

LAB University of Applied Sciences
Master's Degree Programme
ENTRANCE EXAM, Autumn 2022

- Master of Engineering, Urban Sustainability,
online studies, 60 credits

CONTENTS

OVERVIEW OF THE ENTRANCE EXAMINATION.....	1
Part A. Written research plan	1
Part B. The personal statement.....	1
COMPLETING THE ENTRANCE EXAM.....	2
PART A: A research plan as to how to carry out the thesis covering a development of a working life-oriented research development project (70 points)	2
Part B. The interview video (30 points).....	3
SUBMITTING THE WRITTEN TASK AND VIDEO RECORDING	3
Submission of the written task to studyinfo.fi	3
Carrying out the video interview	4
ASSESSMENT OF THE EXAMS	5
Assessment of the written assignment	5
Assessment of the Interview Video	5
EXAMPLES OF LITERATURE.....	6
INSTRUCTIONS FOR USING THE RECRIGHT SERVICE FOR THOSE PARTICIPATING IN ENTRANCE EXAMS.....	7

OVERVIEW OF THE ENTRANCE EXAMINATION

This entrance examination instruction is for the Master of Engineering, Urban Sustainability, TLTI-YURS23KV, online studies degree.

The entrance examination consists of two components, a written research plan of your master thesis and a video presenting your personal motivation for taking part in the master's degree program. The written research plan is a proposed development area for a company and supports your future development as a leader or manager for the specific company. Your personal video statement is to help clarify to us why you would like to take part in the master's degree. The following document supplies instructions for the completion and submission of the research plan and the video of your personal statement.

Both the research plan and your personal video must be submitted by 14th of October, 2022 for consideration and late applications will not be considered. The maximum points used in evaluation of the application are as follows: research proposal is worth 70 points and personal video statement is worth 30 points. Both components of the entrance application must be completed and submitted for evaluation and receive at least a combined minimum score of 40 points.

Part A. Written research plan

The applicant completes a thesis research plan explaining their intentions to complete their thesis.

The Master's degree includes a thesis, which is usually a development project undertaken for a company. The thesis stands for 30 credits of the degree and represents approximately 800 hours of work. The thesis aims at developing a specific aspect or process for an organization, resulting in improved or enhanced working procedures. The subjects of improvement can relate to processes, work descriptions or working procedures within an organisation. The thesis can also cover the development of new concepts, products or services or other ways in which to develop the overall working life.

Part B. The personal statement

The video of your personal statement explains the applicant's motivation to undertake the degree, professional career plans and the capability to complete the degree.

COMPLETING THE ENTRANCE EXAM

PART A: A research plan as to how to carry out the thesis covering a development of a working life-oriented research development project (70 points)

Choose for example a topic from your workplace that you think needs development or implementation. You can also choose as the development plan topic relating to another current field that develops working life.

Draw up a development plan for the topic you selected (max 6 pages/A4) as follows:

Working name for the development project

1. Background of the project (max 1 page)
 - First, briefly describe the target organization and the development object. If your topic is a topical topic that develops working life, briefly describe the challenges of developing Finnish working life more generally.
 - Explain why the development of that issue is current and necessary. Also describe why you are interested in developing the item you have chosen
2. Describe the objectives and outcome of the development project.
 - What is the objective and concrete outcome of the project? What is the development, improvement or change taking place due to the project and what concrete outcomes are there the project and how and what concrete is the project?
3. Consider both the action research and the development research approach in the development of working life through methodological literature.
4. How will you undertake the development project
 - Read the research method literature and select the research/development methods that you would use in your project. Describe the stages of the project and the methods used in the various phases. Justify the choice of methods using research method literature.
5. Create an initial schedule for your project.
6. Finally, consider what literature you need to have in the knowledge base of your work. Use literature to define the key concepts of your work.
7. Write up the development plan using the Times New Roman, size 11, font and line spacing 1.5. The width and height of the margins are 2-2.5 cm. Maximum task length is six (6) pages (A4).
8. At the top left of the document, type your full name, address, phone number, and email address.

We do not provide additional instructions regarding the written assignment!!

Part B. The interview video (30 points)

The video interview will be carried out using the RecRight interview tool. You will receive a link to RecRight by e-mail no later than the 15th of September 2022. To carry out an interview, you only need a web camera or some other smart mobile device and a working Internet connection. You can answer the questions over several recording sessions, and the videos will only be sent on to us for viewing when you press the Send button. Send your answer by October 14th 2022 11:59 pm. at the latest.

