

Student, are you applying for credit transfer for previously acquired competence?

This quick guide will help you fill in your eAHOT application, including partial accreditation.

This guide is for previously acquired competence.

- The quick guide will help you fill in the eAHOT application for competencies acquired elsewhere than formal higher education.
- You can apply for recognition on the basis of prior competence if you have acquired your knowledge in a way other than through higher education: e.g. work experience, leisure activities, goal-oriented sports.
- **You must always prove your competence.** When your application is processed, you will be informed of how to do this. It is your responsibility to demonstrate your competence (e.g. with a report/exam/portfolio). The assessment of the demonstration is the responsibility of course teacher.
- Please attach a certificate to your application, if you have one.
- Please note that, generally, the number of credits for your degree may not be exceeded through the recognition of previous studies or competences.
- You can submit more than one previous competence or study in the same application. In this case, the handler for each part will be selected separately.
- **Please fill in the application form correctly and with sufficient information!**

Guiding and instructions for filling in the eAHOT application

- Plan your credit transfers. Compare your knowledge with the learning outcomes of the course, which you can find in the curriculum.
- Before filling in the eAHOT application, discuss with your course teacher or subject area teacher about the possibility of completing the course with a credit transfer and a demonstration of competence. If the course information or other guidance explains how the competence can be demonstrated and you have the required competences, you can submit the application straight to the teacher.
- **The application for previously acquired competence is sent to the course teacher!**
- Your teacher tutor or student counsellor in your degree programme can guide you with credit transfers.
- If you need help filling in the application, the [Service Point](#) will help you.
- If you have technical difficulties with the eAHOT form, please contact peppi@tuni.fi.

The eAHOT form has info texts to guide you through the application process. The info texts can be found behind “i” icons. Hover your mouse over the icon and you will see instructions * Description ⓘ for filling in the relevant field.

Here you can write additional info part of another degree or as a single course or your skills.

STUDENT: HOW TO FILL IN AN eAHOT APPLICATION IN PAKKI FOR PREVIOUSLY ACQUIRED COMPETENCE



Credit transfer (eAHOT)

Applications (49) Pre-applications (1) Attachments (0)

New application

Check the basic information and fill the information of the guidance discussion. If you are applying for credit transfer to free-choice studies, you can mark the guidance discussion as having taken place on the date of your application with your student counsellor.

Name	ANSKU TESTINEN
Student ID	2405103
Email	ansku.testinen@tuni.fi
Degree program	MP
Office	TAMK Mediapolis
Arrival group	
Specialisation option	
The scope of the degree	240.0
Completed	3.0
The scope of the performance	237.0
Start date of studies	01.01.2024
End date of studies	31.12.2027

Guidance discussion

* Date

* With whom the guidance discussion has been had

Choose..

Additional information

Save draft and start filling out application

Cancel

1. First, click here...

2. ... and then here.

3. Fill in the details of the guidance discussion and save.

Before applying for credit transfer, you'll need to discuss with the course teacher about the possibility of completing the course with previously acquired competence, as it is a process to be agreed with the teacher/subject area teacher.

If you are unsure whether you need to have a guidance discussion, please contact your teacher tutor or student counsellor.

4. The application draft opens. Scroll down the page and add the place of performance next.

5. First, choose the type of place of performance:

Educational institute: competence from other than higher education institute.

Work experience: competence from e.g. summer job.

Other: competence from e.g. leisure activities or hobbies.

Fill in the rest of the information.

Add an attachment and save.

In the field *The competences acquired compared to the competence goals* you should describe how your competence matches the learning outcomes of the course. In addition, describe what is the competence like and where have you gained it (e.g. from work, hobbies).

An attachment will prove your competence. Add a document or certificate if you have one, e.g. work certificate. If you are applying for partial accreditation, add a transcript of records.

Add a place of performance

Type

☐ Educational institute

☒ Work experience

☐ Other

Place of performance type

No select

Employer / other

No select

☐ The employer can not be found in the menu

Job title / other

in Finnish

In English

Description

The competences acquired compared to the competence goals

Attachments

+ Choose files

Drop files here

Save

Cancel

6. When you want to apply for credit transfer with competence, choose "Add previously acquired competence".

Studies or competences

Select "Add previously completed study" if you want to accreditate studies you have previously completed at another high school, such as work experience, or if you want to apply for partial accreditation. Select "Apply for exemption" if you want to apply for exemption.

+ Add previously completed study

+ Add previously acquired competence

+ Apply for exemption

7. Choose whether to apply for compensation (replacement) or for inclusion.

Compensation/replacement is the more typical choice.

In the case of compensation, studies of the TAMK curriculum are replaced by competence acquired previously, partially or fully. The studies can be basic or professional studies or free-choice studies.

NB! If you are applying for a partial credit transfer with a previously completed higher education study, it is a case of credit transfer for competence.

In inclusion, your competence does not necessarily directly replace a course of the TAMK curriculum, but is included as such in your PSP.

Degree programmes have their own practices regarding the inclusion of competences (e.g. summer work experience for elective studies); ask your teacher tutor for advice if necessary.

Add previously acquired competence

Select the credit transfer type you want to apply for. In inclusion, the previously completed study or competence is transferred as such (name and scope your student counsellor whether this is an inclusion or a replacement).

Credit transfer type

None selected

* Choose handler

Choose..

PREVIOUSLY ACQUIRED KNOWLEDGE

+ Add knowledge

No previous study attainments/knowledge

Select credit transfer type

When applying for compensation/replacement, send your application to the course teacher.

When applying for inclusion, send your application to your teacher tutor.

Then, add information about your competence (next slide).

