

**SIBELIUS
ACADEMY**

**UNIARTS
HELSINKI**

**ADMISSIONS
GUIDE 2018**

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



SIBELIUS ACADEMY'S ADMISSIONS GUIDE 2018

NORDIC MASTER IN JAZZ (NOMAZZ)

(2.5-year education)

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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. In Music Education and Church Music, there are two separate selection groups, one for the education in Finnish and one in Swedish. In Church Music programme, there is also a separate selection group for the education in English.

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. 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.

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.

The following exceptions to this rule apply: **For applicants to Music Education**, a degree in education is also considered an applicable degree if the applicant has also completed sufficient amount of studies in music that give them sufficient knowledge and skills to complete a Master of Music degree in Music Education. Furthermore, the applicant must also have completed either as part of their degree in education or as a separate study unit the pedagogical teaching courses (worth at least 60 ECTS credits / 35 credit units), as referred to in the Decree on the Qualification Requirements for Teaching Personnel, or they must have gained access to a pedagogical teaching programme at a university or a university of applied sciences or polytechnic.

- Applicants to the Music Education programme must send a copy of their degree certificate, a possible clarification of their music studies, and a separate certificate of the pedagogical teaching courses so that the documents 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).
- 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 the applicant has not completed their studies by the end of the deadline, they do not need to submit their study certificate 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 the 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. Studies in Music Education require always command of Finnish or Swedish.

In order to be admitted as a degree student at the Sibelius Academy, applicants must have command of the language of instruction used in the programme. They must demonstrate their skills with a language certificate or prior studies. If a programme has several languages of instruction, applicants are only required to prove their proficiency in one of the languages.

Applicants must provide proof of sufficient language skills by the end of the application period. If the applicant does not demonstrate their language skills by submitting the required language certificate by 24 January 2018 at 3 p.m. Finnish time, they cannot be admitted to the Sibelius Academy.

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 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).
 - 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 application period ends, the applicant is required to submit, by 24 January 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 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).
 - 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 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 24 January 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 language test certificate of their English skills. Command of English language can be proved through one of 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 Sibelius Academy 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.

3.2. 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 must send a copy of the general education 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.! 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.
 - 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. If the applicant's general education has been received in a different language than the (primary) language of instruction in the target programme, the applicant's skills in the language of instruction will be tested separately in the entrance examination, e.g. in an interview.
 - Applicants to Music Education who have not completed their basic education in Finnish or Swedish must demonstrate sufficient skills in Finnish or Swedish during the entrance examination, even if they have submitted a language certificate to the Sibelius Academy

at the application stage.

- 2) **A certificate proving that the applicant has completed a university degree or a university of applied sciences degree in Finnish or Swedish;**
 - 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).
 - If the education is completed after the application period ends, the applicant is required to submit, by 24 January 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)
 - Applicants must send a copy of the language 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.! 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.

4. APPLYING TO THE SIBELIUS ACADEMY

All Sibelius Academy educations can be found under “University of the Arts” in the application system.

Applications must be filled in at www.studyinfo.fi. Further information on filling in the application is available on the same website. **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 pre-examination assignments or other enclosures is not considered initiation of application proceedings if the applicant does not submit the application form by the deadline.

Applicants can apply for one or more degree programmes, main subjects, or main instruments at the Sibelius Academy. They must state in their 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 ends.

Applicants can apply either for the 5.5-year programme leading both to a Bachelor's and a Master's degree, or for the 2.5-year programme leading only to a Master's degree.

During one application period, applicants can only apply for either the 2.5-year or the 5.5-year programme of a single main subject, or main instrument. If they still have applied for both the 2.5-year and the 5.5-year programme, their application to the 2.5-year programme will be taken into account if they are eligible. If they are not eligible for the 2.5-year programme, their application to the 5.5-year programme will be taken into account. Applicants are advised to contact the Sibelius Academy Admissions Office well in advance before the end of the application period if they are not sure which programmes they are eligible for. For additional information about eligibility, please see Chapter 2 (Eligibility for education).

