

METROPOLIA UNIVERSITY OF APPLIED SCIENCES

ENTRANCE EXAMS, PRE-ASSIGNMENTS (SEPTEMBER 2022)

MASTER'S IN INDUSTRIAL MANAGEMENT

The pre-assignment consists of two parts (1= part A and 2 = part B) and each part have to be passed. They are both graded. The assignments must to be written in English and you should preferably submit a single document consisting of parts A and B. Use either MS Word (doc, docx) or pdf format in your assignment, no images (scanned or produced in other ways).

- **PART A:** The students selected to the degree programme need to have both academic knowledge and work experience in the field of engineering. Moreover, studies in the Master's programme require that the student is capable of participating in the contact classes, working independently and also as a member in a group. In the autumn there will be two contact sessions per week: on Fridays (starting 9.00) and Saturdays (in autumn 2020 seven Saturdays). Therefore, high motivation and support from the employer are essential for the applicant.

Write, then about yourself including:

- both your educational and professional background
- why you want to study on the Industrial Management programme
- your motivation and capability to take part in the programme

The length of part A should be roughly one A4. Please remember to add your name and a headline "Preliminary Assignment A" at the beginning of the text.

- **PART B:** The Master's thesis is an important part of the study programme. The topic should be relevant to your organization (or target group). Write an essay on a problem you consider a good potential preliminary topic for your Master's thesis.

In the essay you should:

- identify the problem (and its relevance to the case organization)

- describe the consequences of the identified problem to the case organization
- tell what steps (in your opinion) have to be taken in order to solve the problem

The length of part B should be roughly two A4s. Please remember to add your name and a headline "Preliminary Assignment B" at the beginning of the essay.

Be aware of ethics in preparing your pre-assignment. Do not use others' ideas in your work as submitted pre-assignments may be subject to plagiarism control.

Upload your pre-assignment to your online application at Studyinfo by the end of the application period.

Note that if you are selected to the program, you may change your Master's thesis topic, the topic introduced here is by no means binding.

MASTER'S IN INFORMATION TECHNOLOGY

The pre-assignment consists of two parts (A and B) and each part is worth 50 points max. Note that both A and B parts of the assignment are mandatory and missing any of them will result 0 points for the pre-assignment. Note also that the pre-assignment needs to be written in English.

Part A: The students selected to the degree programme need to have both academic knowledge and work experience in the field of ICT, automation, electronics or electrical engineering or other field of engineering. Please add your CV to the assignment, including both your educational and professional background. The information given to the electrical online application is used only to verify that the applicant meets the general eligibility requirements. If you have done any studies after your Bachelor studies, please include that information into your CV.

Studying in the Master's programme requires that the student is capable of participating in the classes and doing independent homework. It is not mandatory to participate in all classes, but high participation is expected. Therefore, high motivation and support from the employer are essential for the applicant.

Write an essay on yourself including:

- why you want to study in the Master's degree programme

- your motivation and capability (e.g. English language skills) to take part in the programme

The length of the essay should be roughly one A4. Please place it at the beginning of your CV with a headline “Preliminary Assignment A”.

Part B: The Master’s thesis is an important part of the study programme. The topic should be relevant to your employer (or other similar target group). Write an essay on a problem you consider a good potential topic for your Master’s thesis.

In the essay you should:

- identify the problem
- put the problem into the general framework of understanding
- formulate your research question, i.e. what is the question(s) you aim to answer
- explain how you would study the subject

The length of the essay should be roughly two A4s. Please remember to add your name and a headline “Preliminary Assignment B” at the beginning of the essay. If you are selected to the program, you may change your Master’s thesis topic, the topic introduced here is by no means binding.

Note: Once the application period has ended, Metropolia representative may ask the applicant to join an online meeting in case some issues in the application needs to be clarified. In this case a separate email invitation will be send to the email address given by the applicant.

Upload your pre-assignment to your online application at Studyinfo by the end of the application period.

MASTER'S IN PROCUREMENT

This pre-assignment consists of two parts (PART 1 and PART 2) worth a maximum of 100 points in total. The maximum points per part are shown below. In order to be accepted to the programme a minimum of 40 points is required. You must answer all the questions.

PART 1: CV AND PERSONAL STUDY PLAN (30 points)

You need to have both academic knowledge and work experience in the field of supply chain management and/or specifically procurement in order to be selected to the programme.

The Master's Degree Programme in Procurement consists of 90 ECTS which equals 2430 hours of student's study time. The studies are organized in a way that enables the student to complete the degree in 2 years while studying part time.

This programme relies on collaborative online learning. This mode of studying requires the ability to effectively manage schedules, take responsibility of one's own learning and high level of motivation.

1. Please **add a copy of your identification document (e.g. passport) and your CV** to the assignment. The CV should include both your educational and professional background. (The information given on the online application is for the purposes of verifying that the applicant meets the general eligibility requirements.)
2. Why are you interested in receiving a Master of Business Administration Degree in Procurement? What kind of competencies do you want to develop and how are you going to utilize this education in your career?
3. Create your personal study plan based on the curriculum (please find the curriculum online). Create a timeline and assess the realism of your study plan especially if you aim to advance your studies faster than recommended. Briefly explain what motivates you in your selection of business studies and elective studies. (This selection is not binding as you may change your selection later).
4. Think about your priorities in life (work, family, hobbies, rest time, other factors). What do you need to compromise to find time for completing the demanding degree programme? What kind of support do you have available to enable these studies?

PART 2: PRELIMINARY RESEARCH AND DEVELOPMENT PLAN (70 POINTS)

In the Master's Degree Programme in Procurement the student writes the Master's thesis on a development project. The project utilizes action research methodology. The Master's thesis equals 30 ECTS (800 hours of student's work). In the thesis process, the student plans and implements a development project, which aims to improve an aspect of a partner organization's procurement function. The Master's student is a change agent, an active champion for change in the organization. The partner organization, most often student's own employer organization, acts as the development platform and learning

environment throughout the studies, where the student applies the gained academic knowledge in a practical setting.

2.1. Description of the development project (max 30 points)

- Describe your partner organization for the development project.
- Describe the procurement related problem, which would suit as a thesis topic based on the suitability from a) organization's perspective, b) your own perspective c) action research perspective.
- What kind of professional literature (journal articles, academic books) would best support the implementation of the development project? Mention 5-10 sources **and shortly describe the reasons for choosing each of them.**
- Who in the partner organization would decide of the implementation of such a project? Would they be interested in supporting your thesis plan?
- What is your plan B in case there are circumstances that prevent you from going forward with this organization/case? How would you obtain a new partner and a case?

2.2. Research and development plan (max 40 points)

Create a research and development plan in which you describe how you would implement your development project in practice as an action researcher. Use literature on **action research methodology** as a source. **Your answers should show that you have become familiar with the action research methodology.**

- What kind of background information do you need in order to understand the current state of procurement function in the organization and pinpoint the development need? What kind of research methods would you use in finding that out?
- What type of project management and organizational development methods are you already familiar with that you could use in the project? What new methods would you need for the project?
- What kind of concrete methods would you use to create change in the organization/supply base?
- What kind of financial, human and temporal resources would be needed in your project?
- How would you measure the success of your project and the success of your thesis process?

Upload your pre-assignment to your online application at Studyinfo by the end of the application period. Please note that the development topic you introduce here is by no means binding, you may still change it if you are selected to join the programme.

