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Government Decree 282/2014

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Amends/repeals

Admissions criteria – Bachelor of Police Services,  
14 November 2018

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## ADMISSIONS CRITERIA – BACHELOR OF POLICE SERVICES

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## 1 GENERAL PRINCIPLES OF STUDENT ADMISSION

These admission criteria apply to applying for and admission to a Bachelor of Police Services degree to be completed at the Police University College. The scope of the Bachelor of Police Services degree is 180 credits. Students are expected to complete their studies in approximately 3 years. The education provides qualification for the positions listed in Decree 158/1996 concerning the administration of police services.

The number of students accepted annually will be confirmed for specific years. The decision concerning the number of students accepted for the Bachelor of Police Services training is made by the National Police Board.

The eligibility for studies leading to a bachelor's degree is regulated by the Police College Act (1164/2013) and Government Decree (282/2014).

The Police University College decides on the grounds for student admission in accordance with Section 27(1) of the Act.

## 2 APPLICATION PROCEDURE

Applying to the education takes place online at <https://haku.polamk.fi>. The Police University College publishes the application schedule and detailed application instructions on their website at [www.polamk.fi](http://www.polamk.fi).

The Bachelor of Police Services education is not part of the national joint application system. There are no quotas for study places in police training. The regulation concerning a single position at a university of higher education does not apply to the Police University College.

There is a separate application period and entrance examination for each starting Bachelor of Police Services education program. You can apply to the program during each of the annual application periods; however, applying during both application periods for the programs starting simultaneously in Swedish and Finnish is not allowed.

### 3 APPLICATION ELIGIBILITY

According to legislation, an applicant for policing education must meet the following requirements. The requirements must be met by the end of the application period. Applicants that meet the requirements will be invited to an entrance examination and aptitude test.

Applicant:

- previous completion of one of the following:
  - the core curriculum of general upper secondary education or a degree specified in the Upper Secondary Schools Act or the Act on the Organisation of the Matriculation Examination (672/2005),
  - a basic vocational degree, a vocational qualification, a specialist qualification or a corresponding earlier degree specified in the Act on Vocational Education (531/2017),
  - a Police commanding officers' qualification, a Police Sergeant Degree, a Police senior officers' qualification, Vocational qualification in police studies, or a Tertiary Degree in Police Studies according to regulations that have been in effect previously or
  - international education that qualifies the applicant for higher education studies in the country in question,
- is a Finnish citizen,
- is suitable for the duties of the police with regard to their health,
- is of good character as required by the duties of the police, has no liabilities that jeopardize the appropriate and independent management of their task, is otherwise trustworthy, and
- has a category B driver's license.

The applicant shall submit a diploma of their studies to the Police University College before the end of the application period, if their education is one of the following:

- core curriculum of general upper secondary education: diploma of completed upper secondary education curriculum or certificate of graduation from upper secondary school,
- IB upper secondary education curriculum: Final Report (corresponds to certificate of graduation) or IB-Diploma (corresponds to certificate of matriculation) or
- foreign degree: degree certificate from education that qualifies to university studies in the country of completion. If the certificate is not in the Finnish, Swedish, or English language, the applicant shall provide a translation.

The applicant's state of health is checked following a provisional admission decision. The decision is conditional until a health care specialist appointed by the Police University College has performed a health inspection and drug test on the admitted applicant, and found that their health is suitable for policing (item 6). The requirements concerning the state of health must be met at the application stage.

A concise security clearance will be used to assess the applicant's good character.

#### 4 ENTRANCE EXAMINATION AND APTITUDE TEST

The Police University College will invite the applicants to a test that will be used as the basis for student admission. Applicants will complete a two-phase examination in one of the languages of the degree program (Finnish or Swedish). The Police University College may require registration for the different phases of the examination.

During the first phase of the examination, the applicant will complete:

- a physical test,
- a written test, and
- some of the psychological tests.

The place of examination will be the Police University College.

A sufficient number of applicants are invited to the second phase of the examination based on the number of study places, in order of the applicant pools' scores.

During the second phase of the examination, the applicant will complete:

- some of the psychological tests,
- an individual and a group assignment, and
- a personal interview.

The second phase will take place at the Police University College and in a decentralized manner in cooperation with a few police departments in various parts of Finland.

#### 5 ASSESSMENT AND SCORING

The maximum score of the entrance examination is one hundred (100) points.

The scoring for the parts of the examination is as follows:

Written test (0–30 points)

- Essay
  - Five sections to be evaluated
  - Evaluation for each section: 0, 2, 4 or 6 points

Fitness test (0–20 points)

- Four sections to be evaluated
- Evaluation for each section: 0, 1, 2, 3, 4 or 5 points

Aptitude assessment (0–50 points)

- Psychological test
  - 0–30 points (sliding scale)
- Interview
  - 0–15 points (0,1,3,5,7,9,11,13 or 15)
- Individual and group assignment
  - 0–5 points (0, 1, 3 or 5)

If the applicant fails the written test, psychological test or fitness test, the examination is considered failed. If the applicant interrupts the test or fails the fitness test, the applicant's other performances during the first phase will not be graded.

