

Metropolia UAS: Work Experience Requirement

Autumn 2024 intake

What points should be taken into account when calculating work experience?

Admission to programmes leading to a Master's degree in a university of applied sciences is subject to a minimum of two years' work experience in the field concerned after completing the educational qualification granting eligibility (University of Applied Sciences Act 931/2014, § 25). When calculating work experience, the following points should be taken into account:

- Work experience must have been gained after the date of awarding the qualification granting eligibility
- Work experience must be completed by the beginning of the academic term in which the degree programme studies start (by August 1st in the spring joint application and by January 1st in the autumn joint application).
- The work experience must be in a relevant field. As a relevant field is regarded both the field being applied to and the field of the above-mentioned required basic qualification.
- Work experience does not have to be continuous or acquired in the service of the same employer. For parallel employment, only the amount of work experience corresponding to full-time work is taken into account.
- Hours of part-time work (work less than 35 hours / week) are converted to full-time equivalents, with 150 hours or 20 working days of at least 7 hours per day corresponding to one month.
- Military or non-military national service, women's voluntary military service, civilian service or care leave are not counted as work experience.
- Work experience must be verifiable with official work certificates (employment contracts are not taken into account).

What do you need to submit?

Work certificates with the following details:

- exact start and end dates of employment
- the employer's contact information
- work duties
- working hours (for part-time work).

NOTE: Other documents such as contracts of employment, CV etc. are not considered.