

RPL INSTRUCTIONS FOR STUDENTS

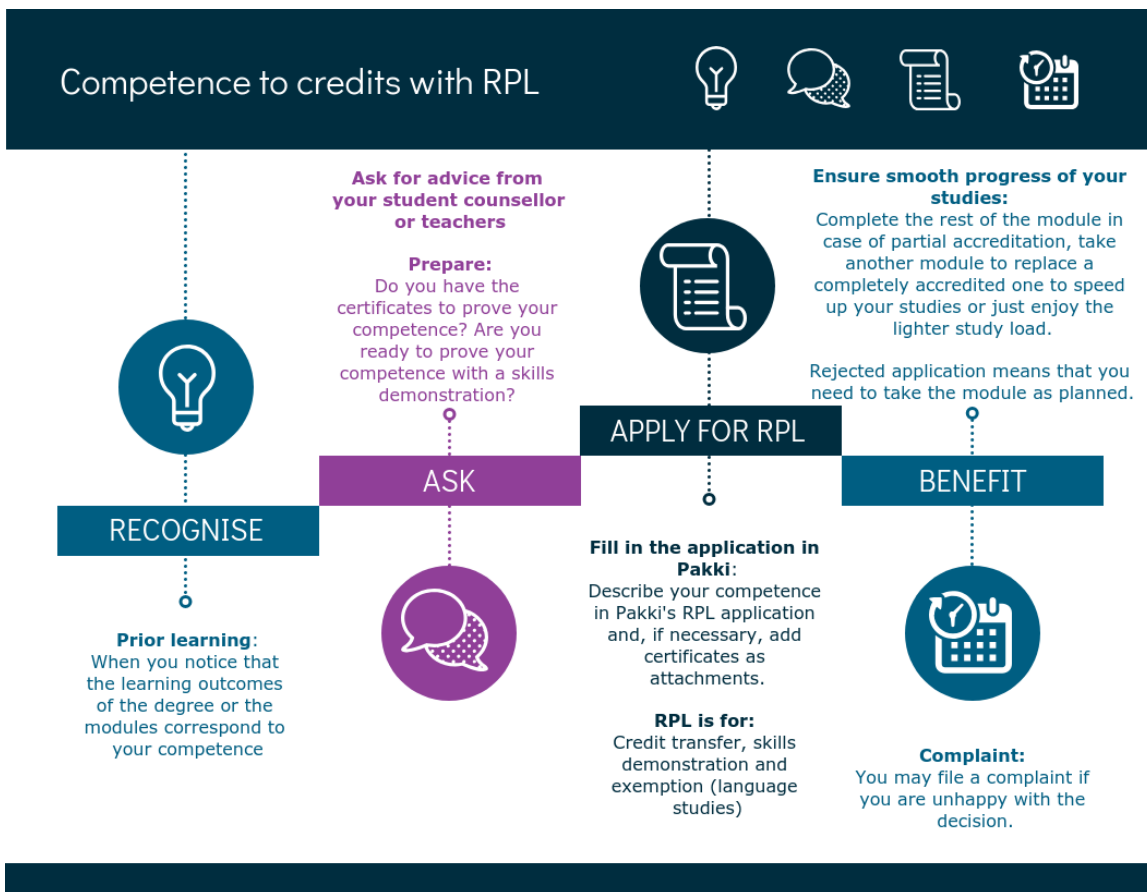
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1 RPL PROCESS

RPL stands for recognition and accreditation of prior learning.

