

eRPLs of large entities

Students' guideline for eRPLing of exchange studies and other
large entities

Education development services

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Credit transfer of exchange studies and other large entities

- Log in to Pakki
- Select 'ERPL'
- Select 'New application'



The screenshot shows the ERPL dashboard with a navigation bar at the top containing icons for PSP, CREDITS, CALENDAR, STUDIES, AGREEMENT BANK, ERPL (highlighted), DOKUMENTIT, WIHI, VALO, and SPARK. Below the navigation bar, the page title is 'Credit transfer (eAHOT)'. At the bottom of the dashboard, there are three buttons: 'Applications (31)', 'Pre-applications (3)', and 'Attachments (0)'. On the right side, there are two buttons: '+ New application' (highlighted in yellow) and '+ New pre-application'.

- Check that your data is correct and add the date of guidance discussion with the guidance counsellor and the name of the counsellor. Add additional information if necessary
- Save the draft and start filling in the application



The screenshot shows the 'New application' form. At the top, there is a blue header with the text 'Check the basic information and fill the information of the guidance discussion'. Below this, there is a table of fields:

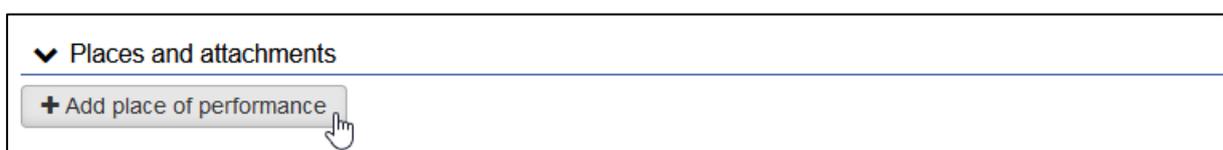
Name	Eetvarti Testi-Edu
Student number	2304453
Email	eetvarti20000@student.hamk.fi
Degree programme	AV-TEKN
Office	HAMK Hämeenlinna
Starting group	AV3TEKN23
Specialisation option	
The scope of the degree	0.0
Completed	10.0
The scope of the performance	-10.0
Start date of studies	17.04.2023
End date of studies	31.12.2023

Below the table, there is a yellow highlighted section for 'Guidance discussion' with two fields:

- * Date:
- * The guidance discussion was with:

At the bottom, there is a text area for 'Additional information' and two buttons: 'Save draft and start filling out application' (highlighted in yellow) and 'Cancel'.

- Under Places and attachments option, click 'Add place of performance'



The screenshot shows the 'Places and attachments' section. At the top, there is a dropdown arrow and the text 'Places and attachments'. Below this, there is a button labeled '+ Add place of performance' with a hand cursor pointing to it.

- Add the place of performance
 - Type: Educational institution
 - Type of organisation: Foreign University, in case of exchange studies or a larger entity in a previous studies at foreign higher education institution or University of applied sciences/University, in case of a larger entity in a Finnish higher education institution
 - Place of performance: Select the correct Uni or UAS from the menu.
 - Name of the training: Both, 'In Finnish' and 'In English' fields in English, if the studies have no official Finnish translate. Write Exchange studies, in case of exchange studies, or name of the degree programme/Transcript of Records/etc., in case of a larger entity in a previous higher education institution before studies at HAMK
 - Description: Describe the entity with a few words
 - Attachments: Add a Transcript of Records or a Certificate/Diploma
 - Save



Add a place of performance

* Type

Educational institute

Work experience

Other

Type of organisation: Foreign University

* Place of performance: Technische Hochschule Deggendorf, Germany

The place of performance is not on the list

Name of the training *In Finnish*: Exchange Studies

In English: Exchange Studies

Description: Short description

Acquired competence compared to the learning outcomes

Attachments: + Choose files

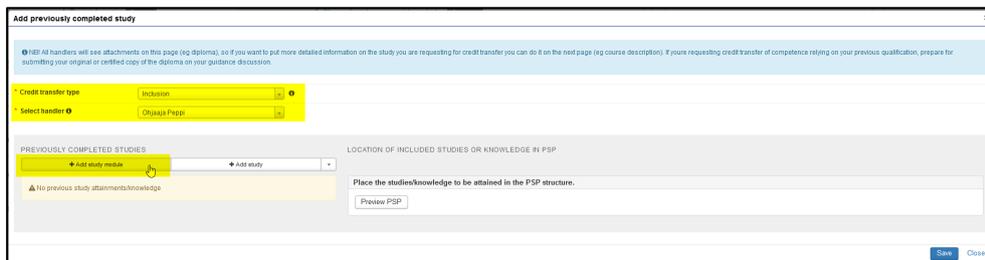
• test_Transcript_Of_Records.pdf [Cancel]

