FEEDBACK ON THE ENTRANCE EXAMINATION

All applicants have the opportunity to receive feedback on their performance in the entrance examination. A list of persons responsible for feedback on the entrance examinations will be announced on Uniarts Helsinki website on the day of the admission decision. Feedback is available between 7 and 21 March 2018 (each programme / main subject / main instrument will have a specific time slot for feedback). The feedback is intended to guide the applicants to further improve their performance and to help them find development areas.

9. HOW TO REQUEST FOR RECTIFICATION

Applicants can apply for rectification of the Dean's admission decision from Uniarts Helsinki under the Universities Act (558/2009), section 82. The right of appeal means that the applicant has the possibility to request for rectification if there is a reason to believe that there has been an error in the decision-making process. The right of appeal is not intended as a means for receiving feedback or asking for further information about the application process. A written request for rectification should be submitted to the university within 14 days of the publication of the final admission result.

The admission decisions are based on the information that the applicant has delivered to Uniarts Helsinki by the given deadline. The request for rectification must specify the subject matter of the rectification as well as the grounds for it. The request for rectification should contain the applicant's name, Finnish social security code/date of birth and contact information and be signed either by the applicant or by the applicant's authorised representative. The request should specify the target programme (or programmes) that the request concerns. If the request for rectification is sent by e-mail, please write the name of the academy in the subject field.

The request for rectification must be in writing and it must be submitted to Uniarts Helsinki Registry. The request for rectification must arrive to the Registry within fourteen days of the announcement of the final admission results. The sender is responsible for the delivery of the request for rectification. The request is sent to the following address:

University of the Arts Helsinki / Registry
P.O. Box 38 / Töölönlahdenkatu 16 C
FI-00097 UNIARTS
Finland
kirjaamo@uniarts.fi

A decision, for which a rectification may be requested under the Universities Act Section 82, may not be appealed against in the administrative court before the rectification process has been completed. An appeal against a decision concerning a rectification request shall be lodged with the administrative court.

10. ACCEPTING THE OFFERED STUDY PLACE

A study place can be accepted either electronically via Studyinfo.fi service (www.studyinfo.fi) or by submitting the confirmation form attached to the letter of acceptance to Sibelius Academy Admissions Office **no later than 27 April 2018 (3 p.m. Finnish time)**.

If the confirmation form arrives late, it will not be considered. The confirmation of acceptance is binding and irrevocable, and it cannot be cancelled. If, however, the applicant wants to give up their study place after first

accepting it, they are considered to have accepted the study place during the semester in question (see the ‘one study place per term’ provision).

The ‘one study place per term provision’ applies to joint applications, separate applications and applications to programmes leading to a third-cycle (Licentiate, Doctor’s) degree. According to the ‘one study place per term provision’:

- Applicant may accept only one study place leading to a university degree during one academic term.
- The rule also applies to third-cycle degrees completed at universities, i.e. Licentiate and Doctor’s degrees.
- The rule does not apply to transfer students’ acceptance of a study place.
- Other exceptions to the provision are the Police University College, Högskolan på Åland and foreign universities.

The applicant may receive the right to study towards several different degrees, but they have to accept the place to study in the programme during two different academic semesters.

A student may, at any given time, have only one right to pursue a degree at Uniarts Helsinki. When a student accepts a new right to pursue a degree at Uniarts Helsinki, they forfeit any prior study right at Uniarts. Only for a special reason, may the Rector grant an exception to the rule on one study right. (Degree Regulations of Uniarts Helsinki, Section 13). Dispensation should be applied for in connection with the submittal of the applicant’s application. If necessary, please contact the Head of Academic Affairs Sanna Kotajarvi-Söderholm at sanna.kotajarvi-soderholm@uniarts.fi.

10.1. Tuition fees

Uniarts Helsinki will charge an annual tuition fee of 5,000 euros from non-EU and non-EEA students studying for a Bachelor’s or Master’s degree in a foreign language. The amount of the fee will stay the same for the duration of a particular student’s studies.