8. Fill in the details of your previous knowledge and competence.

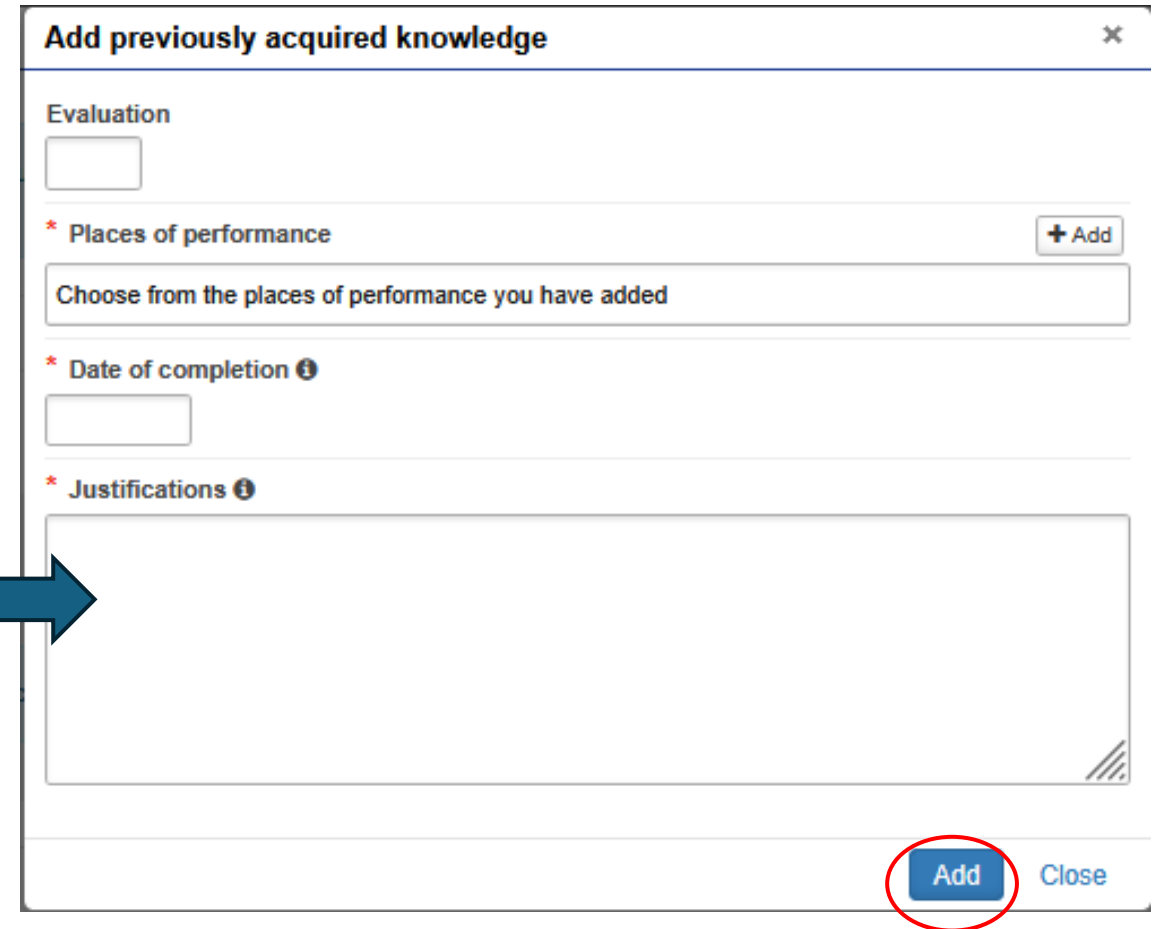
The *Places of performance* section will offer you to choose the place of performance you filled in earlier in the application.

You do not need to fill in the evaluation, if it is, for example, a case of work experience or hobbies.

In *Justifications*, you can copy what you wrote previously in *The competences acquired compared to the competence goals*, and add other things that can help process your application.

If you are applying for a partial credit transfer with a previously completed higher education study, add in *Justifications* to which part of the study you are applying to accreditate. Also fill in the *Evaluation* in this case.

Finally, click Add.



Add previously acquired knowledge ✕

Evaluation

*** Places of performance** + Add
Choose from the places of performance you have added

*** Date of completion ⓘ**

*** Justifications ⓘ**

Add Close

9a. If you are applying for a compensation: choose the course from your PSP that is being substituted.

9b. If you are applying for inclusion: select the study module in which you wish to include the competence (e.g. elective studies).

PREVIOUSLY ACQUIRED KNOWLEDGE

▼

Evaluation

* Places of performance

Work experience: Employer name - Job title

* Date of completion

STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT

Choose from the studies in PSP ⓘ

▼ Instrumental Skills	20 ECTS	+
☐ ⓘ Instrumental Skills 1 (15 EC...	15 ECTS	+
☐ ⓘ Accompaniment Instrument...	5 ECTS	+
▼ Music Theory, History and Tech...	35 ECTS	+
☐ ⓘ Music Perception, Analysis ...	15 ECTS	+

Studies selected to application

Drag and drop a course or courses from your PSP into the "Studies selected to application" field from the arrow icon. Save.

LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP

Place the studies/knowledge to be attained in the PSP structure.

Job title

Select study module...

10. Check the information and submit your application.

Your application now has all the information needed. **Please double-check that you have filled in all the information needed and correctly!** If your application needs to be completed or corrected, the handler will return it to you. You will be informed of this by e-mail.

« Return to the list of applications
2405103_14.01.2025_2

1. Basic information ☒ Added

2. Place of attainment and knowledge ☒ Added

3. Send application ☐ Unfinished

4. Application

Draft The application is in draft-mode until you submit it to your supervisor