

UNIVERSITY OF OULU

Faculty to which the application is made:
(Please use one form for each faculty)

RPL APPLICATION FORM

RPL FOR PREVIOUS FORMAL EDUCATION (university, university of applied sciences/polytechnic, open university)

1. Personal details (to be filled in by student)

Name	Degree programme / Master's programme / Major subject / Study orientation / Specialization / Field of study		Minor subject(s)
Street address	Postal code	City	
Student number	Year of entrance	E-mail address	Phone number

2. Credits awarded by another institution (see end of Section 2 for required attachments)

To be filled in by student

To be filled in by RPL Assessor

Original credit	Extent	Grade	I wish to apply for recognition of prior learning for the following units:	Extent	Decision made by RPL Assessor.	Grade	Additional coursework required for credit recognition
Title, date and language of course or study module Awarding institution and country	For example, ECTS Credits	For example, 1-5 or pass	Course or study module or Degree/Degree programme/Subject	ECTS Credits	Detailed reason/s for the decision made will be given in Section 3 below.	1-5, pass or satisfactory/good/excellent	(For example, portfolio/interview / demonstration / examination /assignment/other coursework)
Description 1: Title and code of course or study module: Date of passing and language of instruction: Awarding institution and country:			Title and code of course or study module: or Degree/Degree programme/Subject:		<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with additional coursework <input type="checkbox"/> Rejected		
Description 2: Title and code of course or study module: Date of passing and language of instruction: Awarding institution and country:			Title and code of course or study module: or Degree/Degree programme/Subject:		<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with additional coursework <input type="checkbox"/> Rejected		
Description 3: Title and code of course or study module: Date of passing and language of instruction: Awarding institution and country:			Title and code of course or study module: or Degree/Degree programme/Subject:		<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with additional coursework <input type="checkbox"/> Rejected		
Additional information:							

I hereby certify that the above information true: Place _____ Date _____._____.20____ Applicant's signature: _____

ATTACHED COPIES OF CERTIFICATES, TRANSCRIPTS OF RECORDS AND OTHER OFFICIAL DOCUMENTS MUST BE CERTIFIED.

- REQUIRED ATTACHMENTS:
1. Institution information (RPL Attachment 1A, final page of this document)
 2. Documentation of education (such as certified copies of certificates and transcripts of records). Titles of programmes/courses must be provided in English.
 3. Course descriptions, containing information on course content, learning outcomes and credits. If a description is not available in Finnish, Swedish or English, the applicant must provide one in English.
 4. Applicants with a completed degree must attach a certified copy of the Diploma or Certificate and, at least, the title of the degree earned in English (contained, for example, in the Diploma Supplement). If the degree certificate is not available in Finnish, Swedish or English, the applicant must provide a translation in English.

3. Explanatory notes by RPL Assessor:

To be filled in by RPL Assessor / Degree programme committee

To be filled in by Registrar:

	Explanation for acceptance: what to record in the study register: code, title and extent of course/study module, and type of RPL credit (credit transfer, substitution, inclusion)	Reason(s) for rejection	Signature of RPL Assessor Information to the RPL Assessor: the student is required to deliver the original application and decision, together with ALL ATTACHMENTS, to the faculty's Student Services. As date, the Assessor enters the day when the student is notified of the decision.	Recorded in the Oodi study register (date)	Signature of Registrar and name in block letters
Description 1:	code: _____ title: _____ extent: _____ type of RPL credit: _____		Place _____ Date _____._____.20_____ _____ title and name in block letters:		
Description 2:	code: _____ title: _____ extent: _____ type of RPL credit: _____		Place _____ Date _____._____.20_____ _____ title and name in block letters:		
Description 3:	code: _____ title: _____ extent: _____ type of RPL credit: _____		Place _____ Date _____._____.20_____ _____ title and name in block letters:		
Additional information:					

If the student is dissatisfied with the decision, he/she may submit an informal written request for rectification to the faculty's Chief Academic Officer (CAO) within 14 days of receiving the decision. Having received a request, the CAO forwards it to the RPL Assessor. Without undue delay, the RPL Assessor provides a written response to the request. If the student is dissatisfied with the response, he/she may present a written request for rectification to the university's Examination Board within 14 days, using the RPL 2 Form. Failure to appeal for rectification within the stated time period means that the decision will remain effective, and the RPL credits the student may have been granted will be recorded accordingly. Together with the attachments, the form must be sent to the University of Oulu Registry Office. In addition, the student must submit a copy of the RPL 2 Form and its attachments to the faculty's Chief Academic Officer. The Examination Board will consider the request for rectification and render a decision in writing without undue delay. This decision is final and cannot be challenged. (University of Oulu Education Regulations, § 27) **If the application is rejected or additional coursework is required, a copy of the decision will be mailed to the student. An accepted application will be recorded in the Weboodi study register.**

Form title: RPL Attachment IA, Institution information

Student information

To be filled in by student

Name	Student number
------	----------------

Institution information

To be filled in by student

Name of institution or university (in English and in original language)	Country *	Language of studies
Address of institution	Time of studies start date: ____ / ____ 20____ end date ____ / ____ 20____	
Extent of studies or degree (ECTS credits, for example)	Exchange programme **	
Title of completed degree (in English and in original language)	Level of degree ***	Date of graduation
Additional information:		

* For studies conducted abroad

** For studies completed on exchange

*** In Finland, for example, secondary, upper secondary, vocational college, first stage of tertiary education, second stage of tertiary education
Level of degree completed abroad; for example, high school, university of applied sciences/polytechnic, university.