The fee cannot be charged to a citizen of a Member State of the European Economic Area, or to a person who is entitled to the same treatment as EU citizens under a treaty signed by the European Union and its Member States with a third party or to a family member of the above-mentioned individuals. Nor can it be charged to a person with an EU Blue Card, a continuous or permanent residence permit or a long-term resident’s EC residence permit issued to third-country nationals as referred to in the Aliens Act, or to a family member of the above-mentioned individuals. The definition of persons regarded as family members is based on the Aliens Act.

10.1.1. Exemption from tuition fees

Applicants are exempted from paying tuition fees if they have one of the following documents:

- Passport or identity card to indicate the citizenship of EU/EEA/Switzerland
- EU Blue Card in Finland
- Continuous residence permit card in Finland, Type A permit
- EU Family Member’s Residence Card in Finland
- Permanent residence permit card in Finland, Type P permit
- EU residence permit for third-country citizens with long-term residence permit card in Finland (Type P-EU)

Temporary permit cards and passports must be valid at least until the start of studies.

Applicants who are liable for payment due to their nationality must use the application form in the Studyinfo portal to notify whether there are abovementioned grounds that would apply and release the applicant from

payment. The applicant in question must provide the necessary documents that prove release from liability for payment and submit them to the admissions office by the end of the deadline.

If the applicant's liability to pay the fee changes after the application deadline, the applicant must contact Sibelius Academy Admissions Office immediately.

10.1.2. Tuition fee waivers

Uniarts Helsinki has introduced a scholarship programme for students who are liable for payment in the form of tuition fee waivers, which aims to promote student recruitment and provide financial support for students who need it. Applicants should note that the university does not offer any scholarships for living expenses.

Applicants who are liable for payment must state on the application form if they want to apply for a scholarship from Uniarts Helsinki to cover the annual tuition fee if they get accepted. Students may apply for the scholarship using a separate form. The scholarships are granted for one academic year at a time based on the students' applications. The amount of the scholarship is 2,500 or 5,000 euros. **All new degree students who are liable for payment and have applied for the scholarship will be awarded a tuition fee waiver of at least 2,500 (50%) euros on their first academic year.**

Students who are awarded a scholarship will be notified of the decision personally at the same time as they receive the admission results. Students who are liable for payment have the right to apply for scholarships during the normative duration of their studies (e.g. 2.5 years in Master's programmes). Decisions regarding scholarships are made annually.

The annual tuition fee must be paid no later than 10 July 2018 at 3 p.m. Finnish time. The application process for a residence permit can only begin after the annual tuition fee has been paid. Uniarts Helsinki recommends students to pay the annual tuition fee as soon as possible after they receive the notification of their acceptance. Students are required to pay the annual tuition fee in order to register for attendance and complete studies.

11. STARTING THE STUDIES

The students must register for the academic year at the university according to the instructions enclosed in the letter of approval.

In accordance with the Universities Act (Section 39), a new student can register as absent for the first year of studies only for the following reasons:

- Voluntary military service or conscription
- Maternity, paternity or parental leave
- 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 Uniarts Helsinki by **27 April 2018 (3 p.m. Finnish time)**.

Should the legal grounds for absence apply only to the second academic term (e.g. military service or maternity leave beginning in January), the applicant may register as absent for the entire academic year if they so wish.

If the applicant enrolls as an absent student during their first academic year without sufficient proof of absence, this results in losing their right to study (Universities Act, Section 43). If the applicant wishes to start or resume their studies at a later point, they must reapply to the Sibelius Academy for admission. The application can be made without participation in the entrance examination.

The academic year starts and new students are required to assemble mid-August 2018. If Sibelius Academy decides to offer a preliminary course in music theory before mid-August, the course participants will be informed about the detailed schedule for the course no later than in June.

JAZZ MUSIC (2.5-year programme)

Please read also pages 1-13 before applying!

There are two main subject options in Jazz Music:

- 1) Instrumental or Vocal Studies
- 2) Jazz Composition

The languages of instruction in the Jazz Music programme are Finnish, Swedish, and English. All applicants to the Jazz Music programme must demonstrate their language proficiency in Finnish, Swedish, or English.

