eRPL guideline for students

This guideline will guide you in submitting a credit transfer pre application and an eRPL application



Education development services

Updated on 29 September 2023

Content

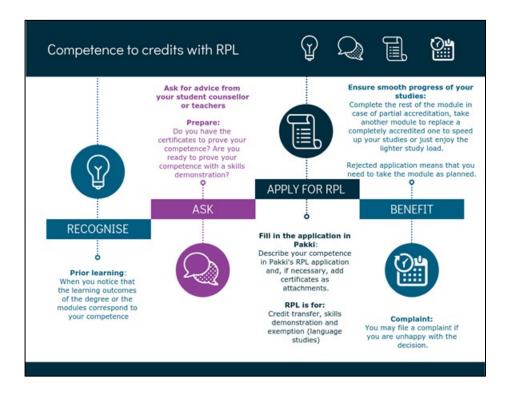
e	PRPL guideline for students1				
1	Th	e RI	PL process	1	
2	Ма	king	g an RPL application	2	
	2.1.	Log	in	2	
	2.2.	Sha	aring study information from the Koski service	2	
	2.3.	Nev	v RPL application and previous applications	4	
	2.3	.1	Front page and creating an application	4	
	2.3	.2.	New application	5	
	2.3	.3.	Adding a location	6	
	2.4.	Cre	dit transfer of higher education studies	8	
	2.4	.1	Credit transfer with studies completed at a higher education institution	9	
	2.5.	RPI	Ling work experience or other competence	15	
	2.6.	Exe	emption from language studies	18	
	2.7.	Fet	ching a study unit in the PSP	18	
	2.8.	Sub	omitting and editing RPL applications	19	
	2.9.	Cor	overting a credit transfer pre application into an eRPL application	20	

1 The RPL process

This guideline provides instructions on how to create a credit transfer pre application or an eRPL application for recognition of prior learning.

RPL refers to recognition of prior learning.

- During the recognition phase, you will compare the learning outcomes of your studies and degree with your existing competence. You should book an appointment with a guidance counsellor for a guidance discussion and agree on what competence you can be recognised, considered work-based learning or demonstrated in a skills demonstration. At HAMK, exemptions can only be granted for Swedish language studies.
- Fill in the eRPL application either during or after the guidance discussion and attach any necessary certificates.
- You can use pre RPL when planning possible credit transfers for your PSP, but you do not want to make a decision on them, or when planning opportunities to complete studies outside HAMK. It is not necessary to add appendices to the credit transfer pre application if the documents related to competence will only become available later.
- At the recognition stage, you will receive a decision on your eRPL application.
 Competence can be approved in full or in part as part of your degree.
- RPL brings flexibility in your studies and allows you to either speed up your studies or reduce your study load.
- A rejected eRPL application leads to normal completion of studies. If necessary, you can also submit a request for rectification of the decision. A rejected credit transfer pre application means that the RPL cannot be accepted in the format you proposed, and the reasons for the rejection are given to you. You can take these reasons into consideration and submit a new credit transfer pre application or participate in a guidance discussion and submit an eRPL application.



2 Making an RPL application

2.1. Login

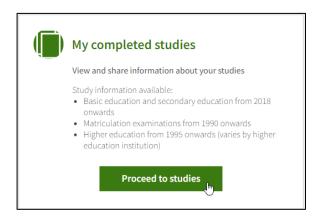
Log in to Pakki at pakki.hamk.fi and select 'RPL' on the desktop



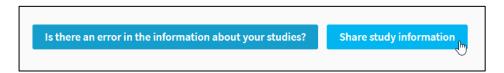
2.2. Sharing study information from the Koski service

When making an RPL application, a document on completed studies or competence must be attached to the application. In most cases, you can share information about your studies through the Koski service. If you do not have studies in the Koski service, if you are applying for recognition of languages based on an earlier degree, or if you want to demonstrate other competence than those related to studies, only a signed, dated and stamped certificate or an electronically signed certificate will be accepted as the document.

