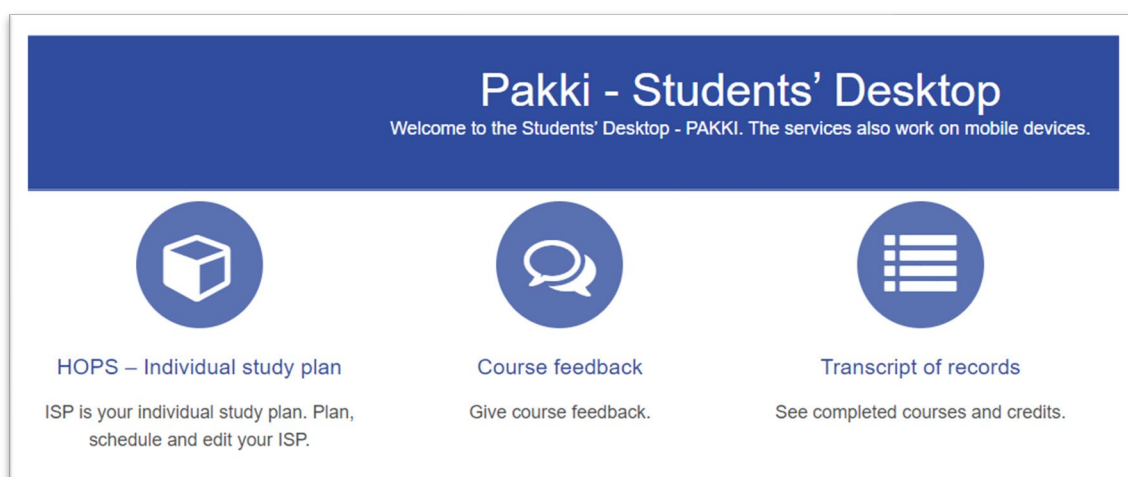


# Cross-institutional studies in Pakki: TAMK student's manual

Updated 12 December 2023

These instructions explain how a TAMK degree student can enroll for courses offered by other Finnish universities of applied sciences through TAMK's **Pakki** study administration system. Enrolling is enabled for several courses within the CampusOnline AMK (bachelor) and CampusOnline YAMK (master) cross-institutional networks.

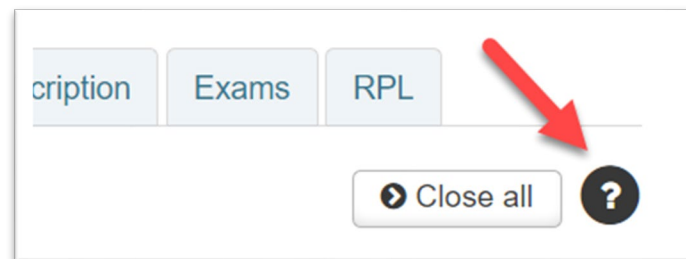


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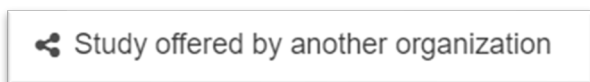
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## New HOPS icons

There are new icons in your individual study plan (HOPS), and you can find their descriptions by clicking on the question mark in the upper right corner. Check them out!

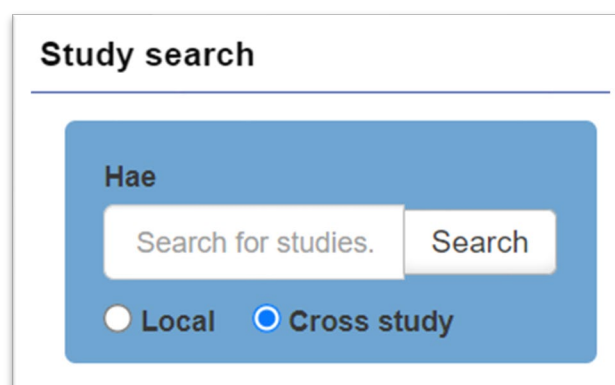


Among the new icons, this one (three black connected dots) is the most important:



## Adding cross-institutional studies to your study plan

1. Go to the **Selecting studies** tab in your HOPS and select the **Add studies** button (small Plus sign).
2. Under the text field in the **Study search** pop-up window, select **Cross study** radio button and search for studies. In the search results, you will see the organizing organizations, and name of the organizing university on each course line.



Study search

Hae

☐ Local
 ☒ Cross study

Search basket

(0 studies selected) »

Selected limitations :

Karelia University of Applied Sciences (Organisation) ✕

Delete limitations

Cross study

1 - 6 / 6

Order by

code

Show 25 print

Type of the course

Course unit

Language

Finnish

English

Language unknown

Organisation

Perspectives to Bioeconomy

2 cr Course unit: C-02469-BIP7016 (Karelia University of Applied Sciences)

Add to basket

Introduction to Computing

5 cr Course unit: C-02469-DT10001 (Karelia University of Applied Sciences)

Add to basket

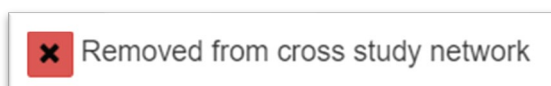
Elementary Programming

5 cr Course unit: C-02469-DT10002 (Karelia University of Applied Sciences)

