

Validity

As of 12 December 2019 until further notice

Legal basis

Act on Police University College 1164/2013

Government Decree 282/2014

Approved by the Police University College board on
11 December 2019

Repeals

Master of Police Services admission criteria, 31
October 2018

MASTER OF POLICE SERVICES ADMISSION CRITERIA

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1 GENERAL PRINCIPLES OF STUDENT ADMISSION

These admission criteria apply to applications for the Master's Degree (Master of Police Services) program to be completed at the Police University College. The degree covers at least 120 credit points, and the target completion time is two years.

According to the Act on the Police University College (1164/2013), the National Police Board will confirm the annual number of study places in the Master of Police Services degree studies.

The Police University College decides on the grounds for student admission based on the Act on the Police University College.

2 TARGET GROUP OF THE EDUCATION AND COMPETENCE ACQUIRED

The target group for the training are those aiming at management, supervisor, developmental or specialist duties in the field of policing.

The general goals of master's studies in police services are defined in the Decree on the Police College University (282/2014).

The Master of Police Services degree education provides the student with new expertise necessary for developing the professionalism required in the tasks specified above. The student is also provided with the readiness to obtain, process, and apply research data in his or her own work and its development. The studies also reinforce the international readiness of the students.

The education provides qualification for the positions listed in Decree 158/1996 concerning the administration of police services.

3 APPLICATION PROCEDURE

The education program is applied for digitally in the manner defined in the Police University College's application instructions. A paper form can also be used for the application; the form may be ordered from the Police University College.

The eligible basic training must be completed by the end of the application period.

The Police University College will publish more detailed application instructions on the police administration intranet (Sinetti) and on the Police University College website.

4 APPLICATION ELIGIBILITY

According to the Act and Decree on the Police University College, Master of Police Services is a master's degree.

Because the aim of the education is to produce competence for working as a police officer referred to in the Police Act (872/2011), a person can be admitted if he or she fulfills the requirements set forth in Sections 23 and 24 of the Act on Police University College (1164/2013).

A person can be admitted if he or she has received police officer's education and has been working in the field of internal security for at least three years after their basic po-

lice officer's education. The application eligibility criteria must be met by the end of the application period.

The basic police officer's education refers to a Bachelor of Police Services degree, basic degree of police officer and police officers' degree. More detailed instructions for calculating the amount of work experience are stated in the instructions for application. A person suspended from active duty is not eligible to apply during the suspension.

Applicants who have completed a university degree will be admitted to complete the Master of Police Services degree. All university degrees are suitable university degrees prior to the Master of Police Services with the following exceptions: Those who have completed a Commanding Police Officer's Diploma or Part A of it are not eligible to apply for the Master of Police Services degree because of the commanding officer's training supported by the employer and the subsequently gained commanding officer qualification.

Those admitted students who do not already have a university degree will first be admitted to an upgrade their qualifications to Bachelor of Police Services in a 45-credit education program. After successful completion of the upgrading, the admitted students will automatically continue to the Master of Police Services degree program without a separate selection process.

The application and admission procedure is a process where the applicants are assessed regardless of their educational background according to the same selection criteria.

5 ENTRANCE EXAMINATION

The entrance examination consists of two stages. All eligible applicants are invited to the first stage of the examination. At most two times the number of planned starting places of applicants will be invited to the second stage. The student admission is made based on the entrance examination.

The applicants are requested to provide information on their training background, motivation, time management and career goals. This information is used in the second stage of the exam.

The applicants will complete the entrance examination in the language of the degree. The Police University College may require the applicants to sign up for the examination.

5.1 First stage

The first stage contains a written test completed at the Police University College and, if necessary, at several locations on the premises of select police units or other educational institutions.

The applicants will be invited to the second stage of the exam in the order indicated by the score from the first stage.

5.2 Second stage

The applicants' suitability is assessed in the second stage.

Statements are requested from police units on applicants to be invited to the second stage. The statements will be utilized in the assessment of suitability. The Police University College will send a request for statement to the official mail of the applicant's police unit.

