

## THE PRINCIPLES AND GUIDELINES OF ACCREDITATION

(Studies started in the academic year 2017 - 2018)

Students can accredit competence they have acquired in other studies, in working life or in other contexts. The forms of accreditation are substitution, inclusion and recognition of prior learning. Studies taken at other educational institutes or universities can be, within a certain framework, accredited through substitution for a limited amount of the teacher's pedagogical studies at the Teacher Education College. Inclusion refers to the inclusion of courses/studies completed elsewhere in the studies. In addition, prior learning can also be accredited by using a method of identifying and recognising competencies. You will find course specific instructions and applications for accreditation in Study Guide.

Accreditation of studies taken (or skills acquired) elsewhere is based on the Degree Regulations of JAMK University of Applied Sciences.

Students can apply for accreditation of studies included in vocational teacher education on the following grounds:

The following courses in vocational teacher education can be accredited through substitution:

Courses in the study module Basics of Educational Sciences

- Education in the Future 8 cr
- Lifelong learning 8 cr

The following course in vocational teacher education can be accredited through inclusion:

- Developing Pedagogical Skills and Competences 15 cr

All accredited studies must correspond to the goals and core contents of the study programme and the competences must be recognisably there. The accredited studies must thus be interlinked with teacher's work and pedagogic competences. Developing Pedagogical Skills and Competences cannot be accredited with studies included in the degree, which made the applicant eligible for the study programme. Also, the accredited studies must have been taken within a certain timeframe.

## HOW TO APPLY FOR ACCREDITATION

Accreditation is applied for by filling in an application form. Once filled in, it is delivered to the study counsellor. Please remember to enclose a copy of the relevant certificate(s) and possibly a description of the proposed studies.

Decisions on accreditation through substitution and inclusion are made by the study counsellor. A positive decision is entered in the record of credits by the Office (passing grade "M": studies completed elsewhere). If the proposal is denied, or if credits are only partially accredited the decision-maker will specify the reasons in writing.

Each graduating student receives a transcript of records both in Finnish and English. If the original name of the proposed accredited studies is not in English, and the student wishes to have it marked in English in his English language transcript, he should inform the official English name of the studies in the accreditation application. The student services secretary will enter the data into the student registry and onwards to the transcript.

## **CLAIM FOR CORRECTION**

If the student is not satisfied with the outcome of the accreditation application, he may ask the head of department, either orally or in writing, to rectify the result. Furthermore, if the student is not satisfied with the decision made by the head of department regarding the claim for correction, he may submit the issue to the Board of Examiners of JAMK University of Applied Sciences. The second claim for correction is to be submitted within 14 days of receipt of written notice on the decision made by the head of department. Seven (7) days are counted for serving a notice on a decision.

## **RECOGNITION OF PRIOR LEARNING**

Recognition of prior learning is agreed upon by the individual student and his teacher trainer as a part of the student's personal learning plan and study process.

The following courses in vocational teacher education can be accredited through the recognition of prior learning:

- Teacher's Developing Work Environment 8 cr
- Developing Pedagogical Skills and Competences (15 cr)

In order to have the competence related to Teacher's Developing Work Environment accredited, you will assess, describe and demonstrate your competence in a manner described in the course description. The Teacher Education College will assess your competence and make the decision about the accreditation based on the materials you provide.

For Developing Pedagogical Skills and Competences, you can have 5, 10, or 15 credits' worth of prior competence you have acquired in working life or in another environment accredited. To have your prior competence recognised, you will need to assess, describe and demonstrate your competence according to separate instructions. The Teacher Education College will assess your competence and make the decision about the accreditation based on the materials you provide.

Recognition for prior learning is applied for by filling in an application form.

### **Further information:**

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