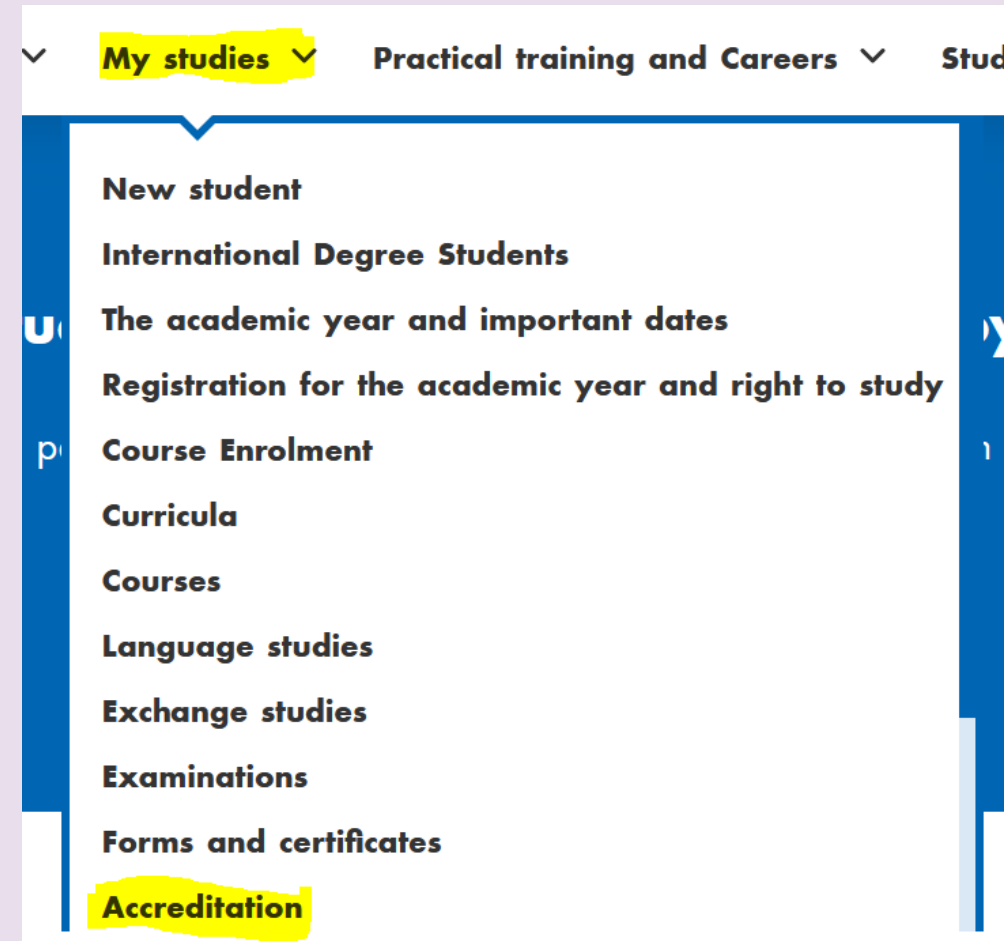# ARCADA UNIVERSITY OF APPLIED SCIENCES

ARCADA

Accreditation of previous studies

Meaning: Arcada recognize the credits earned at an earlier educational institution and register the credits in the degree at Arcada by replacing obligatory studies or as part of the optional development studies.

My studies | Practical training and Careers | Stud

New student
International Degree Students
The academic year and important dates
Registration for the academic year and right to study
Course Enrolment
Curricula
Courses
Language studies
Exchange studies
Examinations
Forms and certificates
Accreditation

The student takes the initiative for accreditation and is responsible for presenting sufficient evidence of his/her competence so that the university can assess it.

Process

- Read through the course descriptions and try to identify the courses in the study plan that match with courses you have completed in the previous institution.

- If you have many courses (5+) you want to accredit, you need an individual study plan, so please contact Sofie

- Make sure you have all the information needed for the application.