Save Cancel

- Under 'Studies and competencies' option, select 'Add previously completed study'



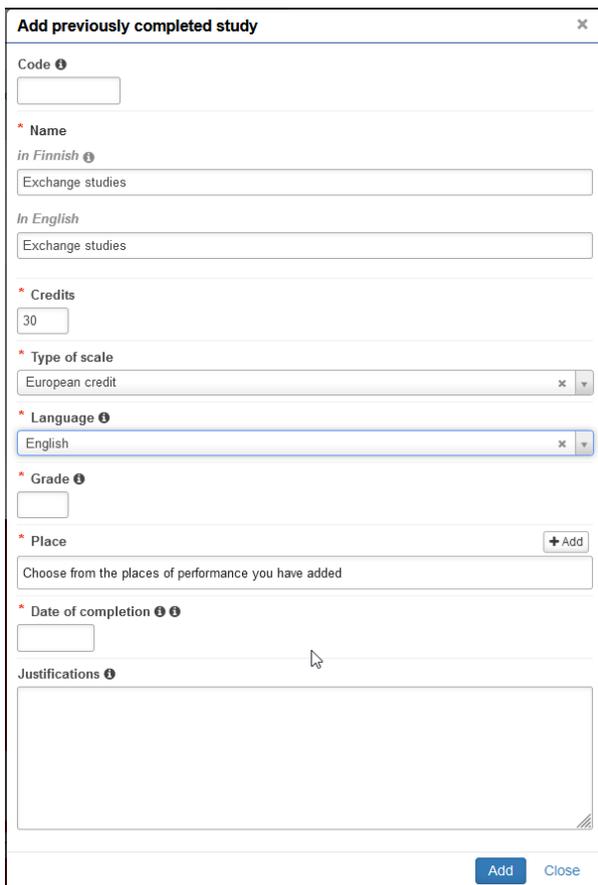
- Credit transfer applied for: Inclusion
- select handler: Choose your Guidance Counsellor
- Click 'Add study module'



- Add the details of the module. Be careful with spelling, as the data will be transferred to your Transcript of Records as they are
 - Code: remains blank
 - Name: 'Exchange studies' or the name of the Study module or Degree programme depending which kind of entity application concerns. Both, 'In Finnish' and 'In English' fields in English if study has no official Finnish translate.
 - Credits: amount of the credits applied entity
 - Type of scale: Choose the originally used scale. European credit means ECTS
 - Grade: Study module grade, Degree programme average (if exists), or just 'Approved', if counted average does not exist. Depending which kind of entity application concerns
 - Language: language of instruction
 - Place: Choose from the places of performance you have added previously

- Date of completion: date of Study module assessment day or a date of Transcript of records

- Click 'Add'



Add previously completed study [x]

Code ⓘ

* Name

in Finnish ⓘ

Exchange studies

In English

Exchange studies

* Credits

30

* Type of scale

European credit [x v]

* Language ⓘ

English [x v]

* Grade ⓘ

* Place [x Add]

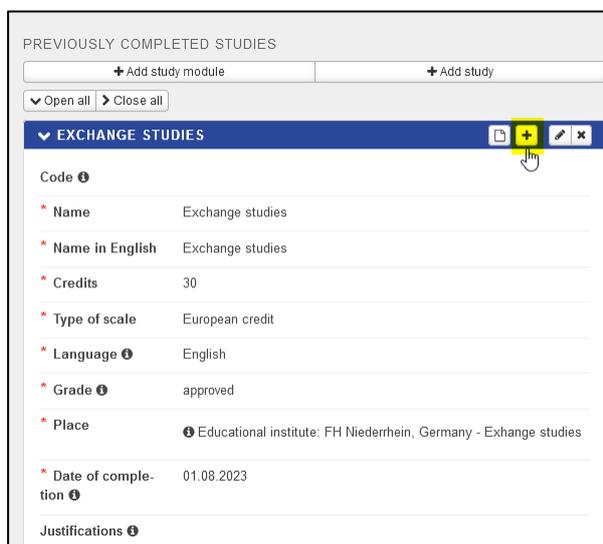
Choose from the places of performance you have added

* Date of completion ⓘ ⓘ

Justifications ⓘ

Add Close

- Click the plus sign next to the entity's name



PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

Open all Close all

EXCHANGE STUDIES [x] [p] [x]

