Application for the replacement of studies (REPLACEMENT)

Name and Student No: ____________________________________________________________

Degree Programme and Group Code ________________________________________________

1. To be filled by the Student:

<table>
<thead>
<tr>
<th>Course or module title in the JAMK Study Guide</th>
<th>Code</th>
<th>Number of Credits</th>
<th>Type Code *</th>
<th>Competence</th>
</tr>
</thead>
</table>

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

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.

2. Studies that I have completed elsewhere before/during my studies at JAMK:

<table>
<thead>
<tr>
<th>Title of the course in Finnish / English/Language of Education</th>
<th>Completed in (Year)</th>
<th>Number of (ECTS) Credits</th>
<th>Name of the Educational Institution in Finnish/English/Language of Education</th>
<th>Appendix (Certificate)</th>
</tr>
</thead>
</table>

Grounds for Accreditation (Course comparability)

I confirm that the above information is correct.

_________________________________________________________ / ________________ 20__
Place Date Student’s signature

3. Decision of the Course Tutor:

☐ I approve that the course 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.

_________________________________________________________ / ________________ 20__
Place Date Signature of Course Tutor

4. Studies entered in ASIO:

☐ Studies are entered in ASIO and the application is filed

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

_________________________________________________________ / ________________ 20__
Place Date Signature of Study Affairs Coordinator
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ACCREDITATION OF STUDIES, 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.

The accreditation process step by step

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 “S”) 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 “M” is used.

Recognition and assessment of learning in other ways is marked with the letter “S”.

Further information: Degree Regulations and Study Guide.