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| --- | --- | --- | --- | --- | --- | --- |
|  | Received by Head of Degree Program |  | . |  | . |  |
|  | **ACCREDITATION OF STUDIES, AHOT (RPAC)** | | | | | |
|  | Application for recognition of previously acquired competence (RPAC) | | | | | |

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| Surname | | |  | | | | | | | | | | First names | | | | |  | | | |
| Degree program | | |  | | | | | | | | | | Group code | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **STUDENT COMPLETES** | | | | | | | | | | | | | | | | | | | | | |
| I wish to apply for the recognition of competence for accreditation within the following course | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | **Course** | | | | | | | | | | | | | | | **Credits** | | | **Level of compulsion** \*) | |
|  | |  | | | | | | | | | | | | | | |  | | | P, S, H, W, V | |
|  | |  | | | | | | | | | | | | | | |  | | |  | |
| \*) P = basic studies, S =professional studies, H =practical training, W =optional studies, V = free-choice studies | | | | | | | | | | | | | | | | | | | | | |
| **Competences (cr)** | | | | **Description of own competence** | | | | | | | | | | | | | | | | **Appendices** | |
| - course objectives with which competence corresponds | | | | - description of competence in relation to course objectives and content | | | | | | | | | | | | | | | | - attach certificates, reports etc | |
|  | | | |  | | | | | | | | | | | | | | | |  | |
| RPAC PLAN | | | | Sample  Portfolio | | | | | | | Exam  Other form of assessment | | | | | | | | Assignment | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| I confirm that the above information is correct | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | | |  | |  | |  | |  | | | | |  |
| Place | | | |  | Date | | | | | | | | |  | | Student’s signature | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **EXPERT TEACHER’S STATEMENT** | | | | | | | | | | | | | | | | | | | | | |
| I propose the plan be approved | | | | | | | | | | | | | | | | | | | | | |
| I propose the plan be rejected, reasons | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | | |  | |  | |  | |  | | | | |  |
| Place | | | |  | Date | | | | | | | | |  | | Expert teacher’s signature | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **HEAD OF DEGREE PROGRAM’S DECISION** | | | | | | | | | | | | | | | | | | | | | |
| I approve the RPAC (AHOT) plan | | | | | | | | | | | | | | | | | | | | | |
|  | Accomplishment received by (teacher’s name) | | | | | | |  | | | | | | | | | | | | | |
|  | Must be accomplished by (study periods/year) | | | | | | |  | | | | | | | | | | | | | |
| I reject the RPAC plan, reasons | | | | | | | |  | | | | | | | | | | | | | |
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|  | | | |  |  |  |  | | |  | |  | |  | |  | | | | |  |
| Place | | | |  | Date | | | | | | | | |  | | Head of Degree Program’s signature | | | | | |
| The decision will be submitted to the Study Office with a copy sent to the student and the teacher who will receive the accomplishment/assessment. | | | | | | | | | | | | | | | | | | | | | |
| Student was informed of the decision | | | |  |  |  |  | | |  | |  | |  | |  | | | | |  |
|  | | | | | | | | | | | | | | | | Head of Degree Program’s signature | | | | | |
| STORED: Study Office | | | | | | | | | | | | | | |  | | | | | | |

**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 program 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, 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.

**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 program.

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

**AHOT (Recognition of Previously Acquired Competence)** means the identification and acknowledgement of previously acquired knowledge. 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 (e.g. certificate, exam, assignment, sample/demonstration of competence)
* 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 program
* 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**

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

Students assess their own competence in relation to competence objectives and collect relevant documentation

Students apply for accreditation.

If required, the teacher/expert will provide a statement. For international studies the International Coordinator checks the accreditation proposal and compares with the study record.

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

Substitution

Inclusion

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 assignment to establish the overall competence the student possesses in the course

in question; the assessment criteria and method used will be the same as the criteria used for the actual course the student would have completed at Kajaani UAS

* 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 Program 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 Program’s decision, he/she can make another request for rectification to the Degree Committee within 14 days of being informed of the decision. An informal, written request for rectification should be submitted to the Study Office from where it will be forwarded to the Head of School.