

eRPL Guidelines for Students

These guidelines will guide you in submitting a credit transfer pre-application and an eRPL application

Updated on 21 November 2024

Education Development Services

Content

1	The RPL in a nutshell	1
2	The RPL process	2
3	Making an RPL application	3
3.1	Sharing study information from the Koski service	3
3.2	Sharing study information from EMREX service	5
3.3	New RPL application and previous applications	6
3.3.1	New application	6
3.3.2	Adding a location	7
3.4	Credit transfer of higher education studies	10
3.4.1	Credit transfer with studies completed at a higher education institution	10
3.4.2	Replacement	13
3.4.3	Inclusion	15
3.4.4	Credit transfer of language studies (replacement)	16
3.4.5	RPLing thesis	17
3.5	RPLing work experience or other competence	18
3.6	Cross-Institutional Studies – studying in another institution	20
3.7	Exchange studies and other large entities	21
3.8	Profiling and Optional Studies	21
3.9	Exemption from language studies	23
3.10	Submitting and editing RPL applications	25
3.11	Converting a credit transfer pre-application into an eRPL application	26

1 The RPL in a nutshell

- An incomplete or incorrect application will be returned to you for correction. Please be careful when filling in your application!
- Please fill in the details of any substitutions carefully. This information will be transferred as such to your English-language diploma.
- The original certificate will always be used to apply for recognition. If your previous study certificate contains credit points, please attach the original certificates of the approved studies.
- Previous higher education degree: please attach the diploma, the transcript of records, and the Diploma Supplement (stamp + signature or electronic signature).
- Higher education (non-degree): attach the Koski link and the transcript of records (stamp + signature or electronic signature)
- Language studies: please attach official certificates (diploma or transcript of records)
- Other competencies, i.e., non-university studies → Previous studies: please attach certificates
- Other competencies, i.e., previous work experience → Other competencies acquired previously: please include certificates of employment
- Studies from cross-learning networks (e.g. CampusOnline), RUN EU's SAP studies, and open pathway studies are not subject to an RPL application.
- The same principles apply to the RPL application as to the pre-RPL application. However, no attachments are required for a pre-RPL application if the competence is not demonstrated until later.
- You cannot submit a pre-RPL for a language exemption
- The approved RPL application is binding. The approved RPL application cannot be withdrawn.

2 The RPL process

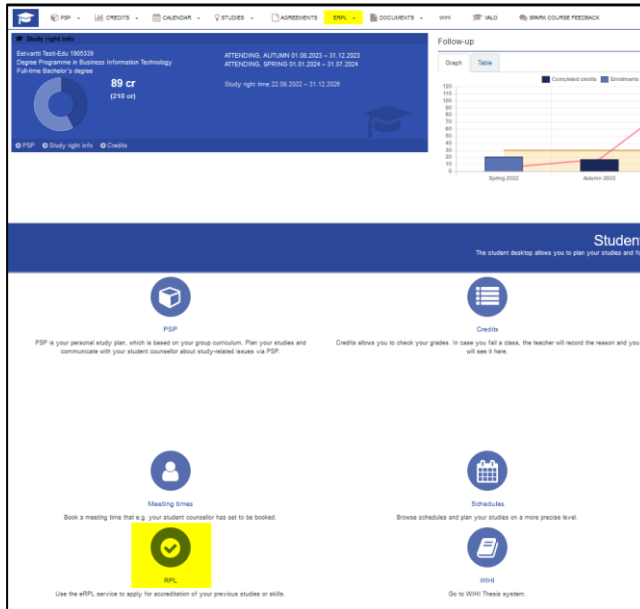
These guidelines provide instructions on how to create a credit transfer pre-application or an eRPL application for recognition of prior learning.

RPL refers to the 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, consider work-based learning, or demonstrate in a skills demonstration.
- Fill in the eRPL application during or after the guidance discussion and attach any necessary certificates.
- You can use pre-RPL when planning credit transfers for your PSP, but you do not want to decide on them, or when planning opportunities to complete studies outside HAMK. Adding appendices to the credit transfer pre-application is unnecessary 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 part of your degree.
- RPL brings flexibility to your studies and allows you to 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 consider these reasons and submit a new credit transfer pre-application or participate in a guidance discussion and submit an eRPL application.

3 Making an RPL application

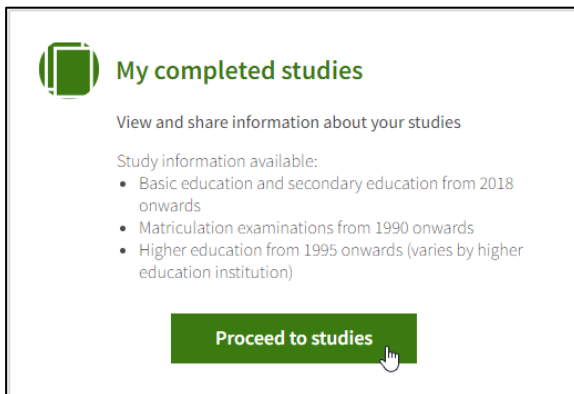
Log in to Pakki at pakki.hamk.fi and select **RPL** on the desktop.



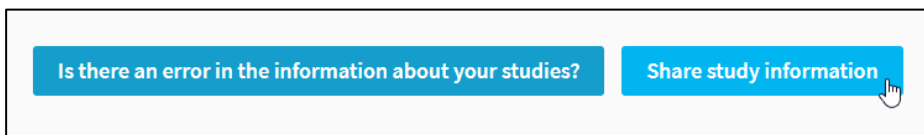
3.1 Sharing study information from the Koski service

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.

