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.

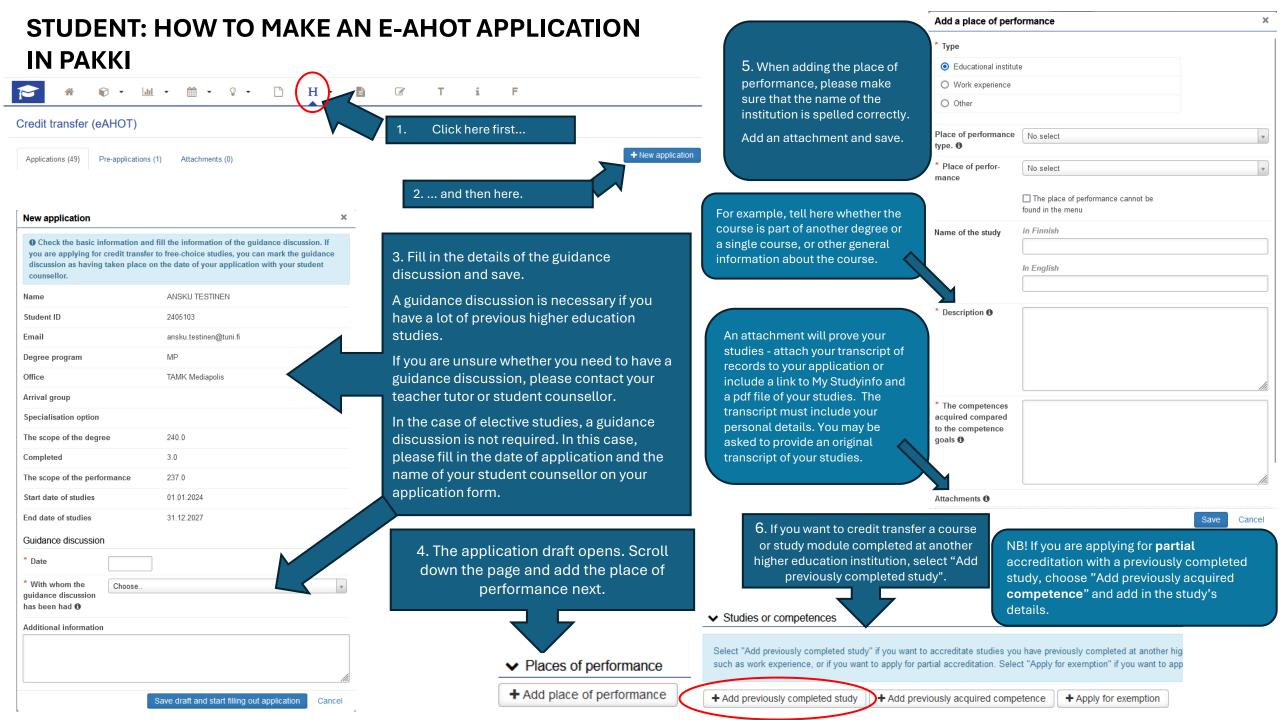
Where can I get guidance and advice on how to apply for eAHOT?

- 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 <u>Service</u> <u>Point</u> 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

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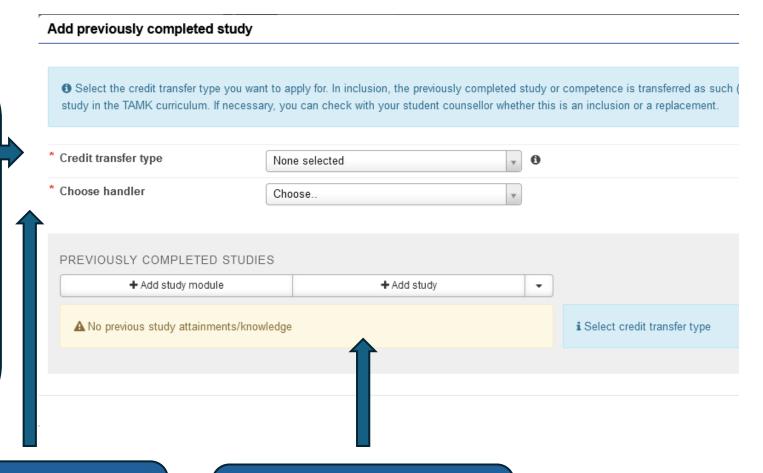
H(e, u can write additional int part of another degree or as a si course or your skills.



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 Excellist.

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

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.

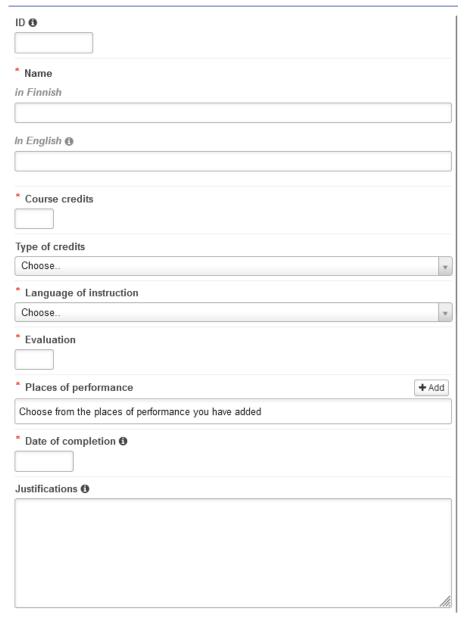
Note! Do not make up your own information or rely on your memory when writing down information about the study! The information you enter on your application will appear in your transcript!

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.

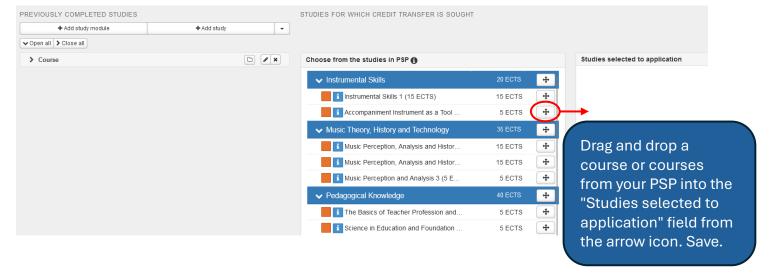
Finally, press "Add".

Add previously completed study



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.



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.

