



Instructions for Business Engineering Applicants from Partner Institutions (Exchange Student Applicants)

Last updated: 2.4.2013, Bastian Fähnrich

**Dear exchange student applicant to the Business Engineering
professional specialisation studies!**

Thank you for your interest to pursue the Business Engineering
professional specialisation studies (BE) at the Oulu University of Applied
Sciences, School of Engineering, Oulu Campus
(http://www.oamk.fi/english/studies_and_applying/professional_specialisation_studies/).

You need to go through a twofold application process:




**Application as an exchange student (ESA) *1.4. - 31.5.2013*
to the International Office of Oulu UAS' School of Engineering.**



**Application to the Business Engineering programme (BE)
2.4. - 8.5.2013 to Oulu UAS' Admissions Office.**

Please find more detailed information of the two application steps that you
need to take on the following pages! You will find there also information on
the admission procedure and contact information.



 First we'd like to ask you to apply *1.4.-31.5.2013* as an exchange student (Erasmus or based bilateral agreements) via the online Exchange Student Application system called ESA to the international Office of the Oulu University of Applied Sciences, School of Engineering, Oulu Campus, at

http://www.oamk.fi/english/exchange_opportunities/student_exchange/exchange_applications/

The ESA system will require to submit (only) online:

- * **Personal and Contact Information**
- * **CV**
- * **Cover Letter**
- * **Application for Accommodation**
- * **Learning Agreement**

As you're applying for the Business Engineering Programme, the courses can be found at http://www.oamk.fi/english/exchange_opportunities/ects/curricula/pss/?page=ops&opas=2013-2014&kieliv=en&code=510

Please note that the Business Engineering professional specialisation studies has to be taken as a whole (30 ECTS cr) due to pedagogical and organisational reasons, and the programme lasts from 14.9.2013 – 8.2.2014 (preliminary schedule). Exchange students are advised to arrive already approx. 30.8. for the orientation programme on 31.8.2013.

List of courses in Business Engineering::

- * [T930103E](#) Enterprise as a Complete System 3 ECTS cr
- * [T930203E](#) Strategic Management 3 ECTS cr
- * [T931193E](#) Marketing of Technology 3 ECTS cr
- * [T931203E](#) Export/Import Management 6 ECTS cr
- * [T932103E](#) Accounting 3 ECTS cr
- * [T932203E](#) Quality Management 3 ECTS cr
- * [T932403E](#) Information Management 3 ECTS cr
- * [T933103E](#) Human Resources Management 3 ECTS cr
- * [T934103E](#) Project Management 3 ECTS cr

More English-medium studies at the School of Engineering in autumn 2013 can be found here: <http://u.oamk.fi/engineeringstudies>



Second, as an applicant to Business Engineering you must also (in addition to the ESA system) apply online (and partly by postal mail) for the Business Engineering professional specialisation studies *2.4. - 8.5.2013* to Oulu UAS' Admissions Office at

http://www.oamk.fi/english/studies_and_applying/professional_specialisation_studies/available_studies/ > Business Engineering

When you're going through the instructions on that page and the online procedures you will see that a number of papers has also to be sent by postal mail to the Admissions Office via your international coordinator.

* **Portfolio** (consisting of parts 1 – 3. You can combine 1 and 2 in your portfolio):

- 1. Introduction of the Applicant**
- 2. Reasons for Applying to the Course**
- 3. CV**

* **Other Documents:**

- 4. Transcript of Records** (stamped and signed by your institution)
- 5. Work Certificates** (officially notarised copies of the work certificates or reference letters of the work experience stated on the application, if you have mentioned work experience in your BE online application)
- 6. Additional Form** (giving proof of your English language proficiency and study attainments, which should be issued by your institution's international coordinator - here's the link to the form:
http://www.oamk.fi/tietohallinto/doc/BE_lisalomake_S2013.doc)

Please note that the application process has to be gone through, as Business Engineering is being run as professional specialisation studies that are open to any applicant who meets the eligibility requirements.

As an exchange student your application will be given priority and thus more likely lead to approval but we cannot guarantee admission, and final decisions will be made by the Director of the Programme. You will get notification from the Admissions Office latest by the end of June 2013, and then you have to send a confirmation by postal mail to the Admissions Office in order to accept/refuse the study place. If you don't send your confirmation, your admission will not take effect!

For more information, please have a look at

http://www.oamk.fi/english/studies_and_applying/professional_specialisation_studies/available_studies/
> Business Engineering, where you will also find the electronic application.

If you have questions about your ESA and/or BE application, feel free to turn to us, and contact the international coordinator responsible for your country:

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