There will be two interview questions. You need to record a video of no more than 1 minute and 30 seconds for each question. Below can be seen the topics of these questions:

1. Firstly, tell us briefly about yourself: your name, your educational background and work experience. Tell us what motivated you to apply for this degree, what competences you particularly expect to gain as a result of these studies, and how the education received will benefit your professional development and/or career plans?
2. The workload required by students for the studies consists of a total of about 1600 hours in short programmes (60 credits, 1-1½ years). This corresponds to an average of 20 h/week. Tell us how you intend to find that time for your studies? Then, if you are not a native speaker, tell us have good your own English language skills (conversation skills, spoken comprehension, reading comprehension and text production).

Please make sure that your face can be seen well in the video.

SUBMITTING THE WRITTEN TASK AND VIDEO RECORDING

Upload the written task to your application at studyinfo.fi during 31.8.2022 at 8.00 –14.10.2022 at 15. It takes some time to upload the attachments, so don't leave it in the last minute!

Please note that although the deadline of submitting the tasks is 14 October, 2022, you must remember to fill in the application during the application period of 31.8.-14.9.2022 at 3.00 p.m. (UTC +2).

Submission of the written task to studyinfo.fi

Submit your written task as a pdf document. Name the document as follows: Lastname_firstname_TLTIYURS23KV (for example Johnson_John_TLTIYURS23KV). The maximum size of a file that can be uploaded is 1 Gt.

You can find the main submission instructions on the LAB website: <https://lab.fi/en/studies/admission/instructions-submitting-entrance-exam-assignments>

Carrying out the video interview

- For performing the video interview we use the RecRight -service, the use of which is described on the last page of these instructions
- Also the interview video must be submitted by **11.59 pm. on October 14th 2022 at the latest.**

Please make sure to record your personal video well in advance of the deadline. If your submission fails for some reason, you will then have time resubmit the video.

ASSESSMENT OF THE EXAMS

The maximum score is 100 points. In order to be selected, the applicant must complete both sections successfully and receive a total of at least 40 points. The maximum score for the written assignment is 70 points, the lowest accepted score being 30 points. The maximum number of points in the interview is 30 points, the lowest accepted score being 10 points

Assessment of the written assignment

The evaluation will focus on the following:

- Justification, topicality and relevance of the topic
- The logic and clarity of the research plan and the reflection of the research methods chosen with regards to the literature used.
- Your role in the development work.
- Correctness of the written text, case language, clarity, and referencing of used materials.

Assessment of the Interview Video

The evaluation of the interview centers around the importance of this education in the student's professional development and career plans, ability to organise study time and knowledge of English.

EXAMPLES OF LITERATURE

John W. Creswell: Research design: qualitative, quantitative, and mixed methods. 2014. Sage. 4th ed.

Juha T. Hakala: Creative thesis writing: a guide to development and research work. 2000. Gaudeamus.

Jeffrey L. Longhofer, Jerry Floersch, Janet Hoy: Qualitative methods for practice research 2013. Oxford university press.

Matthew B. Miles and Michael A. Huberman, Johnny Saldanaña: Qualitative data analysis: a methods sourcebook. Sage cop. 3rd ed.

Rowena Murray: How to write a thesis. 2006. Open university Press. 2nd ed.'

Robert K. Yin: Case study research: design and methods. 2009. Sage Publications cop. 4th ed.

Robert K. Yin: applications of case study research. Sage cop. 2nd ed.

INSTRUCTIONS FOR USING THE RECRIGHT SERVICE FOR THOSE PARTICIPATING IN ENTRANCE EXAMS

A link to the RecRight service will be sent to applicants by email after the joint application period.

Important to note regarding the RecRight service:

- The applicant is obliged to observe the contract conditions of the service provider: (<https://www.recright.com/fi/kayttoehdot/RecRight-Kayttoehdot-hakijalle.pdf>).
- As well as LAB university doing so, the service provider also collects the applicant's information. The service provider's Privacy Statement is available at: https://recright.cdn.prismic.io/recright%2F2872a4f9-3d5d-4270-b31f-dde23eb3a04e_recright-tieto-suojaseloste-website.
- The university does not take responsibility if a malfunction occurs in the service provider's software which prevents the interview videos from made via the service from being available to the university for checking.

N.B. Do not leave the recording of your video until the last moment before the deadline, but rather carry it out well in advance. To carefully make videos for this service takes some time. In addition, if your submission fails for some reason, you will then have time resubmit the video.

To provide your personal video interview answers you only need a web camera or a smart mobile device and a working Internet connection.

The candidate guide at (<https://blog.recright.com/hubfs/Materials/Candidate-guide.pdf>) will help you with advice about performing the self-recorded interview video. If you meet with any problems, you can receive help from: support@recright.com. You can answer the questions over several recording sessions, and the videos will only become available to us when you press the Send button.

CONTACT INFORMATION

For any further information needed relating to the joint application and selection process please contact LAB admissions service at: admissions@lab.fi