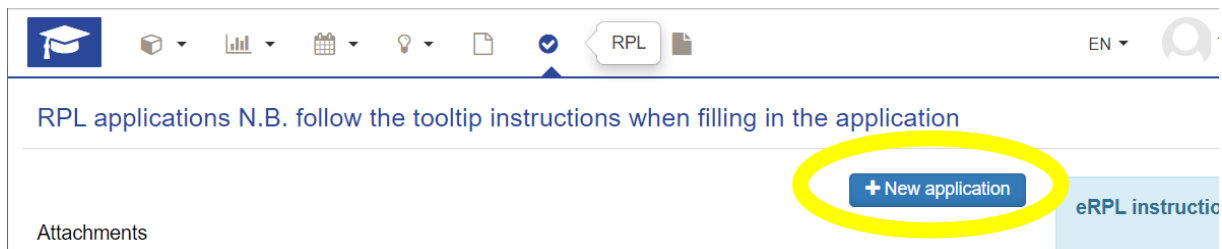


CREDIT TRANSFER OF EXCHANGE STUDIES

1. Start a new application in Pakki's RPL service:



2. First, add the place of performance and fill in the *Acquired competence compared to the learning outcomes*. N.B. Add an **official Transcript of Records (from the host institution)** as attachment.

The screenshot shows a form titled 'Add a place of performance'. The form has the following fields and sections:

- * Type:** Radio buttons for 'Educational institute' (selected), 'Work experience', and 'Other'.
- * Type of organisation:** A dropdown menu with 'Foreign University' selected.
- * Place of performance:** A dropdown menu with 'Bern University of Applied Sciences, Switzerland' selected. Below it is a checkbox labeled 'The place of performance is not on the list' which is unchecked.
- Name of the training:** A text input field containing 'Exchange Studies'.
- Description:** A large text area for providing details.
- Acquired competence compared to the learning outcomes:** A text area containing the text: 'I agreed on my exchange studies before I went on exchange and I completed the courses according to the learning agreement.' There is a green circular icon in the bottom right corner of this field.
- Attachments:** A dashed box containing a '+ Choose files' button and a list of attachments. One attachment is listed: 'Transcript_of_Records.pdf' with a 'Cancel' button next to it.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

3. Next, select *Add previously completed study*.

▼ Studies or competences

N.B. Select **Add previously completed study** when you are applying for credit transfer of previously completed higher education studies. Use **Add previously acquired competence** for work experience, skills demonstrations, exemptions and other competences. Incomplete or incorrectly filled applications will be returned to the student.

+ Add previously acquired competence + Add previously completed study

4. On the left-hand side, fill in the information in the same way as in the picture below, but only copy these fields **word for word**:

- Name: Exchange Studies (to both name fields)
- Grade: HYV

4.

5.

5. On the right-hand side, add the courses or modules you completed on exchange with the *Add yourself* tool. Add the *name* of the course/module in English to both name fields and add the number of the completed credits. Leave the *code* field blank.

6. *Save* and submit the application to your student counsellor (handler).

7. The application status is *In process* until a decision has been made. You will receive an automated email once the decision is ready and the exchange studies will be recorded to the student record.

Applications

Status ^	Name of the application ⇅	Latest status update ⇅	Handlers ⇅	Applied ⇅	
In process	1904221_04.10.2019_1	04.10.2019 16.18	Irina Aittomäki	04.10.2019	Show