

APPLICATION FOR CREDIT TRANSFER

CREDITS FROM CORRESPONDING STUDIES

Credit from corresponding studies is applicable when the student wants to substitute a study unit belonging to curriculum with a study unit completed earlier at a university of applied sciences. If the student has received financial aid for earlier studies, the credits received from the do not entitle to financial aid. The credit transfer is entered into study register with code M =complete d elsewhere. The student receives information of a positive decision through WinhaWille. The student office sends a negative decision to the student by mail.

STUDENT FILLS IN

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

STUDENT FILL IN INFOMRATION OF STUDY UNIT APPLIED

HEAD OF DEPARTMENT FILLS IN

Code of study unit	Name of study unit in VAMK's study guide	Scope	Head of Dept's recommendation *	P = recommended E = not recommended
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

STUDENT FILLS IN INFORMATION OF STUDY UNIT COMPLETED EARLIER

Code of study unit	Name of study unit	Scope	Educational institute
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

ENCLOSE A COPY OF THE EARLIER STUDY UNIT AND CREDITWITH STUDY UNIT DESCRIPTION AND TRANSCRIPT OF RECORDS TOGETHER WITH THE APPLICATION. SUBMIT THE APPLICATION AND ENCLOSURES TO THE STUDENT OFFICE.

Date	Student's signature
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DEAN'S DECISION

Accepted cr as corresponding studies	Not accepted cr as corresponding studies	
Reasons why study unit(s) cannot be accepted as corresponding studies.		
Date	Dean's 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-instructions](#)