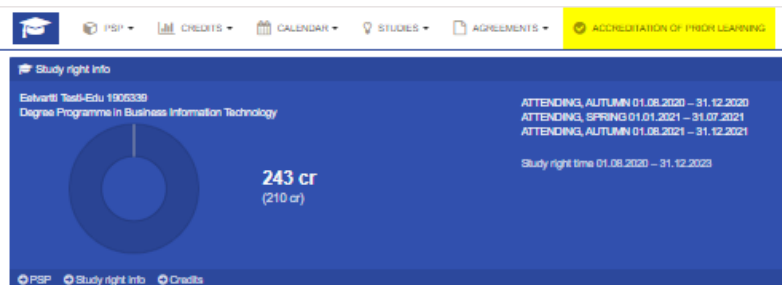
- In the recognition phase, you will compare the learning outcomes of your degree and modules to the competence you already have.
- Make an appointment with your study counsellor and agree on the competence that you can add to your degree with a credit transfer or a skills demonstration.
- At HAMK, exemption is allowed only for Swedish language studies.
- You may fill in the RPL application during the guidance session or right after it and add the necessary certificates and attachments.
- In the accreditation phase, you will receive a decision from your application. They may accredit your competence in full or some part of it.
- At best, RPL gives flexibility to your studies. You may either speed them up or take it a bit easier with your other studies.
- If your application gets rejected, you just need to take the modules as planned. In case of need, you may also file a complaint about the decision.



2 CREATE A NEW APPLICATION

2.1. Signing in

Go to Pakki (pakki.hamk.fi) and select **RPL**



The screenshot shows the 'Study right info' page for a student. The header includes navigation links: PSP, CREDITS, CALENDAR, STUDIES, AGREEMENTS, and ACCREDITATION OF PRIOR LEARNING. The main content area displays the student's name 'Estvanti Testi-Estu 11006339', the degree programme 'Degree Programme in Business Information Technology', and a donut chart showing '243 cr (210 cr)'. To the right, it lists 'ATTENDING' periods: AUTUMN 01.08.2020 – 31.12.2020, SPRING 01.01.2021 – 31.07.2021, and AUTUMN 01.08.2021 – 31.12.2021. The 'Study right time' is '01.08.2020 – 31.12.2023'. At the bottom, there are navigation buttons for PSP, Study right info, and Credits.



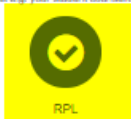
PSP

PSP is your personal study plan, which is based on your group curriculum. Plan your studies and communicate with your student counsellor about study-related issues via PSP.



Meeting times

Book a meeting time that e.g. your student counsellor has set to be booked.




RPL

Use the eRPL service to apply for accreditation of your previous studies or skills.

2.2. New application and previous applications

Start the application by selecting **New application**.

If you have already filled in an RPL application, you will see it and the status of the application on this list. You can edit your applications in draft mode from the edit button.


PSP ▾
CREDITS ▾
CALENDAR ▾
STUDIES ▾
AGREEMENTS ▾
ACCREDITATION OF PRIOR LEARNING
RESIT EXAM
DOCUMENTS ▾
VALO
SPARK CC

RPL applications N.B. follow the tooltip instructions when filling in the application

+ New application

Attachments

No attachments.

Applications

Status [▲]	Name of the application [↕]	Latest status update [↕]	Handlers [↕]	Applied [↕]	
Draft	1905339_30.08.2021_1	30.08.2021 10.56			✎ Edit
Draft	1905339_27.04.2021_1	27.04.2021 10.07			✎ Edit
In process	1905339_18.08.2021_2	09.09.2021 08.20	Satu Lohtander	18.08.2021	👁 Show
Processed	1905339_18.08.2021_1	18.08.2021 13.34		18.08.2021	👁 Show

New application ✕

🔔 Check the basic information and fill the information of the guidance discussion

Name	Eetvarti Testi-Edu
Student number	██████
Email	eetvarti20000@student.hamk.fi
Degree programme	631107TK
Starting group	TRTKP21A3
Specialisation option	
The scope of the degree	210.0
Completed	██████
The scope of the performance	██████
Start date of studies	01.08.2020
End date of studies	31.12.2023

Guidance discussion

* Date

* The guidance discussion was with ✕ ▾

Additional information

Fill in the **date of the guidance discussion** and choose from the list **the person with whom you had the discussion**.