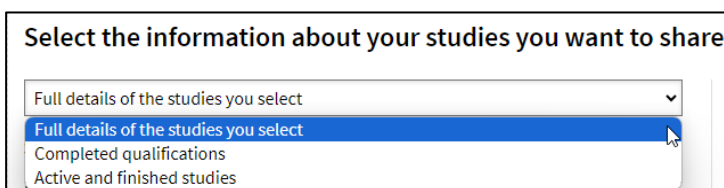
- View and share your study information in Koski via the My Studyinfo service by [logging in to My Studyinfo](#).
- Select **Proceed to studies**



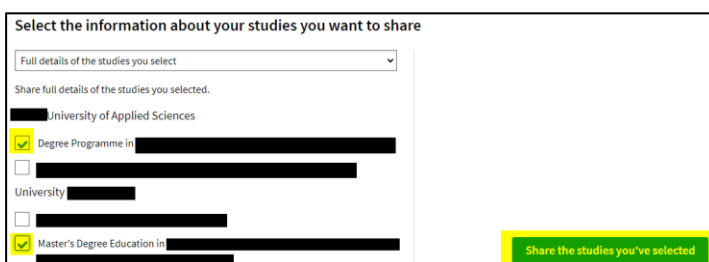
- Choose **Share study information**



- Select which kind of study information you need to share

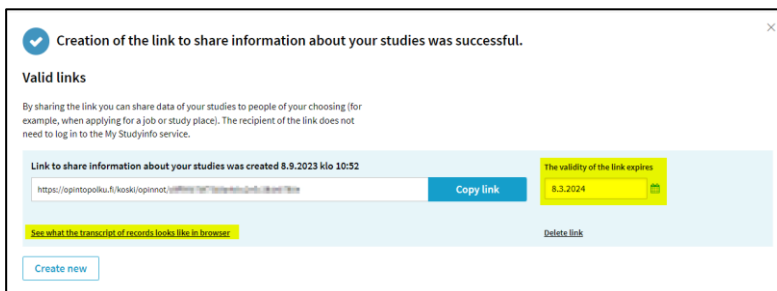


- Select the studies to be shared and click **Share the studies you've selected**



- 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 of **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, Climate University, and other cross-institutional 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 the 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

Problem: Sometimes a PDF downloaded from the Studyinfo does not print all the studies if they are caught in a page break. **Solution:** Change the print size from A4 to A3. Also, select the website graphics to print.

3.2 Sharing study information from EMREX service

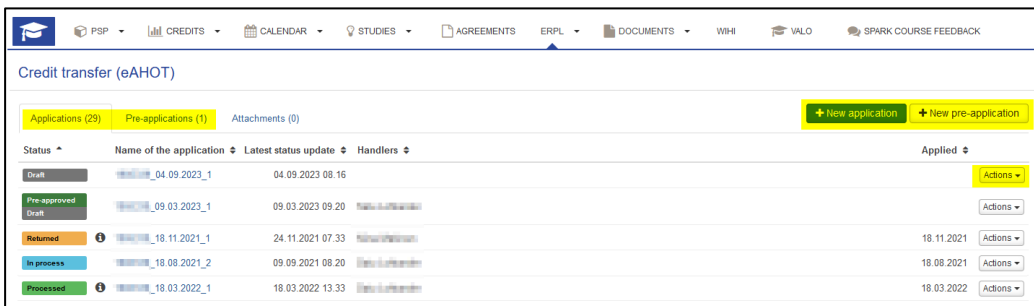
EMREX is an electronic data exchange solution. You can import information about your off-campus credits into your RPL application via EMREX. EMREX enables you to transfer credit data from one institution of higher education to another in Finland and internationally. This [video guide](#) is only in Finnish. If you encounter problems using the service, please contact us at: koulutuksentukipalvelut@hamk.fi

3.3 New RPL application and previous applications

If you have previously submitted RPL applications, on this page, there's a list of your credit transfer pre-applications and eRPL applications, as 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.



Status	Name of the application	Latest status update	Handlers	Applied	Actions
Draft	..._04.09.2023_1	04.09.2023 08.16			Actions
Pre-approved Draft	..._09.03.2023_1	09.03.2023 09.20			Actions
Returned	..._18.11.2021_1	24.11.2021 07.33		18.11.2021	Actions
In process	..._18.08.2021_2	09.09.2021 08.20		18.08.2021	Actions
Processed	..._18.03.2022_1	18.03.2022 13.33		18.03.2022	Actions

3.3.1 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, 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, and your counselor's name and indicate in the **Additional information** field, that the guidance discussion has not taken place



Check the basic information and fill the information of the guidance discussion	
Name	Eevarti Test-Edu
Student number	1905339
Email	eevarti20000@student.hamk.fi
Degree programme	63119TK
Office	HAMK Hämeenlinna
Starting group	TESTRYHMÄ
Specialisation option	
The scope of the degree	210.0
Completed	89.0
The scope of the performance	121.0
Start date of studies	22.08.2022
End date of studies	31.12.2025

Guidance discussion

Date: 01.09.2023

The guidance discussion was with: Ohjaja Pipsu

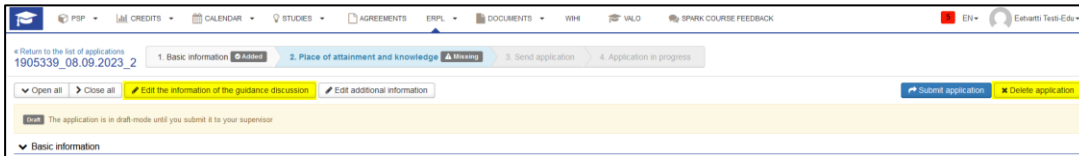
Additional information

Enter information about the guidance discussion. Do not enter any sensitive information in the RPL application fields. Indicate if the guidance discussion has not taken place.