During the first phase of the examination, an applicant will receive scores on the fitness test and written test, and a maximum of 20 points on the psychological test.

A sufficient number of applicants are invited to the second phase of the examination, in order of their total score.

All points received will be added together after the second phase. For the applicant's examination result to be accepted, a minimum of 30 points must originate from the aptitude assessment, 15 of which must be from the psychological part. Applicants receiving an accepted result will be ranked in accordance with their final total scores.

## 5.1 Written test

- an essay 0–30 points

A written test will assess the important basic written skills that are necessary for the profession of policing. The key skills assessed during the test are skills related to research writing, that is, advanced summarization and justification: how well an applicant is able to compare the content and perspectives of various texts, arrive at their own conclusions and justify them as well as organize their own text.

The duration of the test is two hours (120 minutes). The essay is typed on a computer. An additional time of 30 minutes can be granted for an applicant to complete the written test based on a certificate/decision presented by them (refer to Accessibility in student admission).

The applicant shall familiarize themselves with the literature for the written test. The required reading for each application period is available free of charge on the Police University College website.

In the written test, the applicant will be asked to write an essay on a specific topic. The essay must compare two articles provided in the literature and a third text that will be distributed at the start of the test. The applicant must discuss the connections between the above articles, their similarities and differences, combine pieces of information and perspectives, and justify their conclusions. The applicant must show that they are familiar with the two articles specified in the assignment, understand the thought processes and key concepts behind the articles, and are able to use the content of the articles in a sensible manner when constructing their essay. The literature may not be on hand during the examination, but applicants must know the outlines of the articles by heart. If the applicant does not demonstrate in the essay that they are familiar with the articles from the literature specified in the assignment, their essay

will receive a failed score. The text distributed at the start of the test will be short, 2 to 5 pages in length.

The areas of the essay being evaluated are as follows:

1. How well does the writer show that they are familiar with the content of the texts, and how well do they use them in the essay?
2. How well does the writer compare the content and views of the texts in their essay?
3. How well does the writer arrive at their own conclusions in the essay and justify them?
4. How well is the essay organized?
5. How clear, specific and grammatically correct is the language in the essay?

The areas are scored as follows:

- 0 = severe deficiencies, necessary initial skills are missing
- 2 = satisfactory
- 4 = good
- 6 = excellent

The maximum score for the written test is 30 points (5 x 6).

The applicant will fail the written test in the following cases:

- 1) The score for area 5 (how clear, specific and grammatically correct is the language in the essay) is 0 points or
- 2) The score for two other areas is 0 points.

Failing the written test will result in failing the entire entrance examination and aptitude test.

## 5.2 Fitness test

The objective is to ensure the basic physical skills of the applicants and assess whether they are at such a minimum level that they will be able to complete the degree education and later work in the police force.

The applicant must be able to swim. The test used is the Nordic swimming test set by the Finnish Swimming Teaching and Lifesaving Federation. During the test, the applicant must jump in deep water so that their head is submerged. After returning to the surface, the applicant must swim 200 meters without a break, of which at least 50 meters must be the backstroke. A certificate form and instructions for completing the swimming test are available on the website of the Police University College. The applicant must submit a copy of the required swimming certificate following a conditional admission decision within the deadline provided by the Police University College.

The fitness test is divided into four (4) tests that are completed in the following order: endurance test, agility test, pulldown/pull-up and bench press. Each test measures an important physical ability necessary for policing.

The maximum score is 20 points (4 x 5):

- Endurance test 0–5 points
  - o aerobic and anaerobic condition (a general indication of physical condition)
- Agility test 0–5 points
  - o body control, coordination and motor functions
- Pulldown/pull-up 0–5 points
  - o strength in relation to the body in terms of the upper back and arm flexor muscles
- Bench press 0–5 points
  - o the strength level of the upper body against an external load

### 5.2.1 Completion requirements for tests, evaluation instructions and score limits

The difference between the two genders in physical ability has been taken into account in the completion requirements and score limits. Time limits for women differ from those for men in those parts of tests in which the scores are determined on the basis of the completion time (endurance and agility). The score limits are the same in those tests in which the points are determined on the basis of the number of repetitions (pulldown/pull-up and bench press), but the completion methods and weights used are different.

All parts of the fitness test must be completed acceptably. The fitness test will be discontinued and the applicant will be dropped from the process in the event of any of the following:

- the applicant discontinues a part of the test,
- the applicant does not complete a part of the test,
- the applicant fails (= 0 points) a part of the test.