- The final decision about the accreditation is done by the examiner of the course, after you have filled in the application of accreditation.

- You'll get the decision by email!

Application for accreditation

- Apply for accreditation in the beginning of your studies (period 1).

- You apply by filling out the application form online

- The following documents/information is needed for the application
  - Official certificate of the courses successfully completed (e.g. transcript of records).
  - If you completed the course at a Finnish university (including courses from CampusOnline.fi) you can use the national My Studyinfo External link portal to create a link that you can use as your transcript of records
  - Course description (pdf or link)
  - Course name in English
  - The work load; if the course has been measured in other credits than ECTS, the student must provide information on how it can be converted to either ECTS or hours.

Application for accreditation

- Following information about the course at Arcada is needed:
  - Name of the course
  - Examiner of the course
    - If the studies will be part of your development studies the examiner is Rizwan Ullah (your degree program director)

- Log in with your Arcada User name and password

- Fill in one application per examiner. If you are applying for several courses and they all have the same examiner (e. g. development studies) you can apply for them all in the same application. If the names of the courses can't fit in the "Name of the course" field, you can write in the comments field. Please note that the application can only be sent to one examiner.

Accreditation – Example 1

The student has completed *Mathematics 1 (10 UK points) in UK*. According to the course description Arcada's course *Linear algebra (5 ects) is similar with the course Mathematics 1*.

➢ According to the documentation that the student has, 10 UK points is equivalent with 5 ects.

➢ The student can apply for accreditation of the course Mathematics 1 so that it replaces Linear Algebra.

➢ If the accreditation will be approved, the student can skip the course Linear Algebra at Arcada.

Accreditation – Example 2

The student has completed *Python Programming* (3 cr) and *Introduction to Automation* (3cr) in a university in Pakistan. According to the course description these two courses covers the content of Arcada's course *Introduction to Programming and Automation* (5 ects).

➢ According to the documentation, the 6 cr in Pakistan is equivalent with 5 ects.

➢ The student can apply for accreditation of these two courses so that the courses together replace Introduction to Programming and Automation.

➢ If the accreditation will be approved, the student can skip the course Introduction to Programming and Automation.

Accreditation – Example 3

The student has completed courses *Introduction to Entrepreneurship*, *Introduction to Management* and *Basics of Marketing* in a university in Nepal. The degree program MSE has no similar courses in the study plan.

➢ These courses (max 15 ects) can be counted as part of the development studies.

➢ According to the documentation provided by the student, the workload of each course was 144 hours which is around 5,33 ects. (1ects=27h ➔ 144/27=5,33...)

➢ Student can apply for accreditation of these courses as part of the development studies.

➢ If the accreditation is approved, the student will get 5ects/course which means that the student would have completed 15ects/30ects in the development studies.

The Form

Application for Credit transfer or Validation

Read this before you apply!

1) Submit one application per Arcada examiner. If you are applying for several courses and they all have the same examiner (e. g. development studies) you can apply for them all in the same application. If the names of the courses can't fit in the "Name of the course" filed, you can write in the comments field. Please note that the application can only be sent to one examiner.

2) Are you applying for many courses? Create an individual study plan with your study counselor (amanuensis) before applying and attach it to your application. Please apply separately for all language courses (one per examiner).

3) Do not apply for partial credits already completed in Arcada that you have to compensate. Please contact your examiner instead. Student affairs does not register partial credits.

4) Switch web browsers in case the attachments cannot be uploaded and upload the attachments immediately when you open the form. Contact studentaffairs@arcada.fi if you keep experiencing this issue.

5) Complete the application as carefully as possible. Please remember to include a course description. Read the instructions behind the question mark.

6) You need to supply certificates and document your knowledge when applying for credit transfer or validation. Attachments should always be enclosed to verify the information provided. Please name the attachments clearly.

7) You will be informed of the decision after approximately three weeks after your submission of a complete application. If something is missing, the Student affairs will contact you.