[Save draft and start filling out application](#) [Cancel](#)

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

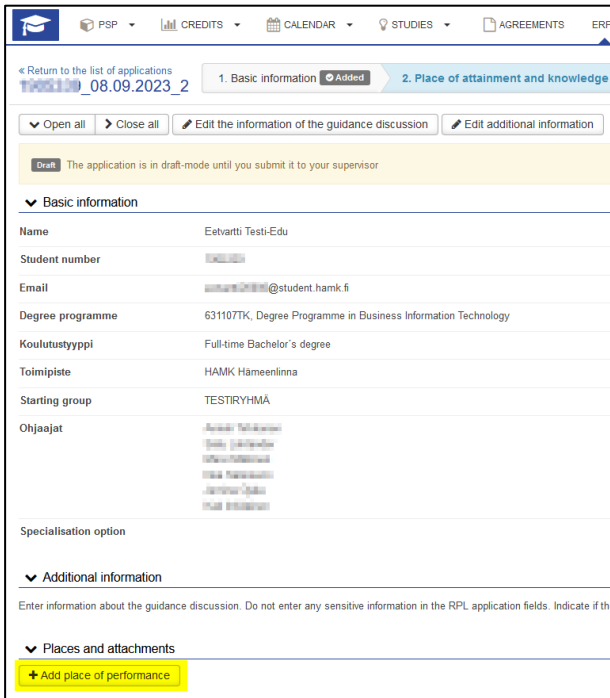
After saving, you can also edit the information of the guidance discussion at the top of the page using the **Edit the guidance of the discussion** button. If you wish, you can also delete the application using the **Delete credit transfer pre-application** or **Delete application** button.



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

3.3.2. Adding a location

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



Return to the list of applications
08.09.2023_2

1. Basic information **Added** 2. Place of attainment and knowledge

Open all Close all Edit the information of the guidance discussion Edit additional information

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

Basic information

Name Eetvarti Testi-Edu

Student number [REDACTED]

Email [REDACTED]@student.hamk.fi

Degree programme 631107TK, Degree Programme in Business Information Technology

Koulutustyyppi Full-time Bachelor's degree

Toimipiste HAMK Hämeenlinna

Starting group TESTIRYHMÄ

Ohjaajat
Jouko Mäkelä
Jouko Mäkelä
Jouko Mäkelä
Jouko Mäkelä
Jouko Mäkelä
Jouko Mäkelä

Specialisation option

Additional information

Enter information about the guidance discussion. Do not enter any sensitive information in the RPL application fields. Indicate if the

Places and attachments

+ Add place of performance

- 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 it 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 transcript of records 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 3.1)

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

The image displays two side-by-side screenshots of the 'Edit place of performance' form. The left form is for an educational institution, and the right form is for work experience.

Left Form (Educational Institute):





- Type: Educational institute (selected)
- Type of organisation: Foreign University
- Place of performance: Bern University of Applied Sciences, Switzerland
- Name of the training (Finnish): Bachelor of Science in Biomedicine
- Name of the training (English): Bachelor of Science in Biomedicine
- Acquired competence compared to the learning outcomes: Tell us about the skills you gained during your studies here. Compare your skills with the descriptions of the course and the goals of the curriculum. You can also add a link to the Koski service.
- Attachments: test_Transcript_OF_Records.pdf

Right Form (Work Experience):

- Type: Work experience (selected)
- Type of organisation: Work Places
- Employer / other: Work Experience Abroad
- Job title / other (Finnish): Coordinator
- Job title / other (English): Coordinator
- Description: Tell us about your work experience here. Compare your skills with the descriptions of the course and the goals of the curriculum.
- Acquired competence compared to the learning outcomes: Tell us about your work experience here. Compare your skills with the descriptions of the course and the goals of the curriculum.
- Attachments: test_Employment_Certificate.pdf

3.4 Credit transfer of higher education studies

Start making the application by adding the location. See section 3.4.2 of the guideline.

▼ Places and attachments			
+ Add place of performance			
TYPE	NAME	DESCRIPTION	ACQUIRED COMPETENCE COMPARED TO THE LEARNING OUTCOMES
Work experience	Other competence	Tell us about your work experience here. Compare your skills with the descriptions of the course and Show more ▼	 
Educational institute	Bern University of Applied Sciences, Switzerland		Tell us about the skills you gained during your studies here. Compare your skills with the description Show more ▼  

- If you are applying for a credit transfer for studies, select **Educational institute** 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).

3.4.1. Credit transfer with studies completed at a higher education institution

RPLing other than higher education studies: read section 3.6 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 3.5.4 of the guideline, Credit transfer of language studies, or section 3.10., Exemption from language studies.

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

▼ Studies or competences

N.B. Select **Add previously completed study** when you are applying for credit transfer experience, skills demonstrations and other competences. Select **Apply for exemption** the student.

+ Add previously completed study

+ Add previously acquired competence

+ Apply for exemption from language studies

or on pre-RPL:

▼ Studies or knowledge

Add studies or knowledge that you will attain during your exchange.

+ Add study to be attained

+ Add knowledge to be attained

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 Professional skills studies

Add previously completed study

! 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 submitting your original or certified copy of the diploma on your guidance discussion.

