

**STUDENT FILLS IN**

Name	Student number
Street address	Postcode and city
Email	Telephone number
Degree Programme and group	

**STUDENT FILLS IN, INFORMATION OF THE STUDY UNIT OR MODULE**

Name of study unit / study entity in VAMKs study guide		Code of study unit/module
Scope cr	Demonstration code (O=Studies completed elsewhere than university of applied sciences/university, T=Work experience, H=Hobby/extracurricular activity, M=Other)	

Enclose a paper [App 1](#) in which you demonstrate your knowledge and skills of the study unit/module as described in the learning outcome of the study unit/module (your own description and self-assessment of the knowledge and skills acquired as work experience or otherwise in relation to learning outcomes) Enclose also any certificates, testimonials and/or employer's confirmation of your description and assessment.

Date	Student's signature
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**HEAD OF DEPARTMENT'S MOTION**

<p>I recommend the credit transfer, grade</p> <p>Assessment presented meets the criteria of learning outcome partly. I recommend partial credit transfer cr. To complete the study unit/module the student has to complete the assignments mentioned in Reasons or give additional demonstration.</p> <p>I do not recommend credit transfer, see Reasons.</p>	
Reasons,/ Responsible teacher's statement	
Date	Signature and clarification of signature

**DEAN'S DECISION**

<p>I accept      I reject      the application, as proposed by the Head of Department</p> <p>I accept      I reject      see Reasons</p> <p>I accept partly, see Reasons</p>	<p>Completed during studies</p> <p>Yes            No</p>	
Reasons		
Date	Signature and clarification of signature	Decision number

**STUDENT OFFICE FILLS IN**

Entered into study register/ Student informed of negative decision, date	Study affairs officer's signature and clarification of signature
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**CLAIM FOR RECTIFICATION**

The student is entitled to seek rectification the Dean's decision from the Board of Examiners within 14 days from the date the student has received information of the decision. The claim of rectification is submitted to the student office, which will pass it on to the Board of Examiners. A complaint on the decision of the Board of Examiners cannot be made.

[App1](#), [App2 - instructions](#)