

Filling in a RPL application form

Substitution means substituting studies in the curriculum of a degree programme with **academic studies** that are completed and are equivalent to the curriculum studies.

Inclusion means including **academic study units** that have been completed either before or during the current studies in the degree. These studies are often incorporated into optional studies. **N.B.! Fill in separate applications of the studies to be replaced and included!**

1. Personal data		2. Application		3. Attachments		4. Sending	
I have previously applied for substitution or inclusion with using the same records*		<input checked="" type="radio"/> No <input type="radio"/> Yes		Select previous substitution application			
Prior education institution information							
Recorded place of experience*		New College Durham					
Recorded place of experience in english*		New College Durham					
Type of the completion institution*		ULK - Institution abroad					
Information on previously acquired learning							
The name of the performance/certificate (in language of the certificate)*		Studies in Marketing					
The name of the performance/certificate (in English)*		Studies in Marketing					
Total extent of the certificate*		30,0					
Extent type of the certificate*		CR - ECTS credit unit					
Performance start date*		07.01.2018					
Date of the certificate / End date of the performance*		16.06.2018					
Completed during/before studies*		<input checked="" type="radio"/> Completed during current studies <input type="radio"/> Completed before current studies					
Original grade							
Additional information							

Fill in the application carefully! The recorded place of experience: Use the **official name of the educational institution. Don't use abbreviations! Don't translate the name of the foreign institution into Finnish, write into the both fields institution name in English.**

Choose the type of the institution – if the institution is not a Finnish one, choose "ULK – Institution abroad".

The name of the performance/certificate is, for example, **the name of the study module** (Studies in Marketing), **the name of the study unit** (Professional Communication) or **the name of the degree** (Bachelor's Degree in Business Administration).

Total extent of the certificate = the total amount of credits/ECTS credits in the certificate. If the work load is told in hours, change them into ECTS credits (1 ECTS = 26,7 hours student's work).

Check the performance dates! They may not be in future!

Studies to be substituted	
Studies to be substituted	Select study unit/module from PSP SY170300 Professional Communication, 3.0 Credit LT172212 Foreign Trade, 5.0 Credit
Grounds for substitution	Contents, competence, course description
Additional information	

You can apply for several substitutions in one application. Select study units, which you want to substitute. Discuss about the matter with your teacher-tutor before you fill in the application.

Fill in separate applications of the studies to be replaced and included!

Grounds for substitution, Additional information: In these fields you tell about the contents and competence. Add the course description, if possible.

Study position in PSP for inclusion

Place in PSP ⓘ

ELECTIVE STUDIES

Select study unit/module from PSP

Additional information

You can apply for inclusion of one study unit or study module. Select the place in your PSP. **Mostly you include studies in the elective or alternative studies.**

Save your application! After that you can add attachments.

Save application

Remove application

The saved RPL application has status **“New”** in your **“My applications”**. Saved applications you can update and remove.

When your application is ready for sending, click the tab **“Sending”**, choose the responsible person of your degree programme and send your application to be handled. In the list **“My applications”** the status of the application is **“New, waiting for decision”**. You can't update or remove the application after it has been sent to be handled.

RPL Application	26.03.2019 15:52	New
RPL Application	26.03.2019 15:58	New, waiting for decision