If the 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. If the applicant has completed a Master's degree at the Sibelius Academy with classical piano as main subject, they cannot apply for the 2.5-year programme in piano chamber music and lied.

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:**

<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. • The certificates must state the applicant's current name and their 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 demonstrates sufficient language skills through previously

	<p>completed studies, the degree certificate provided or its supporting document must clearly state the language in which said studies were completed.</p> <ul style="list-style-type: none"> • If the relevant degree work is not yet complete, the applicant 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 certificate of completed pedagogical teaching courses (worth at least 60 ECTS credits / 35 credit units), as referred to in the Decree on the Qualification Requirements for Teaching Personnel, or that the applicant has gained access to a pedagogical teaching programme at a university or a university of applied sciences</p> <p>>> submitted via e-mail to siba.documents@uniarts.fi</p>	<ul style="list-style-type: none"> • This applies only to those applying for the 2.5-year Music Education programme.
<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 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

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 pre-examination assignments or other enclosures, they 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 enclosures and/or pre-examination assignments must state the name of the candidate and the main subject or 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 the applicant fails to provide a pre-examination assignment or other required attachments (for example, a CV) or if they have not provided it in the required format, they may not get an invitation to the entrance examinations. *N.B.! Pre-examination assignments cannot be submitted via e-mail.*

Pre-examination assignments are submitted to the Sibelius Academy via subsequently specified system. Further instructions for use of this system will be published on Uniarts Helsinki admissions website: <https://www.uniarts.fi/en/apply-to-sibelius-academy>. For the following programmes, applicants must submit the pre-examination assignments and enclosures electronically to the Sibelius Academy Admissions Office **no later than 24 January 2018 (3 p.m. Finnish time)**:

Classical Music Performance (Vocal Arts and Opera Coaching)	<ul style="list-style-type: none"> • CV • Motivation essay • Video recording (only for those applicants who apply to the 2.5-year Vocal Arts programme)
Composition and Music Theory	<ul style="list-style-type: none"> • Written account of previous studies in music • Selection of samples of the applicant's own compositions and a possible sound version (only for those applicants who apply to the Composition programme)
Conducting (Orchestral, Wind Orchestral, and Choral Conducting)	<ul style="list-style-type: none"> • Conducting demonstration
Folk Music	<ul style="list-style-type: none"> • Motivation essay
Nordic Masters in Jazz (NOMAZZ)	<ul style="list-style-type: none"> • Motivation letter
Nordic Master of Global Music (GLOMAS)	<ul style="list-style-type: none"> • Short video excerpts • CV • Motivation letter • Sample of previous written material (optional)

A more detailed description of the required pre-examination tasks and their contents is available in the degree programme's admission criteria.

N.B.! Please reserve ample time for uploading your pre-examination assignments!

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 deemed eligible on the basis of their applications, attached certificates, and other documents can be invited to the entrance examination. The Dean of the Sibelius Academy decides eligibility.

If an applicant fails to deliver the pre-examination assignments and other certificates or clarifications by the deadline to the Sibelius Academy, they might not be invited to the entrance examinations. If the applicant's application is rejected, they will be notified by e-mail no later than 9 February 2018. If the applicant is dissatisfied with the decision, they may ask the Dean of the Sibelius Academy – in writing and within 14 days of the decision (by 23 February 2018) – to review their application. If the application is refused based on the pre-examination assignments, the applicant will be notified 2-3 weeks prior to the entrance examinations at the latest.

The entrance examinations for different programmes mainly take place during the period from the beginning of April to the end of May in Helsinki. The preliminary schedule for the entrance examinations will be published on Uniarts Helsinki admissions website <https://www.uniarts.fi/en/apply-to-sibelius-academy> in the spring of 2018.