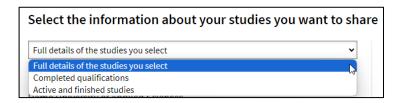
- View and share your study information in Koski via the My Studyinfo service by <u>logging in to My Studyinfo</u>.
- Proceed to studies



Choose Share study information



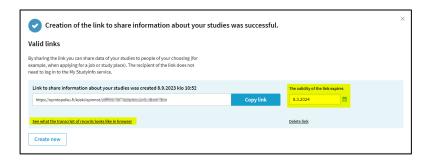
Select which kind of study information You need to share



Select the studies to be shared and click 'Share the studies you've selected'



- Set the link's validity period to at least two months
- Copy the address of the link to your studies and attach it to your eRPL application in the field 'Acquired competence compared to the learning outcomes' behind the Places and attachments section
 - o please note that studies completed during the right to study in CampusOnline, KiVaNet, Climate University and other crossinstitutional study networks are not applied for through the eRPL system but are submitted using an electronic form. A link to the electronic form can be found in Pakki.



- Open "See what the transcript of records looks like in browser" and print the study attainment information as a PDF document
 - Display the study information on the screen
 - Right-click the page and select Print
 - Select Save as PDF, and then Save
 - Select a folder to save the file in on your computer
 - Attach the PDF file to your eRPL application in the attachments behind the Places and attachments section

2.3. New RPL application and previous applications

2.3.1 Front page and creating an application

If you have previously submitted RPL applications, you can see on this page a list of your credit transfer pre applications and eRPL applications and their processing status.

Use the Actions button to edit your applications with a draft and returned status

Start making an RPL application by selecting 'New pre-application' or 'New application' at the top of the page, depending on whether you want to make a credit transfer pre application or an eRPL application.



2.3.2. New application

Check the information that is shown in the application by default and enter the details of the guidance discussion.

- The system automatically suggests the person marked as your counsellor.
- If you want to select another person, just start typing their name in the field and the system will suggest the person's name.
- In the Additional information field, you can enter information about the guidance discussion, but you can also leave it blank. Do not enter any sensitive information in the RPL application fields.
- If no guidance discussion has yet taken place when making the credit transfer pre application, add the current date, your counsellor's name and indicate in the Additional information field, that the guidance discussion has not taken place



Once you save the draft, you can fill in the RPL application

After saving, you can as well edit the information of guidance discussion at the top of the page using the 'Edit the guidance of the discussion' button. If you wish, you can also delete the application using the 'Delete credit transfer pre application' or 'Delete application' button.



If you fill in the application carefully at once, your application will require less reprocessing.

2.3.3. Adding a location

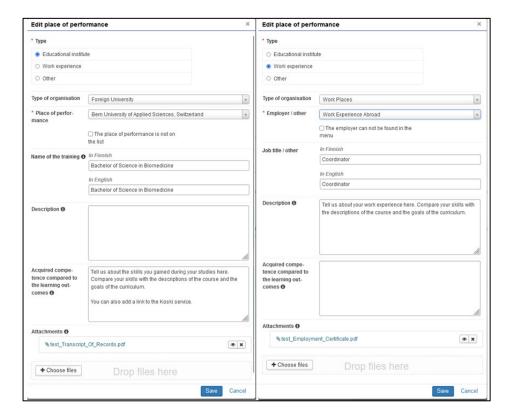
Start filling in the application by adding the Places and attachments. Click 'Add place of performance' button



Type: Select the type of location in which you have attained your competence

- Type of the organisation: Select the appropriate option from the list to specify your previous selection
- Place of performance: select the appropriate option from the list.
 Foreign higher education institutions can be found in the list when the "'Foreign University" is selected as the type of the organisation.
- Name of the degree / Job title/other: Add your job title or the name of the degree programme you studied in another school, describing the studies covering your entire diploma.
- Description: Describe the competence you have gained through work experience. Otherwise leave blank.
- Acquired competence compared to the learning outcomes: Describe the competence you have acquired in your previous studies. Otherwise leave the field blank.
 - You can see the learning outcomes of the studies by clicking the names of the study units in the Overview tab of your PSP
 - You can see the objectives of the degree in your group's curriculum, which can be found by clicking the Study Guide link on the front page of Pakki.
- Add an official certificate of your previous competence as an attachment. A study transcript and a description of studies as a PDF for studies, or a certificate of employment for work experience.
 - A certificate is not required for pre RPL if you plan to attain the competence in the future.
 - Note: The maximum size of the attachment is 64 MB.
- You can also share the study attainment data from the Koski service
 - add the link and the PDF according to the instructions (section 2.2)

Choose 'Add place of performance' as many times as you have different certificates that you refer to.



2.4. Credit transfer of higher education studies

Start making the application by adding the location. See section 2.3.3 of the guideline.