* Credit transfer type

* Select handler **!**

Replacement

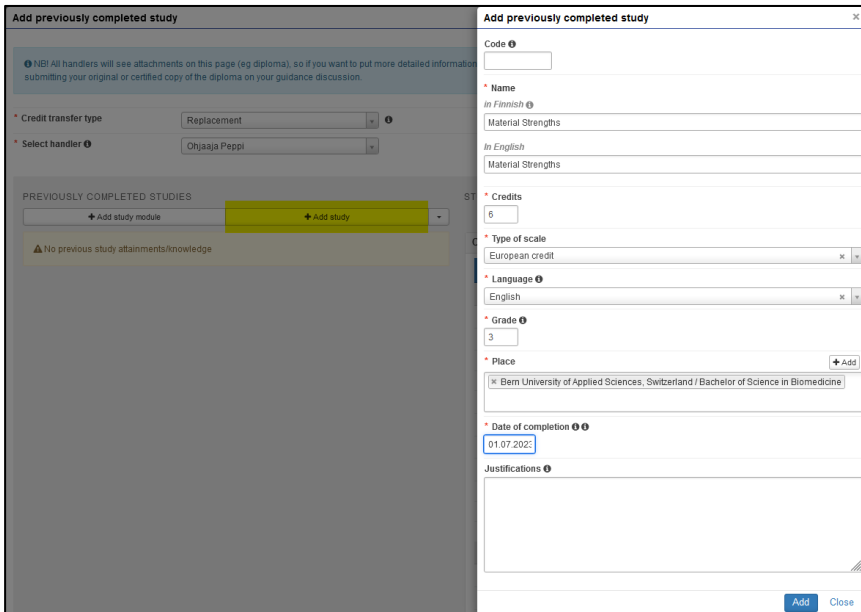
Replacement

Inclusion

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**



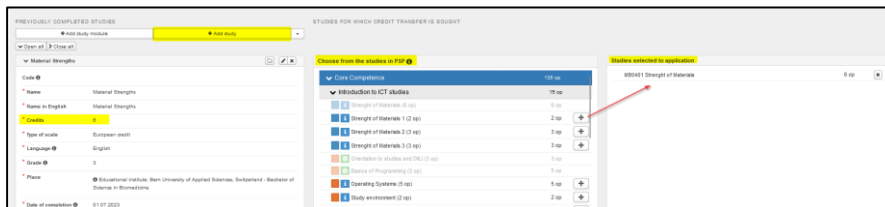
- Code: Leave the field blank
- Name (in Finnish and in English): Name of the course in Finnish and English as written on the diploma or in the study description. Write carefully as the information will also appear on your diploma as you enter it here (note! Add course name in English also to the name 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

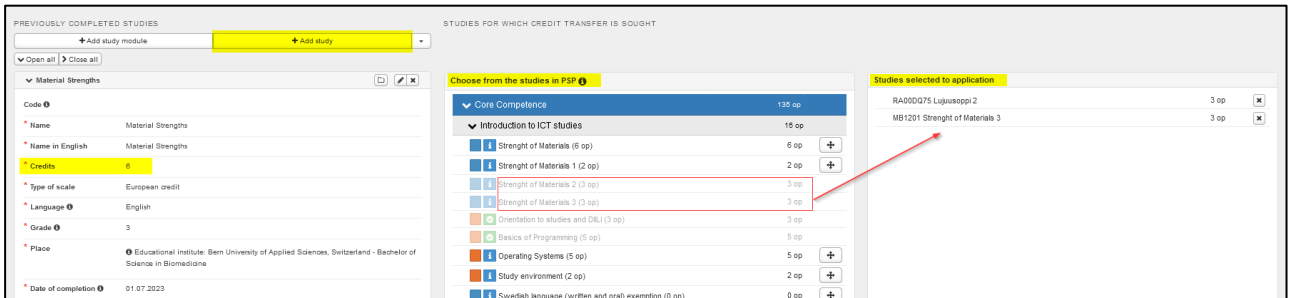
3.4.2. Replacement

- 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

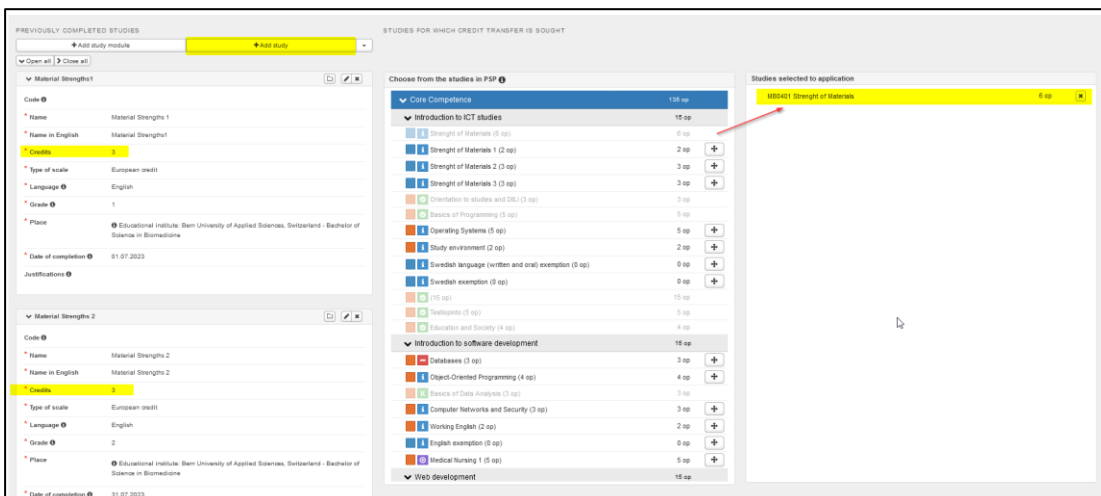
If a study unit in your PSP is not visible in this list, ask your Guidance counsellor to approve your personal study plan.



