

Guidebook for Admissions in:

ARCTIC ART & DESIGN MASTER'S PROGRAMME



Service design and applied visual arts are used by our students to work with clients and community groups to identify problems and create solutions - It's creative collaboration.

APPLICATION DATES AND TIMELINES

Study period	August 1 st , 2021 – July 31 st , 2023
Application period	January 7th, 2021 – January 20th, 2021
Student selection results	June 4 th , 2021, at the latest
Accepting the study place	by July 16 th , 2021
Student intake	max. 10 students
Degree	Master of Arts (Art and Design)
Major	Arctic Art and Design
Credits	120 ECTS

ELIGIBILITY

An eligible applicant must have:

- a bachelor's or master's degree in visual arts, design, media or architecture OR
- a bachelor's or master's degree from another field of study containing the minimum of 60 credits in visual arts, design, media or architecture
- a good command of English language for academic purposes (*see language requirements*)

The Faculty of Art and Design may, under special circumstances, approve some other way of demonstrating eligibility than those listed above.

Previous degree may have to be supplemented with, for example, language, methodological or other studies. This will be agreed upon in the personal study plan of a student in the beginning of the studies.

LANGUAGE REQUIREMENTS

The Arctic Art & Design Master's degree programme is taught entirely in English and therefore a good command of the English language is required from all applicants. Please find below the list of approved language tests and other methods of demonstrating proficiency in the English language, as well as further instructions on how and where you should submit documentation of your language skills.

- **IELTS Academic** (International English Language Testing System – score of 6.5 or higher)
- **TOEFL iBT** (Test of English as Foreign Language, Internet Based Test – score of 92 or higher)
- **Cambridge ESOL's CPE** (Certificate of Proficiency in English – pass level A, B or C)
- **Cambridge ESOL's CAE** (Certificate in Advanced English – pass level A, B or C)
- National Certificate of English Language Proficiency by the Finnish National Board of Education, test taken in 2012 or after (skill level 4 as average value)
- **PTE** (Pearson Test of English, Academic) with a score of 62 or higher
- Bachelor's or Master's degree in English in one of the EU or EEA countries, or in Australia, Canada, New Zealand or in the USA
- English language studies included in bachelor's or master's degree conducted in Nordic country (Denmark, Finland, Iceland, Norway and Sweden)
- Exchange studies at higher education level (at least 20 ECTS) in English in one of the Nordic Countries (Denmark, Finland, Iceland, Norway, or Sweden), the Great Britain, Ireland, the USA, Canada, Australia or New Zealand.
- The Faculty of Art and Design may, under special circumstances, approve some other way of demonstrating language proficiency than those listed above.



Criteria for documentation

- Please note that international language tests are valid for two years and the test result must be valid throughout the application period (IELTS, TOEF iBT and PBT, CPE, CAE and PTE Academic)
- When completing the **TOEFL** Registration Form, please fill in University of Lapland's Institution Code 8264 in the Score Report Recipient field. University of Lapland does not use a specific department code, you can select 99: department not listed
- For **IELTS** language tests, copies of the original certificate are also accepted. The score will be cross-checked with the data-base of the organiser of the test.
- For National Certificate of Language Proficiency and Civil Service Language Proficiency Tests, copies of the original certificate are also accepted. Authenticity of the documents will be cross-checked with the organiser of the test.
- For the **CAE** and **CPE** language tests, copies of the original certificate are also accepted. Authenticity of the documents will be cross-checked with the organiser of the test.

- For the [PTE](#) (Pearson Test of English Academic), scores will be verified via the online score report website.
- The Faculty of Art and Design may, under special circumstances, approve some other way of demonstrating language proficiency than those listed above.

APPLICATION PROCESS

Applicants who meet the eligibility criteria may apply for the Master's Degree Programme in Arctic Art and Design during the application period. The electronic application form on the Studyinfo portal (www.studyinfo.fi) is only open during the application period. Direct link to Arctic Art and Design programme page in Studyinfo:

<https://studyinfo.fi/app/#!/korkeakoulu/1.2.246.562.17.89290585747>

Make sure you have all the required documents ready before you start your application as you need to upload them also electronically. Make sure that they are attested and certified as required by the University of Lapland. The application period opens on **January 7th 2021 and closes on January 20th 2021 at 15:00 (GMT +2)**.