Add to basket

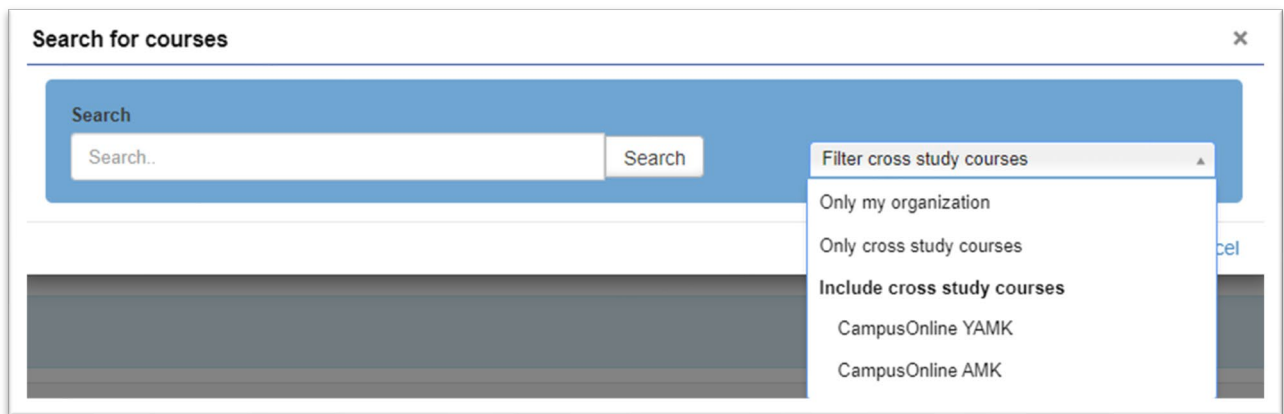
You can add courses and study modules to your study plan and enroll for them here. In HOPS, you can see the status of your enrollment, and later the grade you have received from the organizing university.

If in your HOPS you have selected cross-institutional studies, whose enrollment period has expired, the "Removed from cross study network" icon (red check mark) will be displayed.



## Searching and enrolling for cross-institutional courses

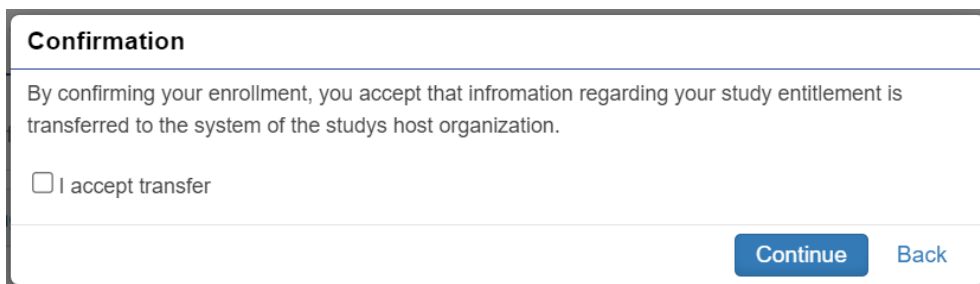
1. Go to the **Enrollments** tab in your HOPS.
2. Choose **Search for courses**.
3. Click on the **Filter cross study courses** drop-down list, and choose "Only cross study courses", or search for courses offered by a single network with option "Include cross study courses". The filtering option "Only my organization" will show TAMK courses only.



4. Click on the **Search** button.

In case you have already added a cross-institutional course to your HOPS, and the enrollment period is running for it, you will see the course in the **Enrollment ongoing** section, and you can enroll also here.

Each time you enroll for cross-institutional studies, you will have to give your permission to transfer your personal study data related to your enrollment.



If the cross-institutional study search is not listing any courses, your degree program is probably not included in the CampusOnline AMK (bachelor) or CampusOnline YAMK (master) networks that offer cross-institutional studies through Pakki. In that case you can search and enroll for cross-institutional courses in the external [campusonline.fi](https://campusonline.fi) portal.

You can enroll for cross-institutional studies only if you have a valid study right on the day that the course starts.

## Enrollment through study search

1. On the **Selecting studies** tab of your HOPS, select **Add studies** and search for studies for which enrollment is ongoing.
2. In the **Upcoming realizations** section of the study description page, select **Show realizations and enroll**.
  - In the list below you can see all the course realizations and their timing.
  - Choose the realization, and the Enroll on realization pop-up window will appear.
3. Click on the **Enroll** button.



When your enrollment is accepted, rejected, or changed from rejected to accepted, you will receive a notification about it in the **Notices** section on the **Inspection** tab of your study plan, as well as in the structural view of your study plan, and on the **Enrollments** tab.

If your enrollment gets rejected, you can remove the course from your study plan. Otherwise, it will remain visible with the Rejected mark until the implementation of the course ends or a new enrollment period for the implementation of the course begins.

You can cancel your accepted enrollment while the enrollment period is ongoing. You can also cancel a rejected enrollment after the enrollment period. However, your right to study remains valid at the receiving university.

## Rank of your enrollment

On the **Enrollments** tab, you can see the current rank of your enrollment in the organizing university.

▼ Enrollments						
Status	Course code	Groups	Implementation	Number of credits	Rank ⓘ	Enro
	C-02629-R0013-3122		Svenska för tradenomer	5	<u>1</u>	Unkn
	C-02467-TU00DR98-3003		Lean tehokkuuden kulmakivenä 5op	5	<u>1</u>	Unkn

## Printing course information

Open the details of the course implementation in the study search or in your study plan view, and select **Download PDF** at the bottom left of the pop-up window.

## Transfer of study credits

Your course grades are automatically transferred from the organizing university to TAMK (your home university), and you can see them in your Pakki. The credits of possible parts of the course will not be transferred separately. If necessary, you can see them in the study administration system of the university offering the course.