

## Application for the Replacement of Studies

With this form you can apply the replacement of studies.

The concepts and progress of the process are described at the end of this form, section **8 Accreditation of Studies**.

### 1 Student's Information

<b>Name</b>	
<b>Student number</b>	
<b>Degree Programme</b>	
<b>Group Code</b>	

### 2 The course in my current curriculum that I request to be replaced by studies completed elsewhere

**NB!** If you are applying to replace studies with Open Studies completed at JAMK, you may leave sections 1 and 2 empty. Attach a transcript of your records or a copy of your certificates. Mark down on the attachment those courses that you wish to replace. The form is to be submitted directly to the Head of Department / Study Coordinator.

Course or module 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 Studies that I have completed elsewhere before or during my studies at JAMK

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)

### 4 Grounds for Accreditation (Course comparability)

I confirm that the above information is correct.

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Date and place

Student's signature

### 5 Appendices

## 6 Decision of the Course Tutor

I approve that e be replaced in full, cr, Grade

I approve that the course be replaced partly cr.

In order to complete the course or module fully, the student has to complete the following studies:

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

## 7 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.

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Date and place

Signature of Study Affairs Coordinator and name in print

## 8 Accreditation of Studies

### 8.1 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.

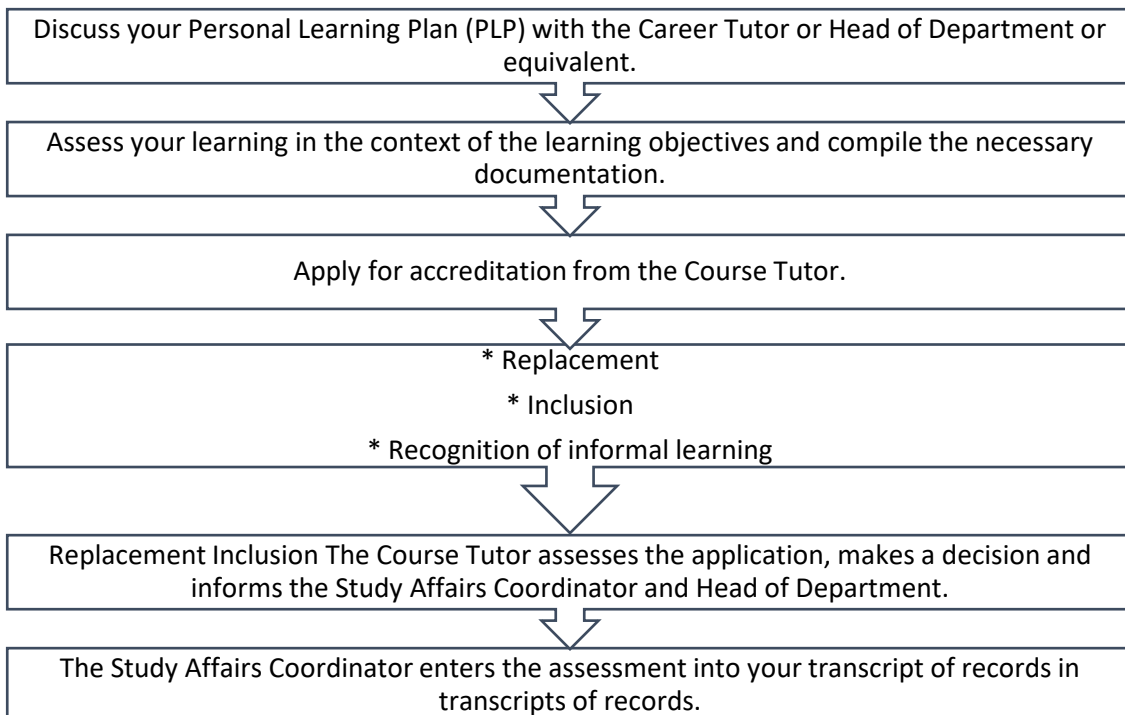
#### Inclusion of studies

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.

### 8.2 The accreditation process step by step



## 8.3 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](#)