The system automatically offers your guidance counsellor as the person. If you had it with someone else, just start typing the person's name in the field and the system autofills the name of the other person.

You may add, what you agreed on with your guidance counsellor to the *Additional information* field, but you may also leave it blank. **Please, don't add any sensitive, personal data to your application.**

When you **save the data**, a draft of the application opens. You may always go back to edit the data from the buttons at the top of the application.

3 ACCREDITATION OF PRIOR HIGHER EDUCATION STUDIES

3.1. Add the place of performance

Start the application by adding the place of performance

« Return to the list of applications
1905339_14.09.2021_1

Draft The application is in draft-mode until you submit it to your supervisor

Basic information

Name	Eetvarti Testi-Edu
Student number	1905339
Email	eetvarti20000@student.hamk.fi
Degree programme	631107TK
Starting group	TRTKP21A3
Specialisation option	

Additional information

Places and attachments

Please note that you should NOT apply CampusOnline -studies as accreditation.

The application is a draft until you submit it for processing. In this view, you can edit the information of the guidance discussion or additional information.

Add a place of performance ×

* Type

Educational institute

Work experience

Other

* Type of organisation

* Place of performance

The place of performance is not on the list

Name of the training ?

In Finnish

In English

Description ?

Acquired competence compared to the learning outcomes ?

Attachments ?

Drop files here

Add a place of performance:

Type: Select *Educational institute*. Then select the *Place of performance* from the next drop-down list.

Type of organisation: Select the right institute from the list of institutions. Note the possibility to select “Foreign University” when Educational Institute is not Finnish.

Place of performance: Then select the *Place of performance* from the list. List includes foreign Educational Institutes when Type of organisation above is selected as Foreign University.

Name of the training: You may add the name of your training. For example, “Business studies” or “Open university studies”

Add the description of the competence you gained in your previous training and compare it to the learning outcomes of your degree or modules of HAMK, in the **"Acquired competence compared to the learning outcomes"**.

- You will see the learning outcomes of the modules on the PSP page called Overview and the learning outcomes for the whole degree from PSP page called Selecting studies.

Attachments: Add the certificates (the transcript of records, degree certificate) from your prior studies as **PDF** attachments.

N.B! The file size should not exceed 64 MB.

N.B! The courses offered by CampusOnline, KiVaNet, Climate University and other Cross-Institutional Study -networks which you have completed while studying at HAMK at the same time, must be transferred to HAMK using an e-Lomake and not RPL process

3.1.1 Sharing study information from the Koski service (available only in Finnish/Swedish)

Please, check the [Students RPL guide in Finnish](#).

3.2. Credit transfer: Previous university level studies

Studies or Competences -> Select Add previously completed university level study course or module

▼ Studies or competences

N.B. Select **Add previously completed study** when you are applying for credit transfer of previously completed higher education studies.
[Additional information](#)

+ Add previously acquired competence

+ Add previously completed university level course or module

Add previously completed study

Previously completed study

Code ⓘ

* Name ⓘ

in Finnish ⓘ

Marketing

in English

Marketing

Add the name in English to both fields unless the course/module has a Finnish name.

Add the name in English to both fields unless the course has a Finnish name.

Name in English: Remember to start all words with a capital letter except for articles, prepositions and conjunctions.**Write the names carefully because they will show on your degree certificate.**

* Credits

5

Type of scale

European credit

Language ⓘ

English

* Grade ⓘ

4

Credits of the course,
Type of scale (usually credit)
Language of the study,
Original grade

* Place

Oulu University of Applied Sciences / Business Studies

Pick the right place from the list.

* Date of completion ⓘ ⓘ

28.05.2022

You will see the *Date of completion* from the certificate you have added as attachment.

Justifications ⓘ

* Select handler ⓘ

Marketing

Select your own study counsellor as handler of the application.