- 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: Strength of Materials 2 (3 credits) and Strength 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

STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT		
RA00DQ75 Strength of Materials 2	3 op	
MB1201 Strength of Materials 3	3 op	

3.4.3. 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

PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

▼ Open all ► Close all

▼ Material Strengths

Code 0

* Name **Material Strengths**

* Name in English Material Strengths

* Credits 6

* Type of scale European credit

* Language 0 English

* Grade 0 3

* Place 0 Educational institute: Bern University of Applied Sciences, Switzerland - Bachelor of Science in Biomedicine

* Date of completion 0 01.07.2023

LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP

Place the studies/knowledge to be attained in the PSP structure.

Material Strengths

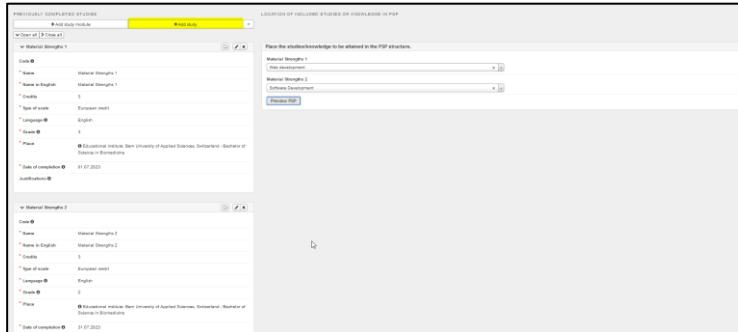
Web development x

Preview PSP

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:

▼ Web development	15 op
Building a Static Website (4 op)	4 op
Web-Programming (5 op)	5 op
Content Management Systems (3 op)	3 op
Företagsmiljö och arbetssökande, Swedish course (3 op)	3 op
Material Strengths (6 op)	6 op

- 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



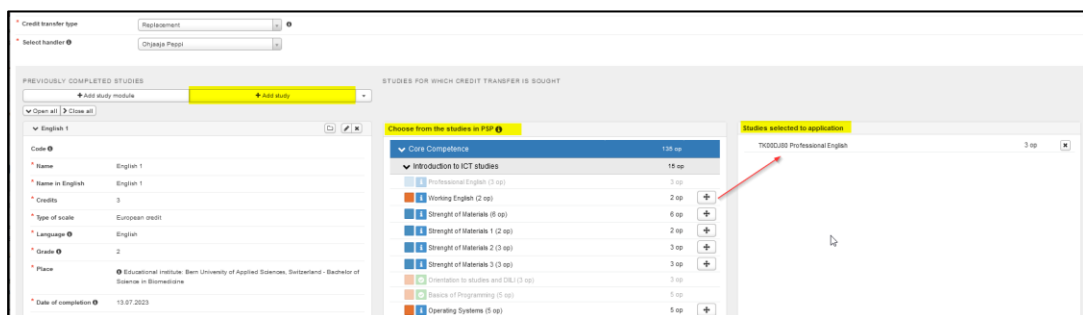
HOPS esikatselu	
Core Competence	135 op
Introduction to ICT studies	15 op
Strength of Materials (6 op)	6 op
Strength of Materials 1 (2 op)	2 op
Strength of Materials 2 (3 op)	3 op
Strength of Materials 3 (3 op)	3 op
Web development	15 op
Building a Static Website (4 op)	4 op
Material Strengths 1 (3 op)	3 op
Software Development	12 op
Applied Application Project (4 op)	4 op
Software Development Tools (3 op)	3 op
Web Services (5 op)	5 op
Material Strengths 2 (3 op)	3 op

- Select **Save**

3.4.4. Credit transfer of language studies (replacement)

- Finnish students: please follow the Finnish RPL guideline from [HAMK's webpage](#)
- When applying for credit transfer of language studies based on an earlier higher education degree, attach your entire diploma to the application (including cover pages and transcript of records). Unlike in other credit transfers, it is not enough to share a Koski link because it does not contain all the necessary information.
- When applying for credit transfer of language studies based on previous higher education studies, attach your transcript of records to the application. 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 guidelines in Finnish from [HAMK's webpage](#)



3.4.5. RPLing thesis

If you have already completed a thesis in your previous higher education studies, please contact the guidance counsellor at your study programme for the possibility of applying for RPL for your thesis.

3.5 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 3.4.2 of the guideline.

▼ Places and attachments			
+ Add place of performance			
TYPE	NAME	DESCRIPTION	ACQUIRED COMPETENCE COMPARED TO THE LEARNING OUTCOMES
Work experience	Work Experience Abroad	Tell us about your work experience here. Compare your skills with the descriptions of the course and Show more ▾	 
Educational institute	Bern University of Applied Sciences, Switzerland		Tell us about the skills you gained during your studies here. Compare your skills with the description Show more ▾

- 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 the **Type** and a suitable location as the **Type of organisation**
 - In the **Employer/other** section, select either **Work experience in Finland** or **Work experience abroad**
 - When applying for credit transfer with studies other than higher education studies select the 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 the **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

▼ Studies or competences

N.B. Select **Add previously completed study** when you are applying for credit transfer experience, skills demonstrations and other competences. Select **Apply for exemption** the student.

