

Student, this quick guide to credit transfers will help you fill out your credit transfer application in eAHOT.

This quick guide is for credit transfer for studies completed elsewhere.

- This quick guide will help you step by step to fill in your eAHOT application.
- It is important that all aspects of your application are completed correctly. The information you fill in will be transferred as such to your PSP once your application has been approved by the application processor.
- Please note that, as a general rule, the number of credits for your degree may not be exceeded by studies completed at other higher education institutions or by studies at TAMK which are included in elective studies.
- It is particularly important to spell the name of the course and the place of performance correctly. Please record the extent (credits) and date of completion (date of completion of the course on the transcript of records) of the course correctly.
- You can find the English name and the correct spelling of the course in the transcript of studies, in the university curriculum or in My Studyinfo.

Where can I get guidance and advice on how to apply for eAHOT?

- Plan the credit transfers you are looking for. Your teacher tutor or student counsellor in your degree programme will guide you with the matter. A guidance discussion is important if you have a lot of previous higher education studies and are applying for admissions to basic and professional studies.
- When you are applying for credit transfers to elective studies, a guidance discussion with your student counsellor is not required.
- You can find the processor to whom you send your eAHOT application on [this Excel sheet](#) (requires tuni login).
- If you need help filling in your application, the [Service Point](#) will help you.
- If you have technical difficulties with the eAHOT application, 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 for filling in the relevant field.

* Description 

Here, you can write additional information about the course, for example, if you have completed part of another degree or as a single course or your skills.

i

STUDENT: HOW TO MAKE AN E-AHOT APPLICATION IN PAKKI

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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	IMP
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

Additional information

Save draft and start filling out application Cancel

1. Click here first...

2. ... and then here.

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

A guidance discussion is necessary if you have a lot of previous higher education studies.

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

In the case of elective studies, a guidance discussion is not required. In this case, please fill in the date of application and the name of your student counsellor on your application form.

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

▼ Places of performance

+ Add place of performance

5. When adding the place of performance, please make sure that the name of the institution is spelled correctly. Add an attachment and save.

For example, tell here whether the course is part of another degree or a single course, or other general information about the course.

An attachment will prove your studies - attach your transcript of records to your application or include a link to My Studyinfo and a pdf file of your studies. The transcript must include your personal details. You may be asked to provide an original transcript of your studies.

6. If you want to credit transfer a course or study module completed at another higher education institution, select "Add previously completed study".

▼ Studies or competences

Select "Add previously completed study" if you want to accreditate studies you have previously completed at another high 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

Add a place of performance

* Type

- ☒ Educational institute
☐ Work experience
☐ Other

Place of performance type. ⓘ

No select

* Place of performance

No select

☐ The place of performance cannot be found in the menu

Name of the study

in Finnish

In English

* Description ⓘ

* The competences acquired compared to the competence goals ⓘ

Attachments ⓘ

Save

Cancel

NB! If you are applying for **partial** accreditation with a previously completed study, choose "Add previously acquired competence" and add in the study's details.

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

Inclusion is the more typical choice. In this case, the course does not necessarily directly replace a course of the TAMK curriculum, but is included as such in your PSP. When you are applying for credit transfers to elective studies, it is always an inclusion.

In the case of a compensation, all or a part of the studies in the TAMK curriculum are replaced by studies completed elsewhere.

You can find the application processor (handler) in [this Excel list](#).

Add a study module or study which you want to accreditate.

Add previously completed study

i Select the credit transfer type you want to apply for. In inclusion, the previously completed study or competence is transferred as such (study) in the TAMK curriculum. If necessary, you can check with your student counsellor whether this is an inclusion or a replacement.

* Credit transfer type

None selected



* Choose handler

Choose..

PREVIOUSLY COMPLETED STUDIES

+ Add study module

+ Add study

⚠ No previous study attainments/knowledge

i Select credit transfer type

8. Fill in the details of your studies completed elsewhere.

Enter the name of the course in English and Finnish. In the English title, capitalise the first letters of the subject headings (write prepositions, articles, etc. in lower case).

Enter the amount and type of course credits, language of instruction, evaluation, place of performance and date of completion.

Note! Do not make up your own information or rely on your memory when writing down information about the study! The information you enter on your application will appear in your transcript!

Check the course details in your transcript, My Studyinfo, the curriculum of the higher education institution, the study guide or any other reliable source of information. In particular, check that the date of completion is as shown on your transcript of records!

In the Justifications, you can write down things that will help the processor process your application and to place the course in the desired position in your PSP.

Finally, press "Add".



Add previously completed study



ID ⓘ

* Name

in Finnish

In English ⓘ

* Course credits

Type of credits

* Language of instruction

* Evaluation

* Places of performance



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 basic or professional studies in your PSP that is being substituted by a course you have already completed.

This means that the course you have previously completed will now replace the basic or professional course in your PSP.



PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

Open all Close all

Course

STUDIES FOR WHICH CREDIT TRANSFER IS SOUGHT

Choose from the studies in PSP

Instrumental Skills	20 ECTS	+
Instrumental Skills 1 (15 ECTS)	15 ECTS	+
Accompaniment Instrument as a Tool ...	5 ECTS	+
Music Theory, History and Technology	35 ECTS	+
Music Perception, Analysis and Histor...	15 ECTS	+
Music Perception, Analysis and Histor...	15 ECTS	+
Music Perception and Analysis 3 (5 E...	5 ECTS	+
Pedagogical Knowledge	40 ECTS	+
The Basics of Teacher Profession and...	5 ECTS	+
Science in Education and Foundation ...	5 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.

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

LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP

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

Course

Select study module...

Preview PSP

10. Submit your application.

Your application now has all the information you need. If your application needs to be completed or corrected, the processor 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 in progress

Open all

Close all

Modify the information of the guidance discussion

Modify additional information

Submit application

Delete application

Draft

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