3.3. Pick a study from your PSP

Pick is a view of your PSP. You can pick replaceable study by using + Add button.

If the study in PSP does not appear in this list, ask your study instructor to approve your PSP.

Studies for which credit transfer is sought

Pick
Add yourself

Choose from the studies in PSP ⓘ

TK00DG64	Building a static website	4
+ Add		
TK00DG65	Web-programming	5
+ Add		
TK00DG66	Content management systems	3
+ Add		
TK00DG68	Företagsmiljö och arbetssökande, Swedish course	3
+ Add		
TK00DJ80	Professional English	3
+ Add		
TK00DG54	Web services	5
+ Add		
TK00DG63	Software development tools	3
+ Add		

Studies selected to application

Code	Name	Credits
TK00DG66	Content management systems	3
✖ Remove		

3.4. Add a study that is not in your PSP

You can add the study yourself if it is not in your PSP. Enter the *Name* (give the course a name in Finnish if it was taught in Finnish. Otherwise, write the name in English in both name fields). **Write the names carefully because they will show on your degree certificate.**

Add *Credits* and click the + *Add button*.

These studies can be, for example, studies acceptable to the Professional Skills -module (free choice studies) or a personal profiling module.

Studies for which credit transfer is sought

Pick
Add yourself

Or add the course or module part yourself ⓘ

Code

*** Name**

in Finnish ⓘ

In English

Credits

+ Add

Studies selected to application

Code	Name	Credits
✕ Remove	Marketing 1	3

3.5. Credit transfer: language studies

Second National Language (Swedish)

- If you are applying for **Swedish oral and written language**, pick the following courses for your application:
 - VR00BU93 Swedish language, oral
 - VR00BU94 Swedish language, written
- If you are applying for a **Swedish course**, pick the Swedish courses for your degree for your application.

Second National Language (Finnish)

- If you are applying for **Finnish oral and written language**, pick the following courses for your application:
 - VR00BU95 Finnish language, oral
 - VR00BU96 Finnish language, written
- If you are applying for a **Finnish course**, pick the course VS00CO13 (**Finnish as a second national language**) for your application.

If you are applying for an **English course** for approval, pick up the English courses for your degree for your application.

Studies for which credit transfer is sought

Pick [Add yourself](#)

Choose from the studies in PSP ⓘ

TK00DH23	ICT project specification and management	4
+ Add		
TK00DH24	Communication in ICT project	3
+ Add		
VR00BU93	Swedish language, oral	0
+ Add		
VR00BU94	Swedish language, written	0
+ Add		
	Swedish	5
+ Add		
TK00BR29	Software Development	15
+ Add		
XX00CP85	Tuudo test course 1	15
+ Add		

NB!

When applying for approval for language studies based on a previous university level degree, **please attach your entire diploma** (all pages including cover pages and transcript of records)

Unlike approvals for other studies, link to the Koski Service is not enough, because it doesn't provide all the necessary information.

4 ACCREDITATION OF WORK EXPERIENCE

Start the application by adding the place of performance (look the section 3.1.).

- Select *Work experience* and *Workplaces* from the list of organisation types.
- Select either *Work Experience in Finland* or *Work Experience Abroad* from the drop-down list.
- Fill in your job title and describe your work experience against the learning outcomes of your degree in the *Description* field.
- Add your job certificate as attachment. **N.B! The file size should not exceed 64 MB.**

Then go to *Studies and competences* and select *Add previously acquired competence*.