+ Add previously completed study + Add previously acquired competence

+ Apply for exemption from language studies

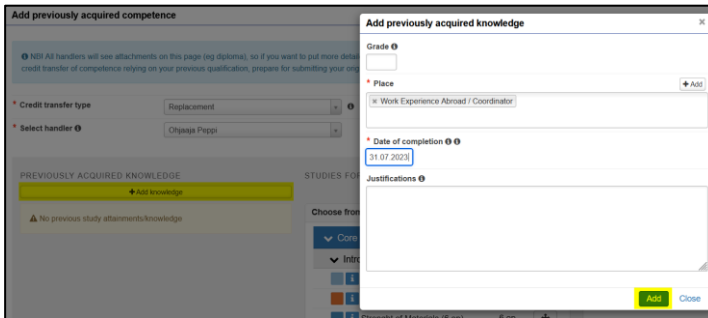
or on pre-application:

▼ Studies or knowledge

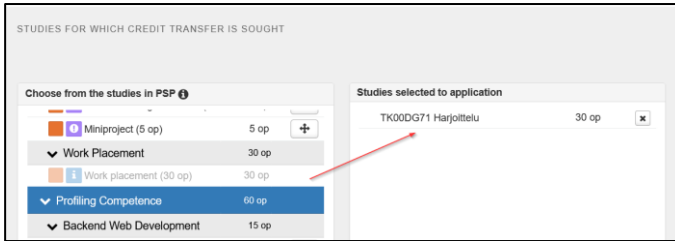
Add studies or knowledge that you will attain during your exchange.

+ Add study to be attained **+ Add knowledge to be attained**

- 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 knowledge**
 - 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



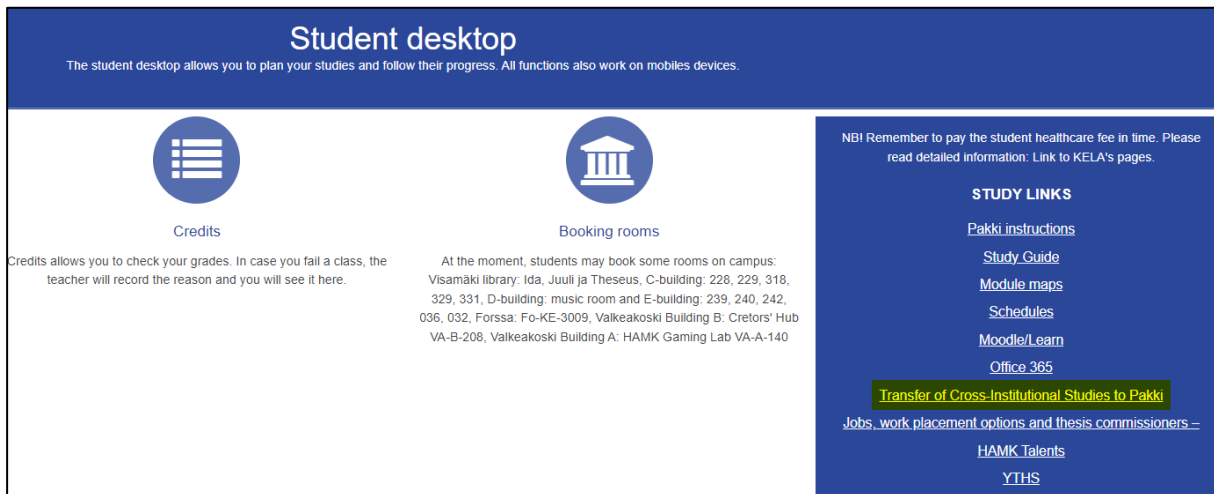
- You can use the **Add knowledge** button to add more work experience if your competence is accumulated from several jobs. If the work placement consists of two or more different courses, you can drag **Choose from the studies in PSP** to the **Studies selected to application** list of several courses.
- 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



3.6 Cross-Institutional Studies – studying in another institution

As a degree, exchange, and pathway student, you can submit the grade of a course taken at another higher education institution (CampusOnline, Climate University, etc.) to be added to your PSP without the RPL procedure, if you have completed the

course at the same time while studying at HAMK. NOTE! The suitability of these courses for your HOPS must be agreed upon with your guidance counsellor in advance before taking the course. Please use the e-form available in the Pakki to report your cross-study completion. At the beginning of the form, you will find information about the type of credits that can be submitted using this form.



Student desktop
The student desktop allows you to plan your studies and follow their progress. All functions also work on mobiles devices.

Credits
Credits allows you to check your grades. In case you fail a class, the teacher will record the reason and you will see it here.

Booking rooms
At the moment, students may book some rooms on campus:
Visamäki library: Ida, Juuli ja Theseus, C-building: 228, 229, 318, 329, 331, D-building: music room and E-building: 239, 240, 242, 036, 032, Forssa: Fo-KE-3009, Valkeakoski Building B: Creators' Hub VA-B-208, Valkeakoski Building A: HAMK Gaming Lab VA-A-140

STUDY LINKS
[Pakki instructions](#)
[Study Guide](#)
[Module maps](#)
[Schedules](#)
[Moodle/Learn](#)
[Office 365](#)
[Transfer of Cross-Institutional Studies to Pakki](#)
[Jobs, work placement options and thesis commissioners –](#)
[HAMK Talents](#)
[YTHS](#)

Once you have completed and submitted the form, the information will be generated as a ticket to studentservices@hamk.fi. The ticket will be forwarded to the Education Coordinator at the ServiceDesk, who will take the completion to your PSP. The ticket will be closed once the credit has been recorded to Pakki.

