

Lapland University of Applied Sciences

Inclusion application – Previously completed study

Inclusion

- Inclusion refers to including studies completed elsewhere to be part of the degree. In inclusion, previously completed studies will be included using the original name of the completion. The level of the studies to be included must correspond to the level of studies in the UAS curriculum, and they must promote the goals set for the degree in accordance with the degree structure of each student. Studies completed in universities and universities of applied sciences can be included in the degree.
- Exchange studies are always included as a part of the degree (**except practical training abroad**).
- Studies for free-choice electives should be included.
- Fill out the application with care and pay attention to the spelling. All the information you add to your application will appear in your degree certificate.

Inclusion

Start a new application by selecting eRPL under the menu My studies

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EN Oona

Favourites and Links

- Lapin AMK
- ops
- Oulu
- Rovaniemi
- Tornio

Näytä suosikit

Accomplishments

Accomplishments Enrollments My objective School's objective

Term	Accomplishments	Enrollments	My objective	School's objective
Spring 2019	0	0	0	30
Fall 2019	20	0	20	30
Spring 2020	10	40	50	30

Opiskeluvoimien tiedot

Oona Opiskelija-3-AMK-testi A1903000
Degree Programme in Social Services
Opiskeluvoimien aika 09.09.2020

35 op
(0 op)

HOPS Opiskeluvoimien tiedot Suoritusote

MY STUDIES CREDITS Lapland UAS Student's Desktop MEETING TIMES ROOM RESERVATIONS FEEDBACK

Inclusion

2. Start a new application by selecting "New application"

Credit transfer applications

+ New application

Attachments

Oonan opintosuoritusote testi 2.docx

Verified

Oonan työtodistus_testi.docx

Verified

Applications

Status	Name of the application	Latest status update	Handlers	Applied
Processed	A1903001_14.01.2020_1	14.01.2020 11.21		14.01.2020 Show
Processed	A1903000_16.01.2020_1	16.01.2020 15.28		16.01.2020 Show
Processed	A1902999_21.01.2020_2	21.01.2020 16.11		21.01.2020 Show
Processed	A1903000_28.01.2020_1	28.01.2020 12.57		28.01.2020 Show
Processed	A1903001_19.02.2020_1	19.02.2020 10.08		19.02.2020 Show
Processed	A1903000_26.02.2020_1	26.02.2020 13.38		26.02.2020 Show
Processed	A1903000_02.03.2020_1	02.03.2020 11.37		02.03.2020 Show
In process	A1903000_13.01.2020_1	13.01.2020 15.47	Mari Isonikkilä	13.01.2020 Show
In process	A1903000_16.01.2020_3	16.01.2020 16.51	Mari Isonikkilä	16.01.2020 Show

1. In the credit transfer application window, you can see all the applications you have submitted, the status of the submitted applications and the attachments to the applications.

Inclusion

New application [x]

The scope of the degree	210.0
Completed	0.0
The scope of the performance	210.0
Start date of studies	01.01.2019
End date of studies	31.12.2022

Guidance discussion

Date

With whom the guidance discussion have been had

Additional information

The system will automatically show the basic information of your study right

Before submitting an application, you can discuss the conditions of credit transfer with the study counsellor

If you have had a guidance discussion, enter the date of the discussion and the person with whom you had the discussion

If you have not had a guidance discussion, leave these fields blank

Save the application information

Inclusion



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MY STUDIES

CALENDAR

OPISKELIJAN OPAS

EN

Oona Opiskelija-1-AMK-testi

« Return to the list of applications
A1902987_02.11.2019_1

Open all

Close all

Modify the information of the guidance discussion

Modify a

Submit application

Cancel application

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

Basic information

Name	Oona Opiskelija-1-AMK-testi	Scope of the degree	210.0
Student ID	A1902987	Completed	0.0
Email	tst.peppi.astud@lapinamk.fi	Scope to be executed	210.0
Degree programme	R301LL		1.01.2019
Arrival group	TA42T19K		1.12.2022
Specialisation option			2.10.2019 / Sari Mattinen

Additional information

Places of performance

+ Add place of performance

1. The application remains as draft until you send it to the student affairs officer.

You can edit the guidance or additional information in the application with these buttons

2. Start the application by adding the place(s) of performance, where you've completed the studies you want to include.

If you want to add several places of performance, start by adding one and then another one after that.

If you apply for the credit transfer for several studies, you only need to add the certificate from the place of performance once.