▼ Places and attachments

+ Add place of performance

TYPE	NAME	DESCRIPTION
Educational institute	Oulu University of Applied Sciences	
Work experience	Work Experience in Finland	

▼ 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, s

+ Add previously acquired competence

+ Add previously completed university level course or module

- Select the right *Place* from the list.
- You may add the signature date of your job certificate to the *Date of completion*.
- Select your own study counsellor as handler of the application.
- From the right side of the view, you can pick up the courses for which you want a credit transfer (e.g. work placement)
- If the course is not in your PSP, add it yourself.
 - o If you add the course yourself, name it the way you and your study counsellor have agreed on.
 - o Write the name in Finnish if it was taught in Finnish. Otherwise, add the name in English to both name fields.
 - o **Write the names carefully because they will show on your degree certificate.**

Add previously acquired competence

ⓘ NB! All handlers will see attachments on this page (eg diploma), so if you want to put more detailed information on the study you are requesting for credit transfer you can do it on the next page (eg course description). If you require a certified copy of the diploma on your guidance discussion.

Existing competence

Grade ⓘ

* Place

✖ Work Experience in Finland / Salesperson

* Date of completion ⓘ ⓘ

31.08.2021

Justifications ⓘ

* Select handler ⓘ

None selected

Studies for which credit transfer is sought

Pick Add yourself

Choose from the studies in PSP ⓘ

TK00DJ22	Software robotics and -automation	6
<input type="button" value="+ Add"/>		
TK00DJ24	Software design methods	4
<input type="button" value="+ Add"/>		
TK00DJ23	Miniproject	5
<input type="button" value="+ Add"/>		
TK00DG71	Work placement	30
<input type="button" value="+ Add"/>		
TK00DH19	Web accessibility	3
<input type="button" value="+ Add"/>		
TK00DH20	Javascript	4
<input type="button" value="+ Add"/>		
TK00DH21	Web framework project	8
<input type="button" value="+ Add"/>		

5 EXEMPTION FROM LANGUAGE STUDIES

5.1. Add the study/studies to your PSP

Swedish courses are only for students whose language of school education is Finnish. Otherwise, do NOT apply for exemption from Swedish.

If you are applying for exemption, you need to add "Swedish exemption" or "Swedish language (written and oral) exemption" or "English exemption" course to your PSP before filling in the application. You cannot get an exemption from Finnish language studies.

Please add the courses to your PSP. The codes are:

Code	Name
RV00CN98	Swedish exemption
VV00CO42	Swedish language (written and oral) exemption
EV00CN99	English exemption

If you are applying for exemption from **all Swedish studies**, add "Swedish exemption" to your PSP.

If you apply for exemption of **Swedish oral and written languages** (but you will complete the course otherwise) add "Swedish language (written and oral) exemption" to your PSP.

If you are applying for exemption from **all English studies**, add "English exemption" to your PSP.

Adding courses to your PSP:

Select studies -tab -> click icon in the same title bar where the course belongs -> add modules

The screenshot shows the PSP interface with the 'Selecting studies' tab selected. The interface includes a navigation bar with tabs: Overview, Selecting studies (highlighted), Scheduling, Study classification, Messages, Enrolments, Group description, and Exams. Below the navigation bar, there are buttons for 'Close all' and 'Show curriculum'. The main content area displays a table of PSP credits and a list of courses. The 'Introduction to ICT studies' row is highlighted in yellow. The table shows the following data:

PSP credits	536 / 210 credits	
Core Competence	152 / 135 credits	
Introduction to ICT studies	15 / 15 credits	
TK00DG69 Orientation to studies and DIILJ	No grade	3 credits
TK00DG56 Basics of programming	No grade	5 credits
TK00DG57 Operating systems	No grade	5 credits
TK00DG67 Study environment	No grade	2 credits
Introduction to software development	15 / 15 credits	

On the right side of the interface, there is a sidebar with the following information:

- Show curriculum
- Eetvartti Testi-Edu
- Student groups: TRTKP21A3, EIVIRTA
- Right to study: BBA (Poly), Econ. Adm., Mark.
- Right to study between: 01.08.2020 - 31.12.2023
- Student number

Write the name of the course and Add to basket

Module search ✕

Search basket
(0 studies selected) »

Type of the course ▼
COURSE_UNIT (2)

Type of education ▼
Full-time Bachelors degree (2)