Some entrance examinations for different programmes are simultaneous. If the applicant is applying for several programmes and the entrance examinations are simultaneous, they must decide which programme's examination they will participate in. If you are attending several simultaneous entrance examinations, please contact the Sibelius Academy Admissions Office as soon as possible.

If the entrance examination has several parts, applicants will be advised of when and where your results will be posted no later than at the entrance examination. At all the examinations, applicants must present official proof of identity, either a passport or a European Union identity card. A driving license issued by the Finnish police authority is also considered a valid proof of identity. The entrance examination is closed and attended only by the applicant and, with the Entrance Examination Board's permission, their personal accompanist or other assisting musician. Auditions at the entrance examination will not be recorded.

Applicants must attend the entrance examination in person at the Sibelius Academy in Helsinki. They are responsible for all travel expenses and lodging for the duration of the entrance examination. Each applicant has a scheduled time for the entrance examination that will be included in the invitation. The applicant cannot change the scheduled time. If the applicant does not participate in the entrance examinations, their application will be rejected. The applicant must notify the Sibelius Academy Admissions Office if they are unable to attend the entrance examination.

5.1. Invitation to the entrance examination

The exact entrance examination dates will be announced in the invitation. If the applicant has listed an e-mail address in the application form, an invitation to the entrance examination or a notification of rejection will be sent to them by e-mail. Invitations will be sent to the applicants 2-3 weeks prior to the main subject / main instrument examination date at the latest. N.B.! Please contact the Sibelius Academy Admissions Office (siba.admissions@uniarts.fi) if you do not receive an invitation 3 weeks before the examination at the latest! Some e-mail clients may treat our messages as spam, so please check your spam folder as well. Label the message as "not spam" so that you will receive our messages in the future as well.

We kindly ask you to confirm receipt of the invitation to the entrance examination.

5.2. Special arrangements in the entrance examination

If the applicant requires special arrangements at the entrance examination because of a sensory or physical disability or other corresponding reason, they must submit an application for special arrangements (available on Uniarts Helsinki admissions website) to the Sibelius Academy Admissions Office no later than 24 January 2018 (3 p.m. Finnish time). To clarify for the need of special arrangements and the nature of the disability or other condition, the applicant must submit a medical certificate by a specialist or other corresponding expert to the Sibelius Academy Admissions Office as an appendix to their application for special arrangements. To verify a case of dyslexia, a statement by a special needs teacher, psychologist, or a speech pathologist is sufficient. A decision by the Matriculation Examination Board about special arrangements is also sufficient to verify the need for special arrangements.

Documents verifying dyslexia must have been issued within the last five (5) years. Likewise, documents verifying permanent disability, learning disability or illness must have been issued within the last five (5) years. The validity of other documents is decided based on a case-by-case assessment.

6. SCORING OF THE ENTRANCE EXAMINATION

The applicant's entrance examination and its individual parts will be scored. If the applicant fails to perform any of the required parts, they will be rejected. In the written examinations, applicants will be scored on their answers. In other than written examinations, 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 applicants 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

Uniarts Helsinki will publish its admissions proposal on 6 June 2018. The proposal will be available on Sibelius Academy's premises in Nervanderinkatu 13, Helsinki and Kuopionlahdenkatu 23 C, Kuopio from 9 a.m. (Finnish time) onwards. The proposal 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 6 June 2018. Some e-mail clients may treat our messages as spam, so please check your spam folder as well. Other applicants will not receive an e-mail. Admission results for those who are not admitted are available on Uniarts Helsinki admissions website, and on a list at the Sibelius Academy premises. You can also inquire about the results by e-mail at siba.admissions@uniarts.fi.

Most of Uniarts Helsinki study or degree programmes are applied for via the Finnish Joint Application to Higher Education system. Applicants were able to apply for a maximum of six programmes in the Joint Application, and they were required to place the programmes in order of preference. The order is binding. The applicant cannot be accepted to more than one programme of those they chose for the Joint Application. If the applicant is eligible for more than one study or degree programme, they can only be accepted to the programme they placed highest in their order of preference.

