

UNIVERSITY OF OULU

Faculty to which the application is made:

(Please use one form for each faculty)

RPL APPLICATION FORM

RPL FOR INFORMAL AND NON-FORMAL LEARNING

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

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

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 (e.g. open college/ adult education center/folk high school) using RPL Attachment 1B (final page of this document)
2. Documentation on completed studies/courses (such as a certified copy of a transcript 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. Other relevant documentation to establish equivalent learning.

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 Regulations for Education, § 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 IB, Institution information**Student information**

To be filled in by student

Name	Student number
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Institution information

To be filled in by student

Name of institution/organization (in English and in original language) *	Country **	Language of studies
Address of institution/ organization	Time of studies start date: ____ / ____ 20____ end date ____ / ____ 20____	
Extent of studies (ECTS credits, for example)	Level of learning/studies ***	
Additional information:		

* Name of institution, organization, school, university, etc.

** For studies completed on exchange

*** Specify level of preceding non-degree/supplementary studies, e.g., continuing education, in-service training, hobby activities, association activities, studies at adult education center/folk high school, etc.