The selection is based on the Entrance Examination Board's assessment of the applicant's skills, knowledge, and educability, which they have demonstrated in the entrance examination. The general prerequisites for admission to the Sibelius Academy are also taken into account when making the selection.

Instrumental or Vocal Studies

The applicant must submit their video audition to the Sibelius Academy Admissions Office via subsequently specified system no later than 24 January 2018 at 3 p.m. (Finnish time). Other material than those requested in the admission requirements should not be delivered to the Sibelius Academy. The recording replaces the entrance examination. More detailed instructions on the use of the abovementioned system will be published on Uniarts Helsinki admissions website at <https://www.uniarts.fi/en/apply-to-sibelius-academy>. The applicants are responsible for the production of the video recordings and for finding an accompanying ensemble to play on the recording.

On the video audition recording, the applicant will perform:

- A jazz standard or other renowned jazz composition from the list of 20 known jazz compositions drawn up by the Entrance Examination Board. The list is published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy>. The piece must be played/sung from memory. The stylistic interpretation can be freely chosen (for example, swing, latin, bebop, rock jazz, free jazz, etc.). For singers, an interpretation of the melody is sufficient. Scat song is optional.
- A free-choice jazz composition or, for example, a composition of their own. The composition must be played or sung from memory.

The pieces must represent different styles and tempos. In the video audition, the applicant must be accompanied by a rhythm section. Solo performances will not be accepted.

At the beginning of the video audition, the applicant must introduce themselves briefly (background, education, and motivation for applying to the Sibelius Academy and the programme in question). The duration of the introduction is 5-6 minutes. The introduction must take place in Finnish, Swedish, or English.

The video audition can be recorded in several takes and more than one space. However, individual pieces must be recorded in one take (as in a live performance), and the recordings of individual pieces must not be edited.

The applicant must play facing the camera so that the face and hands can be seen at all times. The applicant must be seen in the video all the way from the head to the knees. The video must not be shot from too far away. Please make sure that the audio compressor or automatic dynamic adjustment of any kind is switched off on your recording device. Videos recorded using a mobile phone camera will not be accepted.

The applicant is responsible for making sure that the video audition meets the requirements. Video auditions which do not meet the requirements will be rejected.

The Entrance Examination Board will interview some of the applicants based on the information given in the application, any certificates submitted, and the video audition recording submitted using the subsequently specified system. The interviews are conducted via Skype.

ASSESSMENT

The Entrance Examination Board will assess the applicant on a scale of 0–25 points. The points are based on an evaluation of the applicant’s total strengths.

Jazz Composition

The applicant must submit the following materials to the Sibelius Academy Admissions Office via subsequently specified system no later than 24 January 2018 at 3 p.m. (Finnish time):

- CV;
- Two (2) composition assignments, in both written and recorded form; and
- A video audition recording (the video replaces the entrance examination)

More detailed instructions on the use of the abovementioned system will be published on Uniarts Helsinki admissions website at <https://www.uniarts.fi/en/apply-to-sibelius-academy>. The applicants are responsible for the production of the video recordings and for finding an accompanying ensemble to play on the recording.

Composition assignments:

- 1) An arrangement of “Invitation” (Bronislaw Kaper)
Line-up: big band
- 2) A composition by the applicant for a line-up of the applicant’s choice
A lead sheet for the composition will suffice

The recorded form of the assignments need not be made with an ensemble. The compositions must be written on pages not exceeding the A3 size.

In the video audition, the applicant must perform a jazz standard or other known jazz composition on their main instrument from the list of 20 known jazz compositions drawn up by the Entrance Examination Board. The list is published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy>. The piece must be played/sung from memory. The stylistic interpretation can be freely chosen (for example, swing, latin, bebop, rock jazz, free jazz, etc.). For singers, an interpretation of the melody is sufficient. Scat song is optional.

The applicant must be accompanied by a rhythm section. Solo performances will not be accepted.

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**SIBELIUS
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