



Peppi instructions for students / eRPL accreditation

General

You can use the eRPL tool in Peppi to apply for accreditation of previous higher education studies by replacing or including them in your current studies. Accreditation applied for using the eRPL tool must always be confirmed with a certificate or a transcript of records. Separate forms are used to identify and recognise competence, which are sent to the teacher educator of the specific course in question for assessment.

1. Replacement

Replacement refers to substituting the courses/studies with corresponding courses/studies completed elsewhere in the same field of study. The following Teacher Education courses (i.e. Basics of Educational Sciences) can be accredited through replacement:

- *Understanding Learning 6 cr*
- *The Future of Education 6 cr*
 - ➔ Possible to replace:
 - University level pedagogical studies in educational sciences, adult education or vocational education of 25 ECTS / 15 credit units according to Finnish university
 - Pedagogical studies completed through continuing education or Jamk Open University of Applied Sciences
- *Equality and Equity in Teaching and Guidance 5 ETCS*
 - ➔ Possible to replace:
 - On a similar course completed at JAMK's Open University of Applied Sciences.

2. Inclusion:

- Optional Studies 5 + 5 ETCS

You can include 5–10 credits' worth of studies completed elsewhere in Optional Studies (10 cr) if the studies support your personal objectives for Professional Teacher Education and they have been completed after 1 January 2021. The studies cannot be included in the degree with which you applied to professional teacher education.

Guidance discussion

1. Always start the application by selecting eRPL from the Students' Desktop's top menu on Peppi and selecting eRPL from the drop-down menu.
2. Click on the "New application" button to open a new window to save the information of the CDP discussion with your teacher educator. Always start filling in the eRPL application by adding the date and information of the guidance discussion you have had with the teacher educator.
 - a. In the Date field, enter the date when you had the CDP discussion with your teacher educator

- b. From the drop-down menu, select the name of the teacher educator with whom you had the CDP discussion.
 - c. Finally, click the **Save draft and start the application** -button.
3. Once you have filled in the guidance discussion information, the content window of the accreditation application opens.

Filling in and submitting the accreditation application

First we'd like to remind you to make a separate application for each individual course you have completed and want to accredit.

At the top of the application, you can see your own information under the Basic information -heading.

Start filling in the application from the section Places of performance.

1. Click the "Add place of performance" button.

In the Place of performance window, enter where you have completed the studies with which you are now applying for accreditation.

- a. Select "Educational institution" as the type.
- b. From the "Place of performance type" drop-down menu, select the type of institution where you completed your prior studies. Usually, you would select either universities of applied sciences or universities here.
- c. Now you can select the name of that institution from the "Place of performance" drop-down menu.
- d. In the Name of the study field, enter the name of the course you have completed at the institution. Note: Enter the name as it appears on your transcript of records or certificate. Write the name also in English (often found on the transcript of records or on the curriculum of the educational institution).
- e. In the Description field, type briefly how these prior studies support the learning outcomes of professional teacher education.
- f. **Please attach a certificate** stating that you have completed the prior studies (e.g. a copy of your study card or certificate). You cannot save/send an application without an attachment.
- g. Remember to save the application at the end.

After this, you will move on to add these prior studies to the application.

Proceed with the application depending on whether you are applying for a replacement or inclusion.

2. Click the "Add previously completed study" button to open a new window to fill in the course information.
 - a. Select the type of accreditation you want to apply for from the drop-down menu.
 - i. Select **replacement** as the type when you apply for accreditation for a compulsory course in your studies (Understanding Learning, the Future of Education or Equality and Equity in Teaching and Guidance). Select Study Counsellor Katariina Jouhiaho as the application handler.
 - ii. Select **inclusion** as the type when applying for accreditation for optional courses. Select Study Counsellor Katariina Jouhiaho as the application handler.

3. Then click the "Add course" button under "PREVIOUSLY COMPLETED STUDIES" and fill in the information on the studies you have completed previously in the opening window. Fields marked with a red asterisk are mandatory.
 - a. Enter the name of the course in Finnish and in English.
 - b. Add the amount of credits of the completed course.
 - c. Select "credit" as the type of scale.
 - d. In the Language field, select the language in which you completed the course.
 - e. In the "Grade" field, enter the grade you received for the course. If the grade is pass, enter "H".
 - f. From the drop-down menu in the "Places of performance" section, select the place of completion that you added to the application in the previous step (steps 1 a-g).
 - g. As the assessment date, enter the date on which you received the course assessment which is on the certificate or the transcript of records.
 - h. Justify why you are applying for accreditation. Notify also, are you applying for 5 cr or 10 cr. You can also enter additional information about the completed course.
4. At the end, click the "Add" button.

If you are applying for replacement:

5. In the "STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT", select the course to be accredited in your curriculum (Understanding Learning, the Future of Education or Equality and Equity in Teaching and Guidance).
6. Drag the course in question to the "Studies selected to application" window next to it.
7. The studies to be replaced have now been added to the application. Click "Save".

If you are applying for inclusion:

8. Under "Location of included studies/competencies in PLP", place the studies accredited through inclusion under the right study module (= Development as a Professional Teacher) where the optional studies are included.
9. The studies to be included are now placed in the right section in your personal study plan. Click "Save".

Check the information in the application before submitting it. If necessary, you can edit the application by clicking the pencil icon. After submitting, you will no longer be able to edit the application.

10. **Submit the application to the handler** by clicking the "Submit application" button at the top of the application window.

You will receive email about the different stages of processing your application. You can also follow the progress of the application in Peppi. You can see your application in the eRPL view. You can also view your application by clicking the Actions button on the application line and selecting View.