Inclusion

1. Select the type of studies
2. Select the type of place of performance and add it by selecting it from the drop-down menu or by typing it yourself, if it is not on the list
3. Describe your studies and competences
4. Add any necessary attachments and click Save

Add a place of performance ✕

* Type

- Educational institute
- Work experience
- Other

* Place of performance type

Toinen ammattikorkeakoulu

* Place of performance

Oulu University of Applied Sciences

The place of performance cannot be found in the menu

Name of the study

Business administration

Description


Description of education you've participated

The competences acquired compared to the competence goals

Description of competences this education has provided

Attachments

+ Choose files

•  Oonan todistus_testi.docx



Cancel

Save

Cancel

Inclusion



HOME PAGE

MY STUDIES

CALENDAR

STUDY GUIDE

ORDERS

EN

[Return to the list of applications](#)
A1903000_04.03.2020_1

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

Submit application

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



Basic information

Name	Oona Opiskelija-3-AMK-testi	Scope of the degree	0.0
Student ID	A1903000	Completed	35.0
Email	tst.peppi.astud3@lapinamk.fi	Scope to be executed	175.0
Degree programme	K701SL	Start date of studies	09.09.2019
Arrival group		End date of studies	31.05.2020
Specialisation option		Guidance discussion completed	

Additional information

Places of performance

+ Add place of performance

TYPE	NAME	DESCRIPTION	THE COMPETENCES ACQUIRED COMPARED TO THE COMPETENCE GOALS
Educational institute	Oulu University of Applied Sciences	Description of education you've participated	Description of competences this education has provided  

Studies or competences

Add your existing studies or skills to which you can already define studies to replace them or leave them open.

+ Add previously acquired competence + Add previously completed study

Inclusion


1. Add the information of the previously completed study:

- ID (optional)
- Name (ENG)
- Scope and type of credits
- Instruction language
- Evaluation
- Place of performance
- Completion date
- Justifications
- **As a handler, choose the student affairs officer of your degree programme**

Add previously completed study

qualification, prepare for submitting your original or certified copy of the diploma on your guidance discussion.

Previously completed study

ID 

* Name

in Finnish

In English

* Course credits

Type of credits

 x ▾

Language of instruction

 x ▾

* Evaluation

* Places of performance

* Date of completion

Justifications

Description of competence

* Choose handler

Studies for which credit transfer is sought

Pick up from ISP

Or add the study yourself

ID

* Name

in Finnish

In English

Scope

+ Add

Studies selected to application

ID	Name	Scope
	Marketing	5

x Remove

2. Select the **tab Add yourself an including course**. According to the information you just added, add the following for the study to be included again:

- ID (optional)
- Name (ENG)
- Scope

click **Add**

NB! Don't write "Free-choice electives" to this section, but the original name of the study to be included again.

Inclusion

▼ Studies or competences

Add your existing studies or skills to which you can already define studies to replace them or leave them open.

+ Add previously acquired competence

+ Add previously completed study

PREVIOUSLY ACQUIRED COMPETENCE / STUDIES



MARKETING (5 CREDIT POINT)

User name

Name

Marketing

Scope of the study

5

Type of credits

Credits

Language of instruction

English

Grade

4

Places of performance

Educational institute

Oulu University of Applied Sciences -
Business administration



Date of completion

12.09.2019

Justifications

Description of competence

Handler

Sari Mattinen

▼ Attachments

• Oonan todistus_testi.docx

STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT



: MARKETING (5 CREDIT POINT)



The application you saved is shown in the application summary view.

If you're applying several inclusions at once, continue by selecting again Previously completed study and make another application.

Inclusion

When you have filled in all the information, submit the application by selecting Submit application

[« Return to the list of applications](#)
A1903000_04.03.2020_1

[▼ Open all](#) [▶ Close all](#) [✎ Modify the information of the guidance discussion](#) [✎ Modify additional information](#)

[↩ Submit application](#)

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

▼ Basic information

Name	Oona Opiskelija-3-AMK-testi	Scope of the degree	0.0
Student ID	A1903000	Completed	35.0
Email	tst.peppi.astud3@lapinamk.fi	Scope to be executed	175.0
Degree programme	K701SL	Start date of studies	09.09.2019
Arrival group		End date of studies	31.05.2020
Specialisation option		Guidance discussion completed	

▼ Additional information

▼ Places of performance

[+ Add place of performance](#)

TYPE	NAME	DESCRIPTION	THE COMPETENCES ACQUIRED COMPARED TO THE COMPETENCE GOALS
Educational institute	Oulu University of Applied Sciences	Description of education you've participated	Description of competences this education has provided ✎ ✕

▼ Studies or competences

Add your existing studies or skills to which you can already define studies to replace them or leave them open.

[+ Add previously acquired competence](#) [+ Add previously completed study](#)

An example of an inclusion application - Previously completed study

Add previously completed study

qualification, prepare for submitting your original or certified copy of the diploma on your guidance discussion.

Previously completed study

ID 

* Name

in Finnish

In English

* Course credits

Type of credits

Language of instruction

* Evaluation

* Places of performance

* Date of completion

Justifications

Description of competence

* Choose handler

Studies for which credit transfer is sought

Pick up from ISP

Add yourself an including course

Or add the study yourself

ID

* Name

in Finnish

In English

Scope

+ Add

Studies selected to application

ID	Name	Scope
<input type="button" value="x Remove"/>	Marketing	5