- If you are applying for a credit transfer for studies, select Educational
 institution as the Type, the right type of higher education institution as
 Type of organisation (Foreign University, University, UAS etc.), and the
 right higher education institution as Place of performance (names of
 HEI appear depending your selection of Place of performance).
- Name of the training: add the name of the degree programme you studied in another school, describing the studies covering your entire diploma. For example:
 - 'Studies at the open university of applied sciences' (i.e., studies at the open UAS)

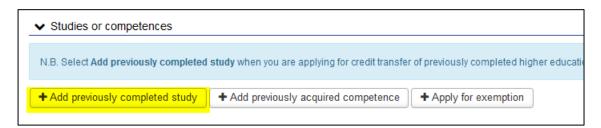
- 'Bachelor of Health Care (UAS)' (i.e., name of the degree if the degree is completed)
- or 'Studies in Information and Communication Technology' (i.e.,
 the name of the degree programme, if the degree is underway).

2.4.1 Credit transfer with studies completed at a higher education institution

RPLing other than higher education studies: read section 2.5 of the guideline.

Credit transfer of or exemption from language studies must always be applied for as a separate part of the application and may not be combined with other parts of the application. For language studies, go to section 2.4.2 of the guideline, Credit transfer of language studies, or section 2.6., Exemption from language studies.

Go to Studies or competences section on the application and select 'Add previously completed study' on the eRPL, or 'Add atudy to be attained' on the pre RPL.

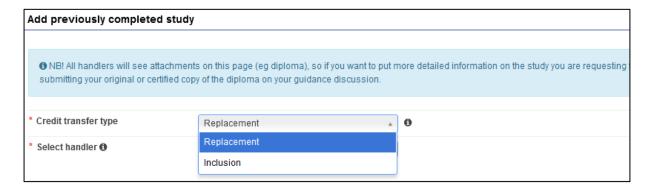


or



Select Credit transfer type

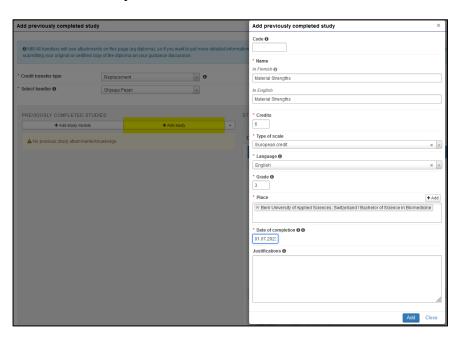
- Replacement: a course or other competence completed in another higher education institution that corresponds to a course in your PSP that can be used to directly replace a HAMK course
- Inclusion: a course completed in another higher education institution that does not directly correspond to a course in your personal study plan, but which is suitable for your PSP, for example as optional studies or Profesional skills studies



Select handler

 The system automatically suggests the person marked as your counsellor. If you want to select another person, you can type their name in the field and select them from the list.

Select Add study



- Code: Leave the field blank
- Name (in Finnish and in English): Name of the course in Finnish and English
 as written on the diploma or in the study description. Write carefully as the
 information will also appear on your diploma as you enter it here (note! Add
 course name in English also to the name in Finnish field if course has no
 official Finnish translate on your original transcript)

- Credits: Credits of studies indicated on the diploma or in the study description in numbers, without the type of credits scale
- Type of scale: Select the correct type of credits scale from the menu.
 'European credit' equals to ECTS.
- Language: Select the original language of instruction for the course from the menu
- Grade: The original evaluation of the study unit as written on your diploma or transcript. The credit transfer pre application does not ask for an grade
- Place: Select one or more locations you have added to your application
- Date of completion: The original completion date of the attainment. Date is not compulsory for credit transfer pre applications, if the future completion date is not known
- Justifications: Leave the field blank
- Click the Add button to accept the information

2.4.1.1. Replacement

Choose from the studies in PSP, select the course for which you are applying
for replacement and drag it to the Studies selected to application field

If a study unit in your PSP is not visible in this list, ask your guidance
counsellor to approve your personal study plan.