5.3 Statement from the police unit

Statements are requested from police units on applicants to be invited to the second stage. The statement will be utilized in the assessment of suitability, but it will not be scored. The Police University College will send a request for statement to the official mail of the applicant's police unit.

To ensure non-biased assessment, two persons from the police unit will issue one shared statement on the applicant. The persons giving the statement are the applicant's immediate supervisor and another manager who is a commanding officer and knows the applicant. The statement is public to the applicant after the admission process.

6 ASSESSMENT AND SCORING

The maximum score of the entrance examination is one hundred (100) points. The maximum scores for the components of the entrance examination are: 40 points from the written exam and 60 points from the suitability assessment.

6.1 Written test

The questions in the written test are based on the expertise acquired by the applicant in his or her job and the reading material that has been stated in advance. In addition, material may be handed out in Finnish, Swedish or English in the written test, based on which the applicant will have to answer the questions presented. Responding to the questions requires good command and understanding of the material read and the ability to assess the material personally.

The assessment focuses on the content matter and on the clarity and logic of argumentation, presentation of personal thinking and the ability to connect concepts and visualize larger spheres.

The scoring of the written examination is a sliding 0–40 points (precision of 0.5 points).

6.2 Suitability assessment

The second stage features the assessment of the applicant's suitability, including a simulation task, personal interview and psychological tests.

The scoring of the suitability assessment is as follows:

- psychological evaluation (sliding score 0-24 points)
- interview (staggered score 0-2-6-10-14-18-22-26 points)
- simulation assignment (staggered score 0-2-4-6-8-10)

In case of applicants that have previously been assessed on the basic requirements for police work, the assessment of the psychological portion emphasizes the applicant's capacity regarding the training objectives of the Master of Police Services degree.

The development potential relevant to the development of specialist, supervisory and research & development skills is assessed using, for example, personality charting and problem solving tasks.

The interview has three interviewers, one of whom is a psychologist; the other two are police personnel that must be experienced in commanding officers' work.

The simulation assignment is assessed by two members of police personnel. The evaluators must have experience of commanding officers' work.

The interviewers and evaluators will receive coaching for their task.

7 ACCESSIBILITY IN STUDENT ADMISSION

If an applicant requires special arrangements during the entrance examination, they must prepare a written application of the necessary arrangements and submit the application to the Police University College before the end of the application period. In the application, the applicant must describe the special arrangements needed and the grounds for applying for the arrangements. Copies of certificates the applicant refers to must be attached to the application.

8 STUDENT ADMISSION AND NOTIFICATION

The decision on admission will be made by the Police University College. Applicants are informed about their admission as students electronically.

The admission procedure is a process where the applicants are assessed according to the same admission criteria. Once the scoring of the admission test is complete, the Police University College will set the minimum total score that is used as the basis of admission.

Applicants are admitted to the education program in the order of the total score of the entrance examination. If two or more applicants have the same total score, the total score of the suitability assessment determines the mutual order of these applicants. If two or more applicants have that same total score as well, the determining order of the scores is the score received in the interview and the score received in the psychological test. If these scores are the same as well, all applicants who have the same score are admitted to the education program.

8.1 Enrolling as a student

Applicants admitted to the education must accept the study place by the deadline and register as a present or absent student. Absent registration is possible on the basis of Section 30 of the Act on the Police University College.

8.2 Verification of eligibility for application

Those admitted to the education must submit a personal record within the deadline specified by the Police University College for the verification of eligibility for application. The Police University College may annul an admission if the applicant has provided incorrect information.

9 PROCESSING OF CONFIDENTIAL INFORMATION

In matters concerning student admission, the Police University College is entitled to process, by virtue of Section 49 of the Act on Police University College (1164/2013), information described in Articles 9 and 10 of the General Data Protection Regulation (EU) 2016/679 that describes:

- a criminal act, punishment or other criminal sanction and
- the state of health, illness or handicap of a person or the treatment or other comparable measures directed at the person.

10 VALIDITY

These admission criteria are valid as of 12 December 2019.