

## Application for the Inclusion of Studies Completed Elsewhere in the Degree

With this form you can apply the inclusion of studies completed elsewhere in the degree.

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 studies be included in my degree

Title of the course in Finnish / English/Language of Education	Completed in (Year)	Number of (ECTS) Credits	Name of the Educational Institution in Finnish/English/Language of Education	Appendix (Certificate)

### 3 Grounds

Write here your grounds

I confirm that the above information is correct

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Date and place

Student's signature

### 4 Appendices

## 5 Decision of the Course Tutor

I approve the inclusion of the studies in the degree. Studies to be entered into Transcript of Records, Course or competence:

cr, Grade            /H

I reject the application. Grounds:

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

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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

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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.

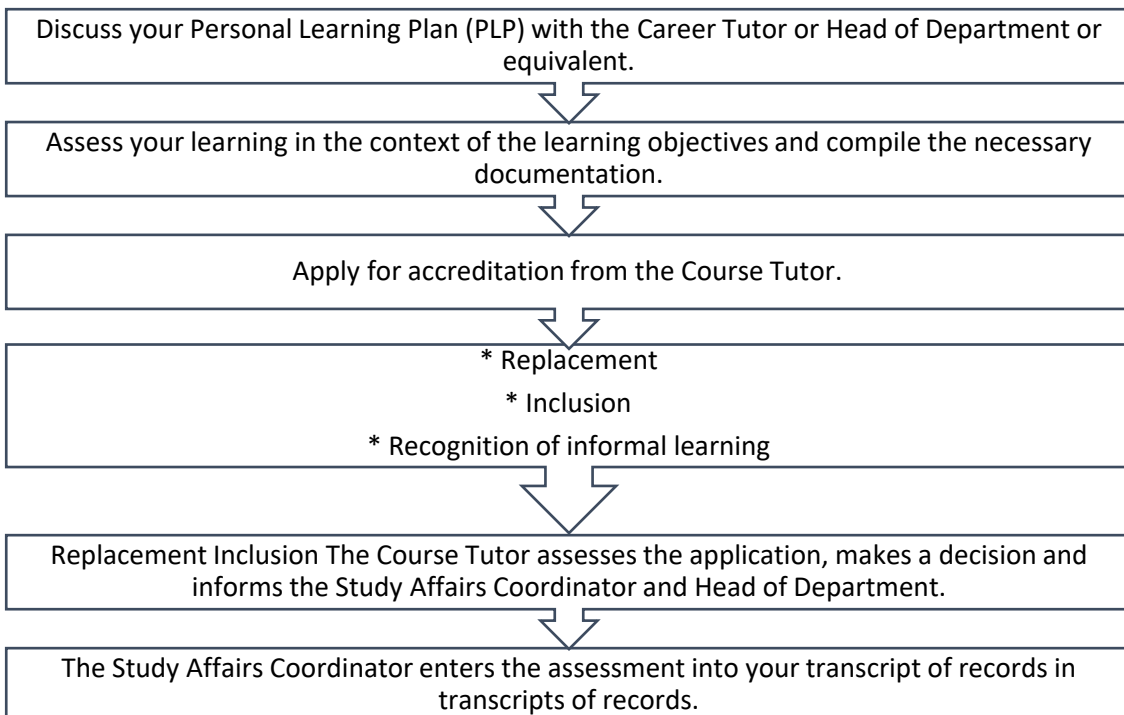
#### Inclusion of studies

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](#)