The endurance test is a running test of 1,500 meters. The time achieved by an applicant is scored. The test is completed on an outdoor track in varying terrain. In winter, the test can also be completed indoors.

Time women	Time men	Number of points
Over 7:45	Over 7:00	0 = failed
7:26–7:45	6:30–7:00	1
7:00–7:25	6:05–6:29	2
6:40–6:59	5:45–6:04	3
6:15–6:39	5:25–5:44	4
less than 6:15	less than 5:25	5

The agility test is completed on an indoor track consisting of various tasks. The time taken for completing the track is scored (at a precision of half a second). An addition of 0.5–1.5 seconds will be made to the final time for any failed tasks on the track.

The track contains the following tasks:

- criss-crossing over a bench more than 10 times
  - If an applicant fails, they must start from the beginning.
  - If the applicant fails the second time, they must walk through the criss-crossing test.
- somersault
- going around a cone
- going under a fence (height 50 cm)
- going around a cone and turning to run backwards
- running backwards for 10 meters, turning to run forward
- going around a cone
- jumping over three fences (height: women 69 cm, men 77 cm)

Time women	Time men	Number of points
Over 38 s	Over 35 s	0 = failed
36–38 s	33.5–35 s	1
33.5–35.5 s	31.5–33 s	2
31.5–33 s	28.5–31 s	3
29.5–31 s	26.5–28 s	4
less than 29.5 s	less than 26.5 s	5

The number of completed pull-downs/pull-ups will be scored. The person assessing the performance will count the number of approved pull-downs/pull-ups completed by the applicant out loud. Women will complete the pull-down using a weight that is 70 per cent of their body weight. Men will complete pull-ups without breaks using their body weight or, alternatively, pull-downs using a weight of 100 kilograms.

Repetitions	Number of points
0–3	0 = failed
4–6	1
7–9	2
10–12	3
13–15	4
Over 15	5

In both completion methods, an overhand grip is used (knuckles facing the applicant), and in the initial position, arms are straight with the elbow joint straightened out. A pull-down is completed by pulling with both arms at the same time so that the tip of the chin goes over the bar. The back support of the seat will restrict swinging and a rocking motion when pull-downs are performed. A wide bar is used in the pull-down test. A pull-up is completed in such a way that an applicant who is hanging from a bar with straight arms pulls themselves up so that their chin is brought over the top of the bar. The movement must not be helped with feet and feet must be crossed at the ankles during the pull-up. The person assessing the completion may restrict any swinging and rocking.

The number of repetitions in the bench press is scored. The person assessing the performance will count the number of approved repetitions completed by the applicant out loud. Women will complete the bench press test using 35 kilogram weights and men using 65 kilogram weights.



Repetitions	Number of points
0–1	0 = failed
2–4	1
5–9	2
10–14	3
15–18	4
Over 18	5

The grip on the bar must be as wide as the width of the shoulders. In the initial position, arms must be straight and the elbow joint must be straightened out. Feet must not touch the floor (the soles of the feet are placed either on the bench or the ankles are crossed on top of the bench). The bottom must stay firmly on the bench. The bar is lowered in such a way that it touches the chest (the top of the solar plexus), and it is lifted up in a continuous motion so that arms are straight at the end of movement.

### 5.3 Suitability assessment

- psychological evaluation 0–30 points (sliding scale)
- interview 0–15 points (0, 1, 3, 5, 7, 9, 11, 13, 15)
- individual and group tasks 0–5 points (0, 1, 3 or 5)

The evaluation consists of commonly used tests, tests developed to meet the needs of the security sector, and other written tasks.

In addition, observations on and impressions of the applicant during individual and group tasks and the interview are taken into consideration.

An applicant is considered to have failed the suitability assessment if they do not receive a minimum of 30 points, of which at least 15 must be from the psychological test.

According to the assessment practice in the security field, an applicant's information from previous aptitude assessments may also be used if they have previously participated in an entrance examination and aptitude assessment at the Police University College.

#### 5.3.1 Psychological test

Areas being assessed in the psychological test include the applicant's mental balance, problem-solving skills, interaction and cooperation skills and the ability to take charge of controlling and managing situations in practice, which is necessary in policing.

The test is considered failed if the applicant receives 0 points for an area or less than 15 points for the entire part.

### 5.3.2 Interview

The purpose of the interview is to evaluate, in particular, the applicant's motivation, self-knowledge, knowledge of police work, and understanding of the special nature and requirements of the field. In addition, the applicant's views and attitude to working life and maintaining working ability are assessed. If an applicant receives 0 points in the interview, they will be dropped from the process.

### 5.3.3 Individual and group assignment

The purpose of the individual and group tasks is to evaluate the applicant's ability for independent work, analytical abilities, performing abilities, and collaboration and interaction skills. If an applicant receives 0 points in the individual and group assignment, they will not be dropped from the process.