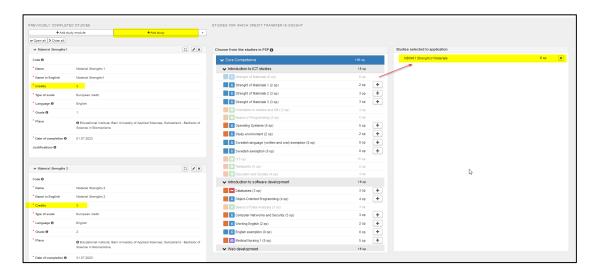


- If necessary, you can select several courses to be replaced
 - Example: You have completed or intend to complete Material Strengths (6 credits) in another higher education institution. At HAMK, the studies are divided into two courses: Strenght of Materials 2 (3 credits) and Strenght of Materials 3 (3 credits). In that case, you can apply for replacement of two HAMK study units with one study unit from another

higher education institution. Drag both courses from 'Choose from the studies in PSP' field to, 'Studies selected to application' field



- If necessary, you can add more than one course completed in another higher education institution to replace one HAMK course. In this case, use the 'Add study' button to add all necessary courses completed in another higher education institution.
 - Example: You have completed or intend to complete Material Strengths 1 (3 credits) and Material Strengths 2 (3 credits) in another higher education institution. Your PSP at HAMK has Strength of Materials (6 credits). Using the 'Add study' button, enter the information of Material Strengths 1 first, then use the 'Add study' button again and enter the information of Material Strengths 2 (3 credits), then drag HAMK's Strength of Materials (6 credits) from 'Choose from the studies in PSP' field to, 'Studies selected to application' field



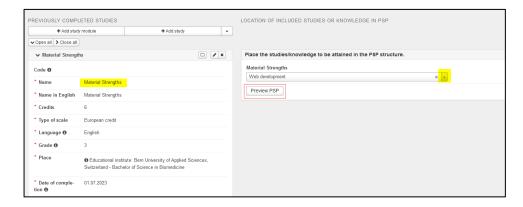
Select 'Save'

 The folder icon opens Crediting bank where You can search what kind of studies have been used to apply for replacement of your selected studies

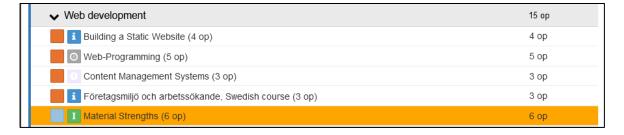


2.4.1.2 Inclusion

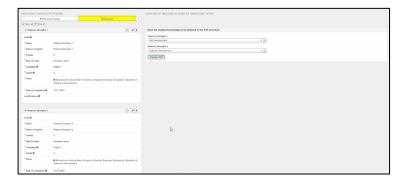
Under 'Place the studies/knowledge to be attained in the PSP structure',
 select from the menu the heading from your personal study plan under which
 you plan to add the inclusion



The PSP preview button allows you to view your PSP to see the placement of the options. The orange highlight shows how your selection is shown in the PSP



 If necessary, you can add more than one course completed in another higher education institution to include to your PSP. In this case, use the 'Add study' button to add all necessary courses completed in another higher education institution





Select Save

2.4.2. Credit transfer of language studies (replacement)

- When applying for credit transfer of language studies on the basis of an earlier higher education degree, attach your entire diploma to the application (including cover pages and study transcript pages). Unlike in other credit transfers, it is not enough to share a Koski link because it does not contain all the necessary information.
- Create a separate application section to your eRPL for each language You
 want to replace and do not add language courses to the same section as other
 courses
- English or Finnish:
 - Select the courses included in your degree from the PSP in the application



- Finnish as a second national language, when Swedish is the first one:
 - If you are only applying for a credit transfer of oral and written competence in Finnish, include the following courses in your PSP:
 - VR00BU95 Finnish language, oral
 - VR00BU96 Finnish language, written
 - If you are applying for a credit transfer of a Finnish course, also add the course VS00CO13 (Finnish as a second national language) in PSP
 - Make an eRPL application with the courses You've added
- Swedish as a second national language, when Finnish is the first one: Find instruction from the eRPL guideline in Finnish

2.5. RPLing work experience or other competence

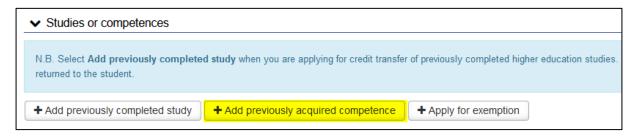
Work experience or other competence includes all other kind of competence and knowledge but higher education studies.

Start making the application by adding the location. See section 2.3.3 of the guideline.