Submit an electronic application form through Studyinfo portal, upload all the required documents and send them to the University of Lapland by mail by the given deadline. It is in your best interest to submit your application documents as soon as possible. It is acceptable to send documents already before submitting the electronic application. E-mail attachments will not be accepted. University of Lapland does not process the application documents that have arrived after the deadline.

APPLICATION DOCUMENTS

1. Degree certificate(s)

- An officially certified copy of the applicant's bachelor's or master's degree certificate in the original language.
- Applicants graduating after the deadline (during the academic year 2020-2021) must enclose their official transcripts of records and the expected date of graduation to the application.

2. Translation of degree certificate(s)

- An official English, Swedish or Finnish translation of the degree certificate OR an officially certified copy of the Diploma Supplement in English (pertains to graduates of universities within the EU)

3. Transcript of records

- An officially certified copy of the transcript of records of the applicant's bachelor's degree in the original language.

4. Translation of transcript of records

- An official English, Swedish or Finnish translation of the transcript of records of the bachelor's degree

5. **Proof of language proficiency** (see language requirements above)
6. **A copy of your passport's ID page**
7. **Letter of motivation** (find instructions below)
8. **A portfolio with curriculum vitae in English** (find instructions below)
9. Copy of your residence permit card to Finland if you are not EU/EEA/Switzerland citizen and you are applying for the exemption from tuition fees based on your residence permit

University of Lapland does not accept regular photocopies of educational documents. All educational documents must either be officially certified (attested) by the awarding institution, or legalised. See detailed instructions on document attestation through the following link: <https://www.ulapland.fi/EN/Admissions/Masters-Studies/Application-documents>

For some countries there are **country-specific document requirements that must be followed first and foremost before any other requirements for document attestation**. Please check if there are any country-specific requirements for your degree-awarding country at <https://www.ulapland.fi/EN/Admissions/Masters-Studies/Country-specific-requirements> and then follow the instructions.

In addition, officially certified copies issued by a Finnish Notary Public are accepted. Please note that officially certified copies issued by notaries public in other countries are not accepted without legislation. Regular copies of certified copies will not be accepted.

If your educational documents are issued in a language other than English, Finnish or Swedish, official translations of them to one of these languages are required. Officially certified copies of the original documents must also be submitted. An official translation must be one of the following:

1. issued by the awarding institution
2. an officially certified copy of a translation issued by the awarding institution
3. translated by an official translator
4. an officially certified copy of a translation made by an official translator

Each page of an official translation must bear the translator's stamp and/or signature. Official translations must be exact translations of the original documents. Translations done by the applicant him- or herself are not accepted.

The authenticity of all documents will be examined and the submission of forged documents will lead to automatic rejection of the applicant. The required enclosures should be sent to:

University of Lapland
Applicant and Student Services

**PO Box 122
FI-96101 Rovaniemi
FINLAND**

Documents need to arrive to the University by 27th of January 2021. Please note that the documents will not be returned to the applicant.

With questions concerning the studies, the admission requirements and the application process, please contact [admission\(at\)ulapland.fi](mailto:admission(at)ulapland.fi).

STUDENT SELECTION

Student intake for the Arctic Art & Design Master's degree programme for the University of Lapland is 10 students.

The selection process has two phases. The pre-selection is made by evaluating the portfolios and motivation letters of the eligible applicants. A maximum of 20 applicants will be invited to interview. The final selection of the applicants is based on the statement of motivation, portfolio and the interview. The maximum score is 30 points. Candidates with best profile and most appropriate skills to complete the master's degree programme will be selected. If two or more applicants have the same lowest accepted score, all with the same lowest accepted score will be selected.

1. Portfolio (0-10 points)

The portfolio consists of three (3) artistic or design projects related to your area of education and artistic activities. The productions should demonstrate your artistic and/or design skills. The productions must be presented as paper prints, photographs, or in digital format.

The productions should include the following information: name of the design or art project, a short description of the project's content, aims, method of realization, and the production year. The portfolio must be in one single folder (max. size A3). Add your name to the portfolio and to its attached elements. The portfolios will not be returned to the applicants. The portfolio is evaluated according to the following components: aims, methods and outcomes.