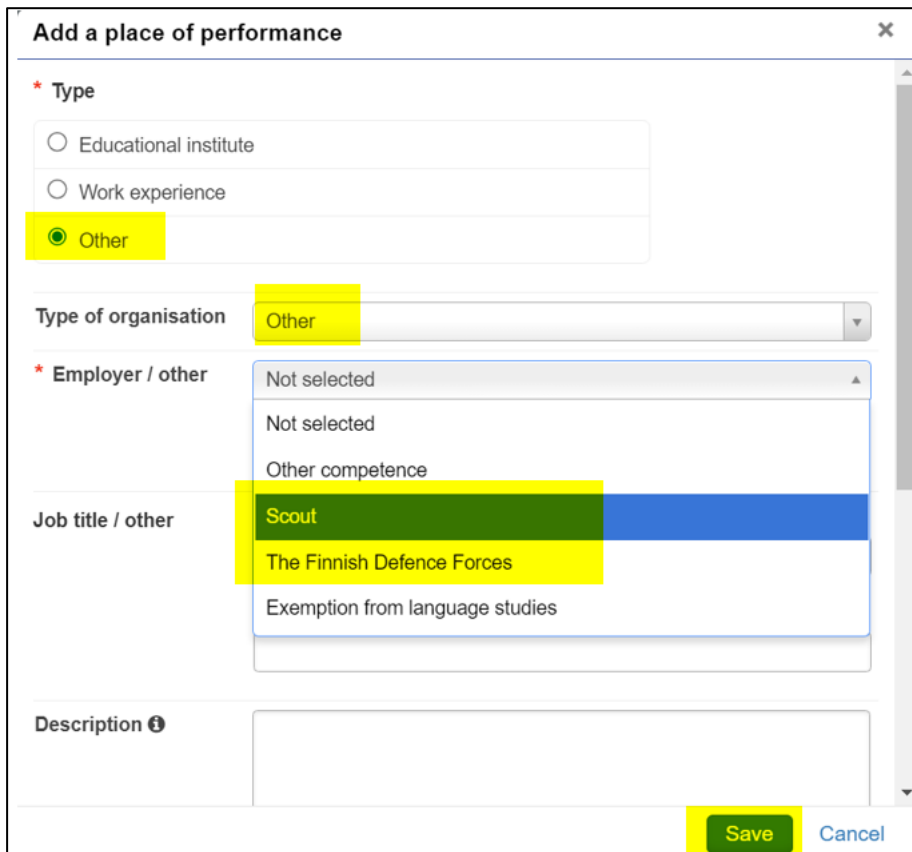
3.7 Exchange studies and other large entities

If you have been on a student exchange, or if you have completed a large number of studies at another higher education institution, you can find instructions here: [eRPLs of large entities](#)

3.8 Profiling and Optional Studies

To apply for credit for Finland's Scouter experience or service in the Finnish Defence Forces, your PSP must include related studies, which you will add to your PSP before starting your application. You can find the codes and course content on [this website](#). For how to add a study, please read chapter 3.10. Start the application process by adding the place of performance.

- First select Type: **Other**. Select **Other** as the type of organisation, and then select **the Finnish Defence Forces, Scout, or Other competence** from the drop-down menu under **Employer/other**.
- In the **Job title/other field**, enter your **title** or the name of your working title or education
- Leave the other fields blank
- Attach a certificate of your experience



Add a place of performance

* Type

Educational institute

Work experience

Other

Type of organisation: Other

* Employer / other

Not selected

Not selected

Other competence

Scout

The Finnish Defence Forces

Exemption from language studies

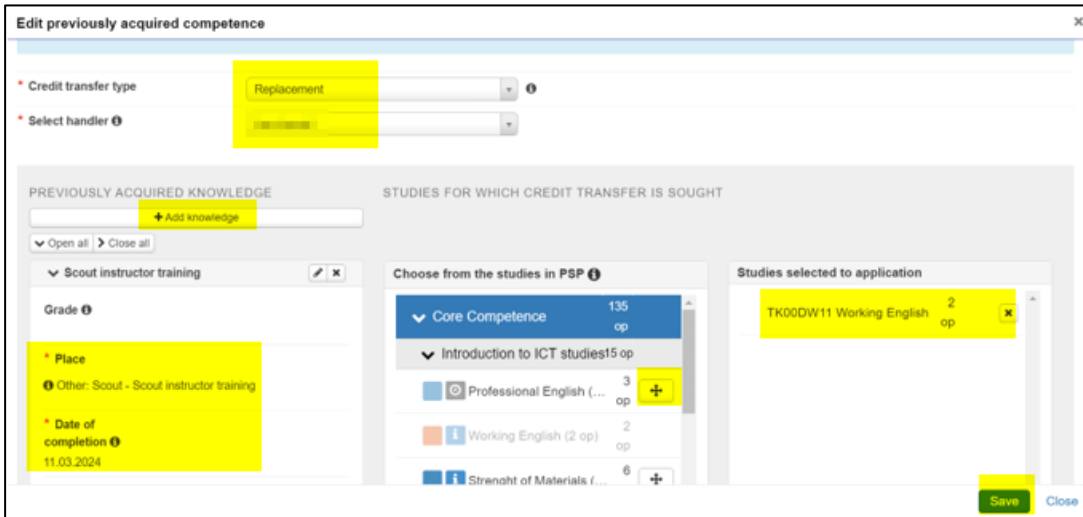
Job title / other

Description ⓘ

Save Cancel

- In the application, go to **Studies and competences** and select **Add previously acquired competence**
- Choose **Credit transfer type: Replacement/Inclusion**
- Select **Handler**: the guidance counsellor of your education
- Then choose **+Add knowledge**
- Leave the **Grade** field blank

- Select the correct place of performance from the list
- Fill in the date of completion as indicated on your certificate
- Add a description of the competences you have acquired in the justification. If you are demonstrating the competence on a screen, you can suggest a display method here.
- Click on the cross button in the middle column next to a course to pick up the course you have added to your PSP or a course already in your PSP.
- Save



3.9 Exemption from language studies

You may apply for exemption from 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. **However**, international students do not need to apply for the exemption for Swedish language studies. Exemption can't be applied to or granted to English language studies for international students.