Code ⓘ

* Name Exchange studies

* Name in English Exchange studies

* Credits 30

* Type of scale European credit

* Language ⓘ English

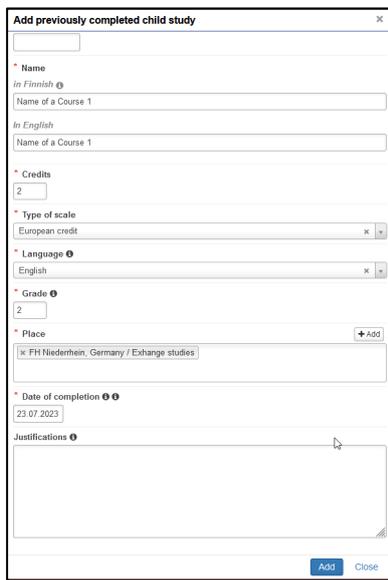
* Grade ⓘ approved

* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

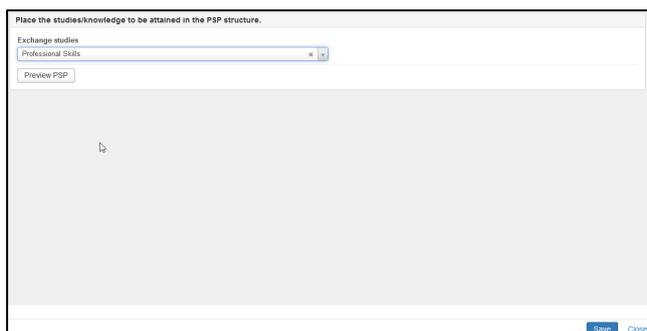
* Date of completion ⓘ 01.08.2023

Justifications ⓘ

- Add the details of an individual course of the entity as they appear on the Transcript of records. Enter the name of the course in Finnish if it has a Finnish name. If the study unit does not have a Finnish name, also enter the name in English in the In Finnish field. Be careful with spelling, as the data will be shown on your Transcript of records as they are. Code field will be left empty.
- Click Add.



- Reselect the plus sign next to the entity's name to add more courses until you have recorded all of the studies the module/entity
- Select the module of the PSP you have agreed on with the Guidance Counsellor from the menu under the 'Place the studies/knowledge to be attained in the PSP structure'- headline
- Select Save



The completed application contains the information of the extensive entity and the individual courses of the entity as 'child studies':

PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

▼ Open all ► Close all

▼ EXCHANGE STUDIES + ✎ ✕

Code ⓘ

* Name Exchange studies

* Name in English Exchange studies

* Credits 30

* Type of scale European credit

* Language ⓘ English

* Grade ⓘ approved

* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

* Date of completion ⓘ 01.08.2023

Justifications ⓘ

STUDY MODULES CHILD STUDIES

▼ Name of a Course 1 ✎ ✕

Code ⓘ

* Name Name of a Course 1

* Name in English Name of a Course 1

* Credits 2

* Type of scale European credit

* Language ⓘ English

* Grade ⓘ 2

* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

* Date of completion ⓘ 23.07.2023

Justifications ⓘ

▼ Name of the Course 2 ✎ ✕

Code ⓘ

* Name Name of the Course 2

* Name in English Name of the Course 2

* Credits 15

* Type of scale European credit

* Language ⓘ English

* Grade ⓘ 3

* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

* Date of completion ⓘ 27.07.2023

Justifications ⓘ

▼ Name of the Course 3 ✎ ✕

Code ⓘ

* Name Name of the Course 3

* Name in English Name of the Course 3

* Credits 13

* Type of scale European credit

* Language ⓘ English

* Grade ⓘ 1

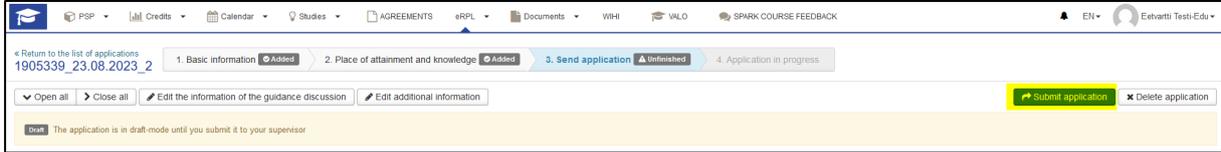
* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

* Date of completion ⓘ 02.08.2023

Justifications ⓘ

23 August 2023

- Submit the application



- Once the Guidance Counsellor has approved the application
 - the study attainment is visible in the PSP as a module



- the study attainment is visible on the Transcript of Records as a module and as studies

Module	Credits	Inclusion Status	Date
Professional Skills	53 cr		05.01.2023
Exchange Studies	30 cr s1	HYV	25.08.2023

Inclusions

s1 = Exchange Studies, 1.8.2023, FH Niederrhein, Germany
 Name of the Course 1, 23.7.2023, FH Niederrhein, Germany
 Name of the Course 2, 27.7.2023, FH Niederrhein, Germany
 Name of the Course 3, 2.8.2023, FH Niederrhein, Germany