All universities and polytechnics must make their admission proposals by the end of June. **The final results of the national Joint Application procedure are available on 28 June 2018.** If you have Finnish internet banking codes, a Finnish electronic ID card or a mobile certificate, you can view the results at www.studyinfo.fi (My Studyinfo service).

If the applicant applied for a study or degree programme in another university or polytechnic and placed it higher in the order of preference than any of Uniarts Helsinki programmes in their Joint Application online form, and they are accepted to the programme with the higher priority, they cannot be accepted as a student at Uniarts Helsinki even if they are in the proposal for admission.

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 applicants placed on the wait list will be published in Sibelius Academy's admissions proposal on 6 June 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 (or 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 applicant's entrance examination will be announced on Uniarts Helsinki website on the day of the admission proposal. Feedback is available between 6 and 20 June 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 you are sending the request for rectification 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:

Uniarts 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 the applicant's letter of acceptance to Uniarts Helsinki Admissions Office **no later than 10 July 2018 (3 p.m. Finnish time)**. The summer of 2018 contact information and opening hours for Uniarts Helsinki Admissions Office will be announced in connection with the admissions proposal on the university's website.

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 a 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 in connection with the acceptance of a study place 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 YOUR 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 **10 July 2018 at 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 the 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 in the letter of approval.

NORDIC MASTER IN JAZZ (NOMAZZ) (2.5-year education)

The same guidelines are followed in the Nordic Master in Jazz admissions as in other admissions to 2.5-year educations at the Sibelius Academy. ***Please read also pages 1-14 before applying!***

The language of instruction in the Nordic Master in Jazz (NOMAZZ) programme is English. All applicants to the Nordic Master in Jazz programme must prove their language skills in English.

The application process of Nordic Master in Jazz programme will be carried out in two parts at the Sibelius Academy:

1. The application form with the pre-examination assignments will be assessed

In addition to filling in the application form and delivering the required certificates, the applicants are asked to deliver a motivation letter – a brief (250 word) description of their musical background, recent musical activities, and musical aims, as well as their reasons for applying to the programme. The applicants should include their ideas on their possible study plan: topic, subjects, specific teachers etc.

The motivation letter must be submitted to the Sibelius Academy Admissions Office via subsequently specified system no later than 24 January 2018 at 3 p.m. Finnish time. The motivation letter must state the name of the candidate and the main subject they are applying to. More instructions on this system and how to use it will be published on Uniarts Helsinki admissions website: <http://www.uniarts.fi/en/apply-to-sibelius-academy>. If the applicant fails to provide a pre-examination assignment or if they have not provided it in the required format, they may not get an invitation to the entrance examinations. *N.B.! Pre-examination assignment cannot be submitted via e-mail!*

The Entrance Examination Board will consist of members who are involved during the whole application process. In addition, there will be local representative(s) taking part in the Entrance Examination Board in each participating institution. The language of the entrance examinations will be English.

2. The entrance examination

The applicants will perform a self-chosen programme (max. 10 min), demonstrating their performance skills and artistic direction. The accompanying musicians are to be provided by the applicant. If needed, the rhythm section (piano, bass and drums) will be provided by the institution.

The audition will also include an interview in English, during which applicants will be asked to discuss their aims regarding the programme, their career, and future plans as a jazz musician.

The Board will also ask the applicant to demonstrate abilities in the following:

- Sight reading (*prima vista* playing)
- Aural skills (playing by ear)
- Improvisation/accompaniment in ensemble playing (the accompanying musicians provided by the Entrance Examination Board)

The most important part of the entrance examinations is the self-chosen programme, displaying the artistic quality and musical skills of the applicant. The audition must show high competence in mastering one's instrument(s) or voice.

Evaluation criteria

The Entrance Examination Board will assess the applicant's suitability for education and a career in music based on the entrance examination. The sections of the entrance examination are weighted as follows:

- Instrument performance audition 90 %
- Aural skills and theory test 10 %

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