

Application for the Recognition of Informal Learning

With this form you can apply the recognition of informal learning.

The concepts and progress of the process are described at the end of this form, section **7 Accreditation of Studies**.

1 Student's Information

Name	
Student Number	
Degree Programme	
Group Code	

2 I request that the following course or competence be recognised and assessed on the basis of prior learning

Course title in the JAMK Study Guide	Code	Number of Credits	Type Code*	Competence

*Type code: P = Obligatory Basic Studies, S = Obligatory Professional Studies, V = Elective Studies, H = Practical Training, W = Optional Professional Studies

3 Objectives of the Course or Competence

I confirm that the above information is correct.

Date and place

Student's signature

4 Appendices

Attach the following material to this application. Material that shows that you have achieved the objectives of the course/competence:

1. Your own description and assessment of your competencies based on work experience or competence acquired in another way in relation with the objectives of the course/competence.
2. Certificate, employment certificate/letter of reference and/or employer's confirmation of your description and assessment of the competencies
- 3.
- 4.

5 Decision of Course Tutor

The assessment material shows that the student's learning meets the learning criteria set for the course or competence. I approve that the course or competence be accredited _____ cr, grade H course/competence:

The assessment material shows that the student's learning partly meets the learning criteria set for the course/competence. I approve that the course/competence be accredited partly: _____ cr.

In order to complete the course fully, the student has to provide the following additional evidence or complete the following studies:

The assessment material does not show that the student's learning meets the learning criteria set for the course/competence. I therefore reject the application. Grounds:

Head of the Department and Study Affairs Coordinator have been informed of the decision.

Date and place

Signature of Course Tutor and name in print

6 Studies Entered in Transcript of Records

Studies are entered in transcripts of records and the application is filed.

If additional studies are required, a copy of the decision has been given to the student.

Date and place

Signature of Study Affairs Coordinator and name in print

7 Accreditation of Studies

7.1 Basic Concepts

Accreditation of studies is a term used by JAMK University of Applied Sciences to refer to the replacement of studies, inclusion of studies and Recognition of informal learning.

Replacement of studies

You can replace a course or module that is part of your curriculum with corresponding higher education studies completed elsewhere before or during your studies at JAMK.

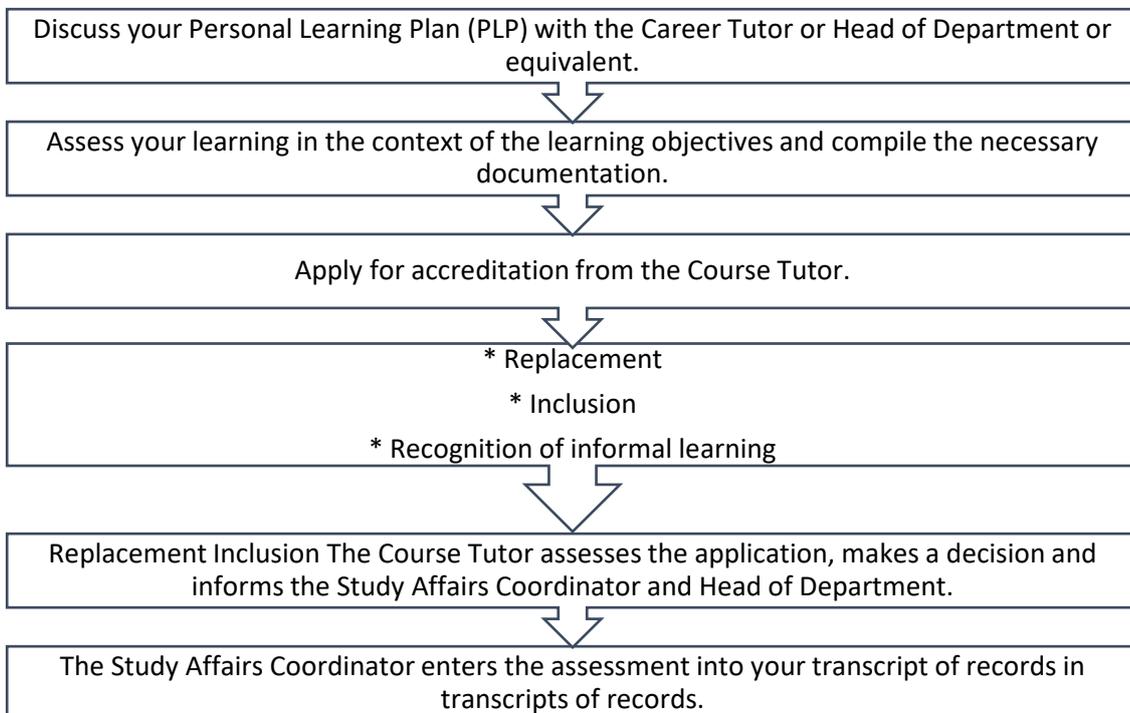
Inclusion of studies

You can include higher education studies that you have completed elsewhere as part of the degree being completed at JAMK.

Recognition of informal learning

You can get recognition of informal learning by recognising the competencies you have acquired through hobbies, civic activities, working life, training or some other activity, and demonstrating these competencies.

7.2 The accreditation process step by step



7.3 Markings Used in the Transcript of Records

Grade and date of completion

Studies completed in JAMK, Open Studies and the Finnish Online University of Applied Sciences are marked with the original grade (on a scale of 1–5 or the letter **H**) and the date of completion.

Studies completed abroad or at other institutes of higher education are marked with the original date of completion and a grade on a scale of 1–5 if the grading scale was the same. If the scale was not to the same, the letter **H** is used.

Recognition and assessment of learning in other ways is marked with the letter **H**.

Further information:

[Degree Regulations](#)

[Recognition of Prior Learning and Experience, Study Guide Bachelor's Degrees](#)

[Recognition of Prior Learning and Experience, Study Guide Master's Degrees](#)