- If you are applying for credit transfer of work experience, select 'Work
 experience' as Type and select 'Work Places' as Type of organisation.
 - If you are applying for credit transfer with studies other than higher education studies, select 'Other' as Type and a suitable location as Type of organisation

- In the Employer/other section, select either 'Work experience in Finland' or 'Work experience abroad'
 - When applying credit transfer with studies other than higher education studies select suitable institute
- Fill in the Job title/other field and describe your work experience or other competence and how it corresponds to the learning outcomes of the degree under Description.
- Save
- Under Studies or competences section, select 'Add previously acquired other competence' or 'Add knowledge to be attained', depending on whether you are making an eRPL application or a credit transfer pre application

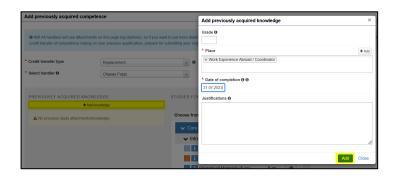


or



- Credit transfer type: Replacement
- Select handler: The system automatically suggests the person marked as your counsellor. If you want to select another person, you can type their name in the field and select them from the list.
- Select 'Add kowledge'
 - Grade: Leave the field blank
 - Place: Select the correct option of the Place of performance You've added earlier. If you have not previously added a place, you can do so at this stage by clicking '+Add'.

- Date of completion: The end date of the work relationship or current date if you are still employed
- Justifications: This field can be left blank
- When you are finished, click Add



 Under 'Choose from the studies in PSP' select the course to be replaced (For example Work placement) and drag it to the 'Studies selected to application' field



- You can use the 'Add knowledge' button to add more work experience if your competence is accumulated from several jobs. If the work placement consists of two or more different courses, you can drag 'Choose from the studies in PSP' to the 'Studies selected to application' list of several courses.
- When you are finished, click Save
- Whenever You see a folder icon with the studies You are going to replace, it shows what kind of competence has been used to apply for credit transfer of your selected studies



2.6. Exemption from language studies

You may apply for exemption of compulsory language studies (second national language (Swedish/Finnish) or English) if you have never studied the language in primary or secondary school, high school or in Vocational Upper Secondary Education and Training. Also, if you have studied the language, but the knowledge is still so poor that you cannot achieve the goals HAMK has set for languages, you may apply for an exemption. Exemption can't be applied or granted to Finnish studies for international students or to Finnish communication studies for Finnish-speaking students

- Swedish as a second national language: please find instructions for applying for an exemption in the Finnish eRPL guideline
- Finnish as a second national language: please, contact your Guidance counsellor
- English: please find instructions for applying for an exemption in the Finnish
 eRPL guideline or contact your Guidance counsellor

2.7. Fetching a study unit in the PSP

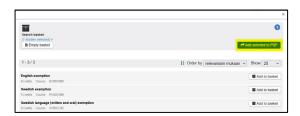
- On your PSP choose 'Selecting Studies' tab
- Click magnifying glass icon on the heading under which the study unit belongs



 Enter the name of the study unit in the study search, click Search and click 'Add to basket' at end of line which contains the course You wish to add in your PSP



When you are finished, click 'Add selected to PSP

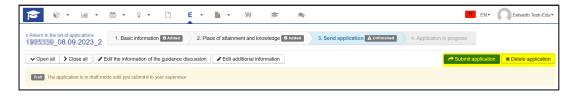


2.8. Submitting and editing RPL applications

You can add several different locations and multiple replacements and/or inclusions in the same RPL application.

The application will remain in draft mode until you submit it. Once you have applied for all credit transfers and exemptions, click 'Submit the application'.

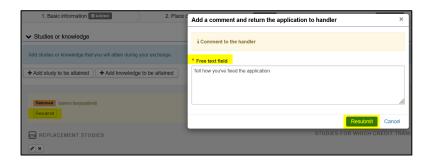
You can delete unneeded applications with a draft or returned status by clicking 'Delete application'.



You can edit different parts of the application by clicking the pen icon in the relevant part. You can remove a part you have added by clicking the X. You can always edit applications with a draft or returned status.

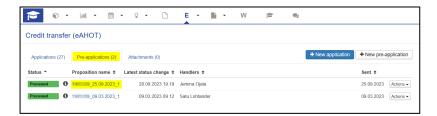


After editing the application return it to your Guidance counsellor by clicking 'Resubmit'



2.9. Converting a credit transfer pre application into an eRPL application

Once your credit transfer pre application has been approved, go to the 'Pre applications' tab in the eRPL view and click on the name of the processed application



Select 'Create application'

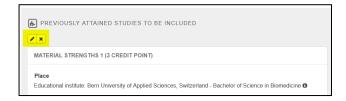


Approve the conversion of the credit transfer pre application into an eRPL



Check that all information is correct and that the necessary attachments are included in the application.

You can edit the application by clicking the pen icon in any part.



Add at least 'Date of completion' and also 'Grade' for studies.

When the application is complete, select 'Submit application'