More information about accreditation can be found here.
Frequently Asked Questions (FAQ) can be found here.

Personal information

Surname

Given name

National Identification Number

E-mail

*Student code

*Degree programme   -- Select --

*Start of studies (year)

Update your contact information here before submitting the form.

The Form

ARCADA

Corresponding course or practical training at Arcada

If you are applying for **development studies/extension studies/optional studies**, the examiner is the degree programme director. Write *Development Studies* as the course name and leave the course code field empty.

If you are applying for **multiple courses** and have attached your study plan where the course names are included, please write See attachment as the course name. The degree programme director is the examiner.

If you are applying for thesis work the degree programme director is the examiner.

Course codes, course names and examiners are available in your study plan on Start and in Asta.

Course code

* Name of course/practical training at Arcada

* Examiner at Arcada (according to your study plan) NOTE! Only one examiner per application)

The Form

What have you completed? Choose only one alternative.

Describe what kind of course at a different UAS or university/ practical experience you have completed and want to be taken into consideration when making the decision.

What have you completed? Choose only one.

- ☑ * Course or education at other university or UAS (please attach a transcript of records)
- ☐ * Work experience (Remember to discuss with the teacher responsible for practical training in advance; please attach an official work certificate)
- ☐ * I have previous knowledge that I gained through course / education / work experience
- ☐ * Thesis work

Course or education at other university or UAS

* Name of the course in English ?

* Name of the course in Swedish/Finnish (if applicable) ?

* ECTS credits ?

* Date of completion ?

* Name of educational institution

* Level of education ?

* Location of educational institution

* Language of tuition

The Form

Attachments

1) Attach a certificate that includes the course you are applying for. It should include a stamp and signature or an electronic signature. Unofficial certificates, e.g. screenshots from a website, is not appropriate. Courses taken in Arcada within another degree programme is an exception.
If you use My Studyinfo (opintopolku.fi/studyinfo.fi) to transfer your credits to Arcada, you can put the link to your shared courses in the course description field and upload a pdf printout or a screenshot of the opintopolku.fi page instead of an official transcript of records.
Please note that certificates from non-EU countries should have a clear explanation of the credit system so it is easily transferred into ECTS.

2) Attach a certificate with the course name in English. This is needed for registration in ASTA.

3) **Attach a course description** (content, proficiency objectives, learning outcomes etc). You can attach the document below or paste a link to the course description in the space below. Please note that it must be public and not password protected.

* Official **transcript of records** in English (The transcript must be signed or stamped)   Browse... No file selected.

Official transcript in Swedish/Finnish (if applicable)   Browse... No file selected.

Study plan (if applicable)   Browse... No file selected.

Degree certificate (if the course is included in a completed degree)   Browse... No file selected.

Official course description (Mandatory! Attach a pdf here or put a link to the description below)   Browse... No file selected.

* **Course description** + a link to My Studyinfo if applicable

The Form

Accreditation of partial achievements

- If the student has competences that correspond to part of a course (e.g. 3 ects / 5 ects), the student should also be applying through the application for accreditation.

- The examiner will inform you what tasks are required for completing the course. The course is assessed as a whole and registered as an attainment performed at Arcada.

Validation

- If you have competences, that you have gained in another way than through studies in a HEI and these competences correspond to a course at Arcada, you can apply for validation.

- If you apply for validation you as a student, you must show that you have the competences of a course by:
  - Showing a work certificate
  - Certificate of a course/degree + course description
  - Or for example by taking an exam, writing an essay, giving a presentation etc.
  - → The examiner decides how you can show your competences.

Who can help you?

- If you need help with the form, **contact study coordinators in Student Affairs or Laurits for help.**

- If you need help to see which courses could be accredited and how, **contact Sofie.**

- Please note that our Student Affairs administrates the process. If you have questions regarding the decision or the registration of the credits, **contact the Student Affairs.**