

## MINIMUM REQUIREMENTS FOR THE COMPLETED STUDIES

- Your studies must have been completed in
  - a University (worldwide) or,
  - University of Applied Sciences (EU/EEA countries)
- Final Theses and internships must not be included when listing your completed studies
- The courses must be completed and listed on the Online Application Form in ECTS credits by the application DL and included on the Transcript/s of Records uploaded to the application form.
- You are responsible for converting and presenting the required and completed studies in ECTS credits on your Online Application Form listed by disciplines/fields of study and courses according to the following:
  - *1 ECTS credit = a workload of 27 hours (lectures, assignments etc.)*
- If your educational documents including courses that have been *combined into a larger package or module* and you wish them to be considered in the evaluation process, you must
  - Re-organise the module into those separate courses and indicate the ECTS credits for these courses as requested.
  - Combined modules with only a total number of ECTS credits will not be considered in the evaluation process.
- Courses completed in Finland and credited in the former credit system (opintoviikko), must be converted to ECTS credits by using the factor 1.8 for university level studies and 1.5 for UAS level studies.
- Courses completed more than 15 years ago will not be considered unless, they are included in the degree.