Degree programme ▼
Vapaavaltaiset / Optional Studies HAMK (2)

Muu koulutus (2) ▼

1 - 2 / 2 Show 25 ▼

Course Swedish exemption 0 credits RV00CN98	<input type="button" value="Add to basket"/>
Course Swedish language (written and oral) exemption 0 credits VV00CO42	<input type="button" value="Add to basket"/>

Choose Add selected to PSP

✕

Search basket
(1 studies selected) »

➔ Add selected to PSP

1 - 2 / 2 Show 25 ▼

Course Swedish exemption

0
credits RV00CN98

5.2. Making the application for exemption

- Start the application by adding the place of performance.

- Select:
- Type: select *Other* and then again *Other* from the list of organisation types.
 - From the Employer/other list, select Exemption from language studies.
 - Add attachments (degree certificate or transcript of records). In case of need, ask your study counsellor for advice. **N.B! The file size should not exceed 64 MB.**

Add a place of performance
✕

* Type

Educational institute

Work experience

Other

* Type of organisation Other

* Employer / other Exemption from language studies

The employer can not be found in the menu

Job title / other

In Finnish

In English

Description ⓘ

Acquired competence compared to the learning outcomes ⓘ

Attachments ⓘ

+ Choose files
Drop files here

Save
Cancel

Valid reasons for exemption:

1. you have never studied the language in primary or secondary school, high school or in Vocational Upper Secondary Education and Training
-> attach a certificate
2. you have studied the language, but the knowledge is still so poor that you cannot achieve the goals HAMK has set for languages

Go to Studies and competences and select Add previously acquired competence.

▼ Studies or competences

N.B. Select **Add previously completed study** when you are applying for credit transfer of previously completed higher education studies. Incorrectly filled applications will be returned to the student.

+ Add previously acquired competence

+ Add previously completed university level course or module

- Select Exemption from language studies to the place field
- Pick this day from the *Date of completion* calendar.
- Write the reasons for applying for exemption to the *Justifications* field.
- Select your own study counsellor as handler of the application.
- Select the studies which you added to your PSP to your application and Save.

Add previously acquired competence

×

ⓘ NBI All handlers will see attachments on this page (eg diploma), so if you want to put more detailed information on the study you are requesting for credit transfer you can do it on the next page (eg course description). If you're requesting credit transfer of competence relying on your previous qualification, prepare for submitting your original or certified copy of the diploma on your guidance discussion.

Existing competence

Grade ⓘ

* Place

✕ Exemption from language studies 7

* Date of completion ⓘ ⓘ

30.08.2021

Justifications ⓘ

* Select handler ⓘ

Studies for which credit transfer is sought

Pick Add yourself

Choose from the studies in PSP ⓘ

TK00BR29	Software Development	15
+ Add		
LT00CL76	Human Resource Management	15
+ Add		
LT00DM56	cSchool-project: Business Design	10
+ Add		
VV00CO42	Swedish language (written and oral) exemption	0
+ Add		
RV00CN98	Swedish exemption	0
+ Add		
EV00CN99	English exemption	0
+ Add		
OP00DD86	Education and Society	4
+ Add		

Studies selected to application

Code	Name	Credits
RV00CN98	Swedish exemption	0
✕ Remove		

Save

Close

6 DEMONSTRATING OTHER KIND OF COMPETENCE

6.1 Scout / The Finnish Defence Forces competence

N.B. If you want to apply for accreditation of [Scout](#) or [the Finnish Defence Forces](#) competence, add the course to your PSP before filling in the application (the correct codes can be found behind the links). Please, see section 5.1 of this guide for instructions on adding a course to your PSP. Proceed with the instructions for making a demonstrating other kind of competence -application (section 6.2).

6.2 Application for demonstrating other kind of competence

Start the application by adding the place of performance.

