|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Received by Head of Degree Programme |       | . |       | . |       |
|  | **APPLICATION** |
|  | **Accreditation of studies (Substitution, Inclusion)** |
|  |
|  |
| Name |       |  | Degree Programme |       | Group |       |
| I wish to apply for the substitution of courses in the current teaching syllabus with courses of equivalent content and level that I have accomplished elsewhere.I wish to apply for the inclusion of courses accomplished elsewhere in my degree. (See more detailed explanations on the back of the form). |
| Name of accomplished course and amount of credits | Name of educational institute and year accomplished | I wish to apply for inclusion in free-choice studies (cross) | I wish to apply for substitution(cross) | Course name and code(Kajaani UAS) | Teacher’s signature and date | Head of Degree Programme’s decision |
|       |       |       |       |       | [ ]  I propose       credits be approved |  | [ ]  I approve       credits |  |
| [ ]  I propose the application be rejected, reasons |  | [ ]  I reject the application, reasons |  |
|  |       |  |  |       |  |
|  |       |  |  |       |  |
| [ ]  I propose       credits be partially approved |  |  |       |  |
|  | Supplementary accomplishment |       |  |  |       |  |
|  |       |  |  |       |  |
| must be completed by (period/year) |       |  |  |
| Date |       |  |       |  |       |  | Date |       | . |       | . |       |  |
| Signature |  |  | Signature |  |  |
|  |  |  |  |  |  |
|       |       |       |       |       | [ ]  I propose       credits be approved |  | [ ]  I approve       credits |  |
| [ ]  I propose the application be rejected, reasons |  | [ ]  I reject the application, reasons |  |
|  |       |  |  |       |  |
|  |       |  |  |       |  |
| [ ]  I propose       credits be partially approved |  |  |       |  |
|  | Supplementary accomplishment |       |  |  |       |  |
|  |       |  |  |       |  |
| must be completed by (period/year) |       |  |  |
| Date |       |  |       |  |       |  | Date |       | . |       | . |       |  |
| Signature |  |  | Signature |  |  |
|  |  |  |  |  |  |
| N.B! A copy of the certificate(s) must be enclosed with the accreditation application. If the course is only to be partially accredited, please contact the course teacher. |
| Date and signature of student |       | . |       | . |       |  |  |  |
| The Head of Degree Programme must send a copy of the decision to the student and to the teacher responsible for the supplementary accomplishments. The original application must be submitted to the study office. |
|  | Recorded in Asio |       |  |       |  |       |  | Study Secretary’s signature |  |  |

**ACCREDITATION**

While accomplishing their degree, students are also entitled to have courses accomplished in other domestic or foreign universities or other educational institutions accredited or to substitute courses belonging to their degree programme with other studies of an equivalent level, with the authorization of the University of Applied Sciences. Students are also entitled to have courses accredited to their degree or to substitute courses belonging to their degree with competence acquired in other ways. (University of Applied Sciences Decree 352/2003 § 14, amended).

**Accreditation** is the main term used to describe the approval of competence acquired through studies, practical training, work experience, leisure pursuits and e.g. civic activities by students as a part of their degree or course (compulsory or optional studies). Such competence could have been acquired either before or during university of applied sciences studies. The concepts of accreditation are substitution, inclusion and AHOT (Recognition of previously acquired competence)

**Substitution** means studies of an equivalent content and level, achieved elsewhere that the student can substitute for studies belonging to the syllabus of the degree programme.

**Inclusion** means the inclusion and accreditation of studies accomplished elsewhere in the degree programme (e.g. into the student’s optional or free-choice studies).

**AHOT (Recognition of Previously Acquired Competence)** means the identification and recognition of competence acquired in other ways. Students must be able to identify and indicate how their previous competence corresponds to the aims of course and the course content using an agreed procedure.

Equivalent studies (same level) correspond to levels 6 – 7 (tertiary/higher education level) of the National Qualifications Framework, NQF)

**Accreditation Requirements**

* competence must be proved with a certificate
* accredited studies must advance the students’ degree studies
* competence objectives must be fulfilled
* students must acquire the skills and knowledge as required in the degree programme
* if the course or the otherwise acquired competence has already be accredited once as part of the degree, it is not possible to have it accredited again.

**Stages of the Accreditation Process (Substitution and inclusion)**

Students assess their own competence in relation to competence objectives and gather relevant certificates

Students negotiate the accreditation of studies with the teacher/expert, tutoring teacher, or the study counselor.

Students apply for accreditation.

If required, the teacher/expert will provide a statement.

The Head of Degree Programme approves/rejects the accreditation proposal.

**Substitution**

I**nclusion**

**AHOT (RPAC)**

**Record of Assessment**

* The grade for courses accomplished elsewhere and accredited courses will be recorded as M (muualla suoritettu), and with K for English-taught degree programs K (Course accomplished elsewhere)
* In the partial accreditation of studies accomplished elsewhere:
* The teacher will provide an extra assignment covering a limited area that will supplement the course competences; the whole course will be assessed on a pass/fail basis
* Practical training
* The student has completed a part of his/her practical training through another university of applied sciences and partially at Kajaani University of Applied Sciences; the assessment can be done in two parts: a numerical grade or pass/fail for the part accomplished through Kajaani University of Applied Sciences, and the other part achieved elsewhere will be awarded the grade of M.

**Request for Rectification**

Should the student be dissatisfied with the accreditation decision concerning studies accomplished elsewhere and otherwise acquired competence, he/she can request rectification of the decision. The process consists of two stages:

* The student and the Head of Degree Programme responsible for the decision discuss the issue: the student requests that the decision be rectified either directly (face to face) or in writing within 14 days of being informed of the decision. Request for Rectification forms: *extranet > Studying > Forms in English*
* If the student is still dissatisfied with the Head of Degree Programme’s decision, he/she can make another request for rectification to the Degree Committee within 14 days of being informed of the decision. The request for rectification should be submitted to the Study Office from where it will be forwarded to the Head of School.