2. Motivation (0-10 points)

Please provide a brief statement of motivation that includes your background and aspirations. The statement should answer the following questions: What do you want to learn in the degree programme? What are your expectations regarding the studies? How do your earlier studies relate to your master's studies? How do you think that the degree programme will help you in your future career? The statement of motivation should be written in English and be no more than 500 words (3000 characters including spaces).

3. Interview (0-10 points)

Based on the assessment of the portfolio and the statement of motivation, a maximum of 20 applications will be invited for interview. The applicants will be asked a series of questions about their academic and artistic profile, skills, motivation and expectations. The interview is

intended to evaluate the applicant's motivation, suitability for the programme and the potential to complete the studies. Interviews will be conducted by phone, Skype or in person in the faculty when possible. An applicant who receives less than 2 points from the interview will be rejected.

SELECTION RESULTS

The date of the admission results will be published later (before the beginning the application period). All applicants will be informed of their acceptance/rejection by email. The deadline for accepting your study place will also be published later (before the beginning the application period).

Those selected students that are graduating during the academic year 2020–2021 (after the application period) must deliver their official degree certificate to the University of Lapland upon enrollment in July. The exact date will be confirmed with the student selection results. Otherwise the applicant will lose her/his study place.



Students selected for the programme will commence their studies in August 2021.

TUITION FEES & SCHOLARSHIPS

Finnish universities have introduced tuition fees. The fees are applicable to master's degree students from outside the EU or EEA countries. The fee in the University of Lapland is 8 000 euros per academic year. The fee is equal for all Master-level programmes. Students required to pay tuition fees may apply for a scholarship. Scholarships are awarded based on academic merit.

All students subject to tuition fees and starting their studies in autumn 2021 will be granted a scholarship of 4 800 euros. In addition, one-fourth of the students admitted will receive a scholarship covering 100 % of the tuition, and one-fourth a scholarship covering 80 % of the tuition. Scholarships can be applied for on the application for a study place.

Number of students	Scholarships
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1/4 of accepted students	8 000 euros
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1/4 of accepted students	6 400 euros
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2/4 of accepted students	4 800 euros
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The tuition fee waivers are awarded for the duration of the normative time for completing the degree (2 academic years for a Master's degree) on the condition that the student progresses in their studies according to the normative schedule.

In order to retain the waiver, the student must complete at least 55 credits in an academic year. The credits must be for courses included in the degree requirements. If the student completes less than 55 credits in an academic year, they will lose their scholarship entirely.

The scholarship system will also serve as an incentive. It is possible to earn a 100 % waiver by completing at least 60 credits of courses included in the degree requirements in an academic year. Amounts can be subject to annual change.

ACCEPTING THE STUDY PLACE

Students admitted to the programme must accept or decline their study place in Studyinfo Portal. The decision to accept or decline your study place in Studyinfo is binding and you cannot change your selection. Admitted students who fail to notify the University whether they wish to accept their place or fail to submit the required documents by the due date will have waived their right to study. You can only accept **one** study place leading to a higher education degree in Finland in education that begins in the same academic term.

RECTIFICATION REQUEST PROCEDURE

An applicant who does not agree with the admission decision of the University of Lapland may submit a rectification request within fourteen (14) days of the publication of the results. In the rectification request the applicant is to state which decision should be rectified, which passage of the decision should be rectified, how the decision should be rectified, and on what grounds the decision should be rectified in the proposed way.

Direct your rectification request to the Dean of the faculty in question and deliver it to the following address: Lapin yliopiston kirjaamo / University of Lapland Registry Office, Yliopistonkatu 8, P.O. Box 122, FI-96101 Rovaniemi FINLAND or send it as an encrypted email to <https://securemail.ulapland.fi/>, in which case the recipient is to be kirjaamo(at)ulapland.fi or send it directly via email to kirjaamo(at)ulapland.fi. You may lodge an appeal against the rectification request decision to the administrative court. The outcome of the admission process shall not turn against the interests of the person requesting rectification thereto or anyone already admitted to the university.