- First, select *Other* and then again *Other* from the list of organisation types. From the *Employer/other* list, select *Scout* or *The Finnish Defence Forces* or *Other competence*.
- Add your job title or the name of your training or competence.
- Leave all other fields blank
- Add a certificate that proves your competence. **N.B! The file size should not exceed 64 MB.**

Add a place of performance ×

* **Type**

Educational institute

Work experience

Other

* **Type of organisation** ▼

Other

* **Employer / other**

Other competence

Not selected

Other competence

Scout

The Finnish Defence Forces

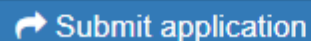
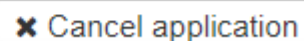
Exemption from language studies

Job title / other

- Then go to *Studies and competences* and select **Add previously acquired competence**.
- Leave the *Grade* field blank.
- Select the right *Place* from the list.
- Add the *Date of completion* according to the signature date in your certificate.
- Describe your competence in the *Justifications* field. If you want to show your competence with a skills demonstration, here you can propose a way to do that.
- Select your own study counsellor as handler of the application.
- **Pick up the course** from your PSP **or**
- **Add the course by yourself**
 - If you are applying for accreditation of some other competence, add the course yourself. If necessary, consult your study counsellor.
 - Use *Add yourself* functionality when you add a completely new course to your degree and it does not match any module in your group's curriculum.
 - Give the course a name in Finnish if it was taught in Finnish. Otherwise, write the name in English in both name fields. **Write the names carefully because they will show on your certificate.**
 - You may add the credits if you have agreed on it with your guidance counsellor. Leave the *Code* field blank.

7 SUBMITTING THE APPLICATION

In the right corner of the page is a button *Submit application*. You may also *cancel* the application if necessary.

A blue rectangular button with rounded corners, containing a white right-pointing arrow icon followed by the text "Submit application" in white.A light gray rectangular button with rounded corners, containing a dark gray 'X' icon followed by the text "Cancel application" in dark gray.

8 EDITING A RETURNED APPLICATION

If your study counsellor returns the application for editing, you may change the data by selecting the pen-button next to the section you want to edit. Remember to save the changes and *Resubmit* the application to your study counsellor.

[Return](#) Changes made to the application will come into effect immediately

[Open all](#) [Close all](#)

Basic information

Name	Eetvarti Testi-Edu	Scope of the degree	210.0
Student number	1905339	Completed	228.0
Email	eetvarti20000@student.hamk.fi	Scope to be executed	-18.0
Degree programme	631107TK	Start date of studies	01.08.2020
Starting group	TRTKP21A3	End date of studies	31.12.2023
Specialisation option		Guidance discussion completed	15.09.2021 / Satu Lohtander

Additional information

Places and attachments

[+ Add place of performance](#)

TYPE	NAME	DESCRIPTION	ACQUIRED COMPETENCE COMPARED TO THE LEARNING OUTCOMES
Educational institute	Oulu University of Applied Sciences		✎ ✕
Competence	Other competence		✎ ✕

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 university level course or module](#)

[Return](#) [Resubmit](#)

PREVIOUSLY ACQUIRED COMPETENCE / STUDIES

Employer / other	Grade	Date of completion
Other	Other competence -	11.10.2021

STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT

TK00DG69: ORIENTATION TO STUDIES AND DIILI (3 CREDIT POINT)

9 HOW TO REMOVE AN APPLICATION

- Select the application from your list of RPL applications.
 - o You can remove applications that are in **draft status**. If you want to remove a returned application, you need to return the application to draft status first (see instruction b).
 - a. If you haven't added any competences or studies to the application yet, you can remove the application from the *Cancel application* button at the upper right-hand corner.
 - b. If your study counsellor has returned the application to you and you don't want to send it back and wish to delete it, remove all the competences/studies from the application first. Use the x button for deletion. After that you can also remove the places of performance. The application returns to draft status and the *Cancel application* button appears in the upper right-hand corner. Remove the application with this button.
- The application is no longer in your list of RPL applications.