

# Asian Institute of Business and Technology (AIBT)

## ADMISSION IN FINLAND

### ONLINE APPLICATION DATELINE and REQUIREMENTS

Admission-2018

**Degree: Master of Business Administration**

Name of Course: International Business Management

Study Field: Business and Administration

Total Credit: 90 cr, Duration: 1.5 years (18 Months)

**Online Application Period: January 9 to 24, 2018**

Class Begins: August 2018

#### ELIGIBILITY:

To be eligible to apply for this Master's degree program, you must hold Bachelor of Business Administration, Bachelor of Engineering or other suitable higher education degree **AND** have a minimum of three years (36 months) work experience in the field **AFTER** completion of the degree.

You have **until 31 July 2018** to complete work experience requirement.

Part-time work should be converted into full-time equivalents as follows: 150 hours or 20 working days lasting at least 7 hours per day correspond to one month of work. Work experience does not have to be continuous or obtained working for the same employer. The amount of work experience points awarded for parallel employment relationships may only equate to the amount awarded for full-time employment.

#### REQUIRED ENCLOSURES:

The required documents are:

- photocopy of the Bachelor-level certificate
- photocopy of work certificates (totalling 3 years = 36 months experience)
- translation of the certificates into English, Finnish or Swedish, if the originals are not in one of these languages
- photocopy of citizenship / residence status document

### FOR GETTING VISA, STUDENTS NEED:

- Admission letter and receipt of tuition fees of first year or installment
- prove of financial condition that they have at least 7800 euros equivalent Bangladeshi taka annual solvency at Bank or 650 euros equal income or source monthly for living in Finland.
- all papers submitted for admission

### PREPARE AND SUBMIT PRE-TASK

Master of Business Administration, Master's Degree in International Business Management

Applicants must prepare and submit a **pre-task by 24 January 2018** (3 pm Finnish time).

Submit **FIRST** the official online application **AND THEN** the pre-task by **24 January 2018** (3pm Finnish time). Follow the instructions given on the pre-task. Please note to submit all the required sections.

Please note the following:

- Pre-task is evaluated with maximum 50 points given.
- Minimum of 10 points is required to qualify for an interview.
- If you qualify, you will be sent a link by e-mail to a virtual meeting room via Adobe Connect for the interview.
- The given interview time slot cannot be changed.
- You are responsible for having a working internet connection.

### ONLINE INTERVIEW:

Master of Business Administration, Master's Degree in International Business Management

- Invitations to online interviews **will be sent by e-mail in mid-February 2018**. The online interviews are arranged between **20 - 23 February 2018**.
- Please note that the interviews will be arranged during office hours Finnish time!
- Based on the quality of the pre-task, 50 best-performing applicants will be invited to the online interview. Invitations **will be sent by e-mail in mid-February 2018**.
- The maximum amount of points from the interview is 50. Minimum of 10 points are required in order for the interview to be accepted.
- The online interview is tied together with the pre-task and will test applicants' motivation and suitability to the field of study. Applicants will be allotted a time between **20 - 23 February 2018** and must be **prepared to be interviewed** (i.e. have a computer with microphone and camera available) at the given time.
- Please note that interviews will be arranged during office hours Finnish time!

## FEE SCHEDULE AND SCHOLARSHIPS FOR MASTER'S DEGREES:

### FIRST YEAR PAYMENTS

3 March - 31 May 2018	5 400 € must be received by TAMK.  (Extended deadline 10 July for those waiting for joint application results from other universities.)	1ST INSTALLMENT
31 August 2018	5 400 € must be received by TAMK.	2ND INSTALLMENT

### SECOND YEAR PAYMENTS

31 May 2019	2 700 € (1.5-year programme) must be received by TAMK  <b>or</b>  5 400 € (2-year programme) must be received by TAMK.	1ST INSTALLMENT
15 August 2019	Studies from previous academic year and/or summer must be in the student register.	
31 August 2019	2 700 € (1.5-year programme) must be received by TAMK  <b>or</b>  5 400 € (2-year programme) must be received by TAMK.	2ND INSTALLMENT  (Excluding those that have been awarded Academic Award -scholarship)
Academic award - scholarship	<b>Studies completed <math>\geq</math> 60 credits and GPA <math>\geq</math> 4.0:</b> second year tuition fee is reduced by 50%.  This is realized by exclusion from 2nd installment to be paid in August.	

	<p><b>Studies completed <math>\geq</math> 60 credits and GPA <math>\geq</math> 3.0:</b> second year tuition fee is reduced by 25%.</p> <p>This is realized by reduced billing for 2nd installment to be paid in August.</p>	
<p>Academic excellence - scholarships</p>	<p>At the time of graduation, students may be eligible for significant Academic Excellence scholarships. These scholarships are governed by the TAMK's R&amp;D Fund.</p> <p>Scholarships can be based on final thesis quality, excellence in project work, exceptional practical training success or other grounds set by the Fund.</p>	