## 6 HEALTH INSPECTION AND DRUG TESTING

The applicant must meet the requirements concerning their state of health by the end of the application period.

Their state of health is checked following a provisional admission decision. The admittance decision is conditional until a health care specialist appointed by the Police University College has performed a health inspection and drug test on the admitted applicant, and found that their health is suitable for policing.

The health inspection is done by applying the health inspection procedure of the Finnish Defence Forces, and the applicant is mainly required to be in competence category A.

The following is imposed on the state of health of an admitted applicant:

- The applicant shall not have an illness, injury or handicap that lowers the applicant's ability to function in a way that makes them unsuitable for police duties,
- The applicant does not use, or has not used, narcotics referred to in Section 3(1)(5) of the Narcotics Act (373/2008) for any purposes other than medicinal,
- The applicant's vision without eyeglasses is at least 0.2 for both eyes when measured separately, and at least 1.0 when corrected with eyeglasses, and
- the applicant can hear a regular spoken voice with both ears without a hearing aid from a distance of four meters.

The applicant shall provide the necessary information concerning their state of health to the healthcare professional appointed by the Police University College for the performance of the health inspection.

The significant factor in the admitted applicant's health inspection is how they are considered, in terms of their state of health, to manage the police education and police work without jeopardizing their own occupational

safety or that of others, while taking into account the training requirements and conditions. The health inspection also contains an eyesight and hearing test and an AUDIT test or similar test that is used for assessing the risk of excessive use of alcohol.

Drug testing is carried out in addition to the health inspection. During drug testing, it is clarified whether an applicant has used narcotics as specified in Section 3 (1) point 5 of the Narcotics Act (373/2008) for any other purpose than for medicinal purposes. If necessary, it is also clarified during the health inspection whether an applicant's ability to operate has declined due to the medicinal use of narcotics.

When the significance of an illness is assessed as an illness that could reduce or restrict an officer's working ability, the health care professional performing the health inspection can request a statement, with consent from the Police University College, from a specialist on the illness in question.

A health care professional will submit a written conclusion to the Police University College on whether the state of health of an admitted student is suitable for policing. Furthermore, the professional referred to above may disclose the grounds for suitability to the Police University College with the approval of the inspected individual. The result of the drug test is included in the conclusion concerning the state of health.

## 7 SECURITY CLEARANCE

The decision concerning student admission is conditional until a security clearance has been completed on an admitted applicant according to the Security Clearance Act.

The security clearance will be used to assess the applicant's good character. Matters to be taken into consideration include pending criminal matters in which the applicant is a suspect or defendant.

In addition to the applicant's good character, the security clearance is used to assess their liabilities and trustworthiness according to Section 24(1)(3) of the Act on Police University College.

## 8 ACCESSIBILITY IN STUDENT ADMISSION

If an applicant requires special arrangements during the entrance examination and aptitude assessment, they must prepare a written application of the necessary arrangements and submit the application to the Police University College before registering for the entrance examination and aptitude assessment. The application form for special arrangements is available on the website of the Police University College.

An applicant may be granted extra time for the written test in the following cases:

- The applicant submits a copy of the decision made by the Matriculation Examination Board, according to which additional time has been granted to them in the matriculation examination,
- The applicant submits a dyslexia report as proof of moderate or severe dyslexia.
  - o Difficulties in reading and writing may be verified by a statement from a doctor, special education teacher, psychologist or speech therapist.
  - o The dyslexia statement must be acquired at age 16 or thereafter.

If the application for additional time is accepted, the applicant will be given 30 more minutes to complete the essay.

## 9 STUDENT ADMISSION

The application and admission procedure progresses in stages and the Police University College makes decisions concerning applicants invited to the next phase and applicants admitted to the education program.

The applicants with an accepted test result will be admitted to the education program in the ranking order determined by their final total score from the entrance examination and aptitude test.

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 psychological test, the score received in the interview, and the score of the individual and group assignment. If these scores are the same as well, all applicants who have the same score are admitted to the education program.

The student admission decision is conditional until the person admitted to the education program has been found suitable for policing on the basis of a health inspection and drug testing performed by an occupational health care specialist appointed by the Police University College and a basic security clearance performed by the Finnish Security Intelligence Service.

The student admission decision is conditional until the admitted applicant has submitted a copy of the certificate of completion for the eligible education, or another diploma on the basis of which they have applied to the education program, and the required swimming certificate. Certificates are submitted according to the instructions issued in the admission decision of the Police University College.

In case of cancellations, applicants on standby may be admitted in the order of their scores.

## 10 INFORMING APPLICANTS ABOUT ADMISSION

Applicants are informed about their admission as students electronically.

## 11 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.

## 12 VALIDITY

These admission criteria take effect as of the application round beginning 28 January 2020.