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 guidelines
- 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

▼ Studies or competences

Applying for credit transfer of previously completed higher education studies: **Add previously completed study**
Applying for credit transfer of work experience, skills demonstrations and other competences: **Add previously acquired competence**
Applying for exemption from language studies: **Apply for exemption from language studies**
Please note, that incomplete or incorrectly filled applications will be returned to the student.

+ Add previously completed study **+ Add previously acquired competence** **+ Apply for exemption from language studies**

Add studies you want exempted ×

i In this view, you can apply for exemption on studies in your personal study plan.

Exempted study

* **Study**
Choose study

* **Reason for exemption**
University's decision on exemption ×

* **Justifications**

* **Choose handler**
Choose...

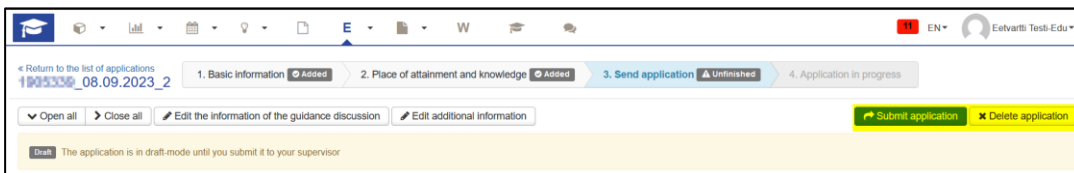
Save **Close**

3.10 Submitting and editing RPL applications

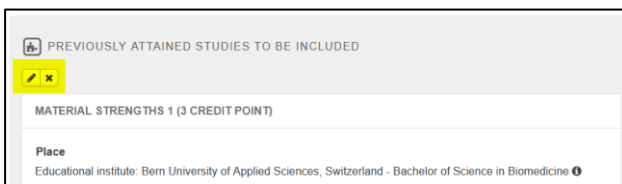
You can add several different locations and multiple replacements and/or inclusions in the same RPL application.

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**.

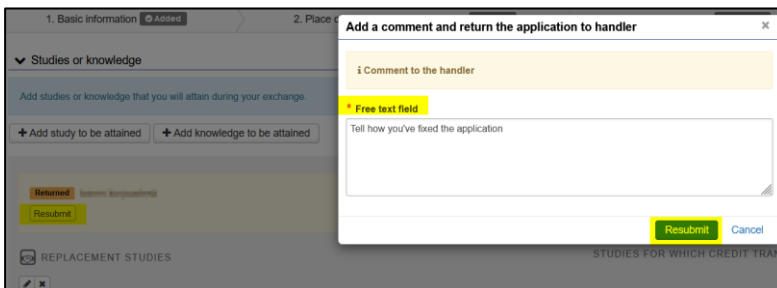
You can delete unneeded applications with a draft or returned status by clicking **Delete application**.



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.

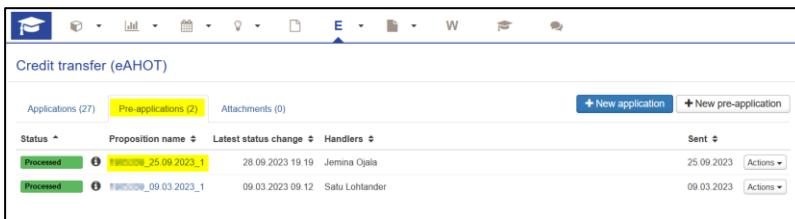


After editing the application return it to your Guidance counsellor by clicking **Resubmit**

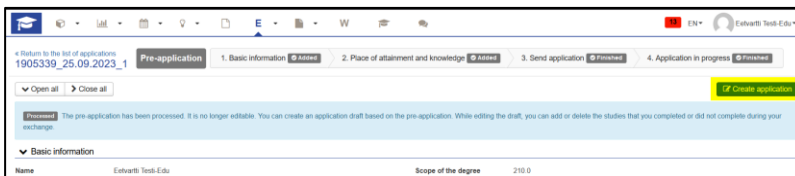


3.11 Converting a credit transfer pre-application into an eRPL application

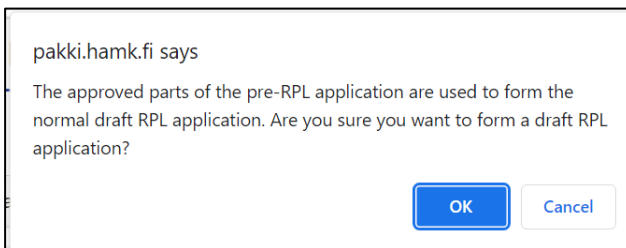
Once your credit transfer pre-application has been approved, go to the **Pre-applications** tab in the eRPL view and click on the name of the processed application



Select **Create application**

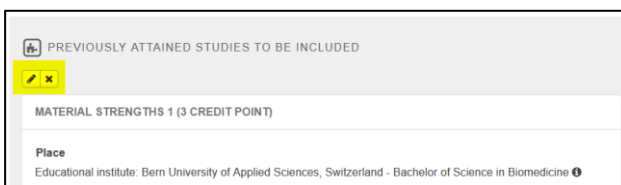


Approve the conversion of the credit transfer pre-application into an eRPL



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 the **Date of completion** and **Grade** for studies.

When the application is complete, select **Submit application**:

