



eRPL of large entities

Students' guidelines for eRPLing of exchange studies and
other large entities

Education Development Services

Updated 24 June 2024

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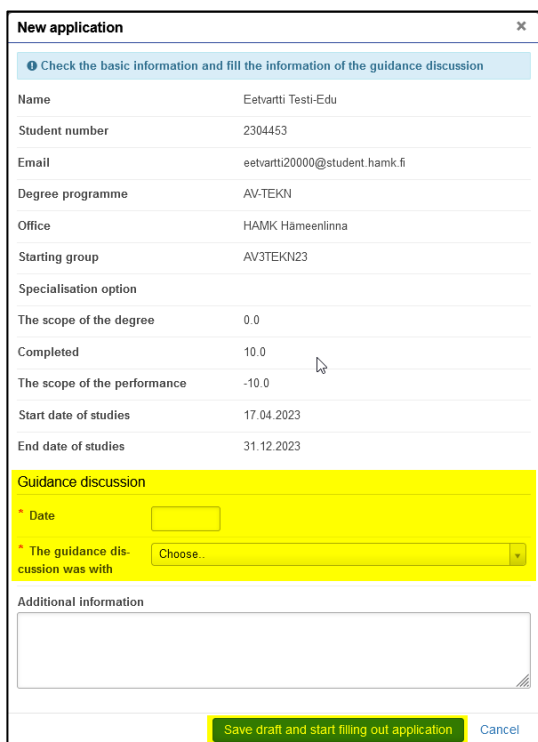
Credit transfer of exchange studies and other large entities

- Log in to [Pakki](#)
- Select **ERPL**
- Select **New application**



The screenshot shows the top navigation bar of the ERPL system with 'ERPL' selected. Below it, the 'Credit transfer (eAHOT)' section is visible, containing buttons for 'Applications (31)', 'Pre-applications (3)', and 'Attachments (0)'. Two prominent buttons are labeled '+ New application' and '+ New pre-application'.

- Check that your data is correct and add the date of guidance discussion with the guidance counsellor and the name of the counsellor. Add additional information if necessary.
- Select **Save draft and start filling out application**



The 'New application' form is displayed with the following fields and values:

Name	Eetvarti Testi-Edu
Student number	2304453
Email	eetvarti20000@student.hamk.fi
Degree programme	AV-TEKN
Office	HAMK Hämeenlinna
Starting group	AV3TEKN23
Specialisation option	
The scope of the degree	0.0
Completed	10.0
The scope of the performance	-10.0
Start date of studies	17.04.2023
End date of studies	31.12.2023

The 'Guidance discussion' section is highlighted in yellow and includes:

- * Date:
- * The guidance discussion was with:

At the bottom, there is an 'Additional information' text area and two buttons: 'Save draft and start filling out application' and 'Cancel'.

Under the **Places and attachments** option, click **Add place of performance**



The screenshot shows a dropdown menu titled 'Places and attachments' with a button labeled '+ Add place of performance' highlighted by a mouse cursor.

Add the place of performance information

- Type: Educational institute
- Type of organisation:
 - **Foreign University**, in case of exchange studies or a larger entity in previous studies at a foreign higher education institution
 - **University of applied sciences** or **University**, in case of a larger entity in a **Finnish** higher education institution
- Place of performance: select the correct Uni or UAS from the menu.
- Name of the education: **In Finnish** and **In English** fields write in English if the studies have no official Finnish translation.
 - **Exchange studies**, in the case of exchange studies
 - **The name of the degree programme/Transcript of Records/etc.**, in case of a larger entity in a previous higher education institution before studies at HAMK
- Description: Describe the entity with a few words
- Attachments: add a Transcript of Records or a Certificate/Diploma
- Save



The screenshot shows a web form titled "Add a place of performance". The form contains the following fields and options:

- Type:** Radio buttons for "Educational institute" (selected), "Work experience", and "Other".
- Type of organisation:** A dropdown menu with "Foreign University" selected.
- Place of performance:** A dropdown menu with "Technische Hochschule Deggendorf, Germany" selected. Below it is a checkbox "The place of performance is not on the list" which is unchecked.
- Name of the training:** Two text input fields. The first is labeled "In Finnish" and contains "Exchange Studies". The second is labeled "In English" and also contains "Exchange Studies".
- Description:** A large text area with the placeholder "Short description".
- Acquired competence compared to the learning outcomes:** A large text area.
- Attachments:** A section with a "+ Choose files" button and a list of files. One file, "test_Transcript_Of_Records.pdf", is listed with a "Cancel" button next to it.

At the bottom of the form are "Save" and "Cancel" buttons.

Under the **Studies and competences** option, select **Add previously completed study**




The screenshot shows a dropdown menu titled 'Studies or competences'. Below the title is a light blue instruction box: 'N.B. Select Add previously completed study when you are applying for credit transfer of previously completed higher education studies. Use Add previously acquired competence for work experience, skills demonstrations.' Below this are three buttons: '+ Add previously completed study' (highlighted in yellow), '+ Add previously acquired competence', and '+ Apply for exemption'.

For the **Credit transfer type**, please ask the guidance counselor of your education, if needed:

- **Inclusion**, for exchange studies
- **Replacement**, for a degree

Select handler: Choose your Guidance Counsellor

Click **Add study module**

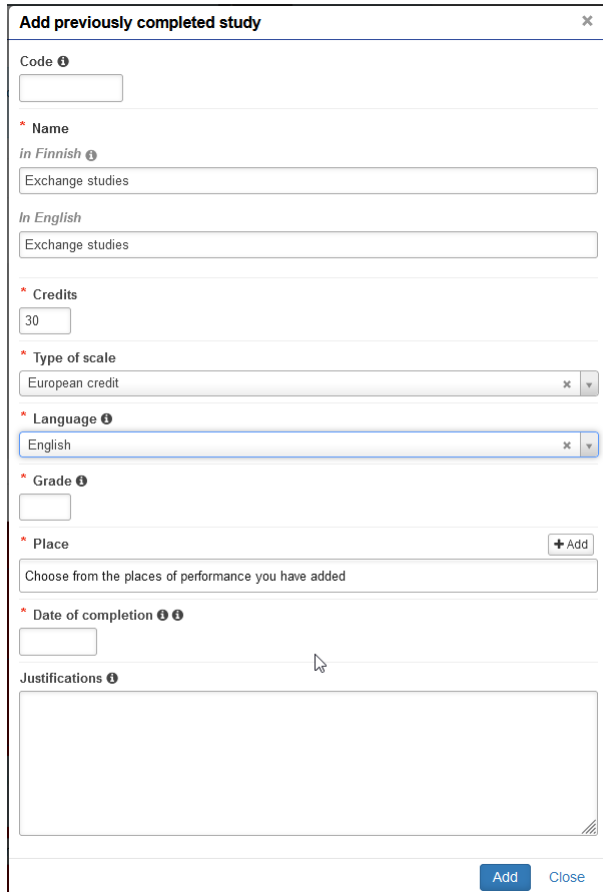


The screenshot shows the 'Add previously completed study' form. It includes a header with instructions: 'N.B! All handlers will see attachments on this page (eg diploma), so if you want to put more detailed information on the study you are requesting for credit transfer you can do it on the next page (eg course description). If you're requesting credit transfer of competence relating on your previous qualification, prepare for submitting your original or certified copy of the diploma on your guidance discussion.' The form has several sections: 'Credit transfer type' with a dropdown menu (set to 'Inclusion'), 'Select handler' with a dropdown menu (set to 'Christina Pyyti'), 'PREVIOUSLY COMPLETED STUDIES' with an '+ Add study module' button, and 'LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP' with a text area and a 'Place the studies/knowledge to be attained in the PSP structure.' label. There is also a 'Preview PSP' button and 'Save' and 'Close' buttons at the bottom right.

- Add the details of the module. Be careful with spelling, as the data will be transferred to your Transcript of Records as they are.
 - Code: remains blank
 - Name: **Exchange studies** or the name of the Study module or Degree programme depending on which kind of entity application concerns. **In Finnish** and **In English** fields write in English if the study has no official Finnish translation.
 - Credits: amount of the credits applied entity
 - Type of scale: Choose the originally used scale. European credit means ECTS
 - Grade: Study module grade, Degree programme average (if exists), or just **Approved**, if counted average does not exist. Depending on which kind of entity application is concerned.
 - Language: language of instruction
 - Place: Choose from the places of performance you have added previously

- Date of completion: date of Study module assessment day or a date of Transcript of records

- **Click Add**



Add previously completed study [x]

Code ⓘ

* Name

in Finnish ⓘ

Exchange studies

In English

Exchange studies

* Credits

30

* Type of scale

European credit [x] v

* Language ⓘ

English [x] v

* Grade ⓘ

* Place [x] Add

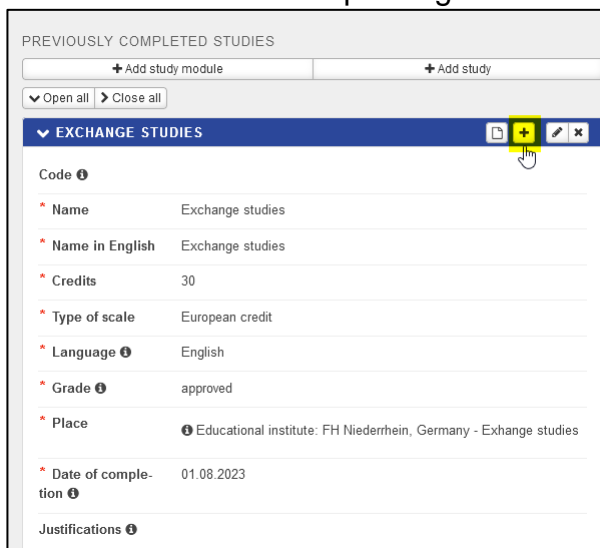
Choose from the places of performance you have added

* Date of completion ⓘ ⓘ

Justifications ⓘ

Add Close

- **Click the plus sign next to the entity's name**



PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

Open all Close all

EXCHANGE STUDIES [x] + [x] [x]

Code ⓘ

* Name Exchange studies

* Name in English Exchange studies

* Credits 30

* Type of scale European credit

* Language ⓘ English

* Grade ⓘ approved

* Place ⓘ Educational institute: FH Niederrhein, Germany - Exchange studies

* Date of completion ⓘ 01.08.2023

Justifications ⓘ

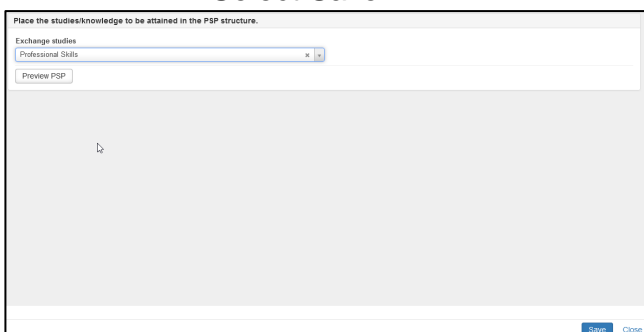
- Add the details of an individual course of the entity as they appear on the Transcript of Records. Enter the name of the course in Finnish if it has a Finnish name. If the study unit does not have a Finnish name, enter the name in English in the In Finnish field. Be careful with spelling, as the data will be shown on your Transcript of Records as they are. The code field will be left empty.

- Click **Add**



- Re-select the plus sign next to the entity's name to add more courses until you have recorded all of the studies the module/entity
- **Inclusion:** Select the module of the PSP you have agreed on with the Guidance Counselor from the menu under the headline **Place the studies/knowledge to be attained in the PSP structure**
- **Replacement:** Select the module of the PSP you have agreed on with the Guidance Counsellor from the menu under the headline **Choose from the studies in PSP**

- Select **Save**



The completed application contains the information of the extensive entity and the individual courses of the entity as **Child studies**:

PREVIOUSLY COMPLETED STUDIES

+ Add study module + Add study

Open all Close all

EXCHANGE STUDIES + ✓ ✕

Code

* **Name** Exchange studies

* **Name in English** Exchange studies

* **Credits** 30

* **Type of scale** European credit

* **Language** English

* **Grade** approved

* **Place** Educational institute: FH Niederrhein, Germany - Exchange studies

* **Date of completion** 01.08.2023

Justifications

STUDY MODULES CHILD STUDIES

Name of a Course 1 ✓ ✕

Code

* **Name** Name of a Course 1

* **Name in English** Name of a Course 1

* **Credits** 2

* **Type of scale** European credit

* **Language** English

* **Grade** 2

* **Place** Educational institute: FH Niederrhein, Germany - Exchange studies

* **Date of completion** 23.07.2023

Justifications

Name of the Course 2 ✓ ✕

Code

* **Name** Name of the Course 2

* **Name in English** Name of the Course 2

* **Credits** 15

* **Type of scale** European credit

* **Language** English

* **Grade** 3

* **Place** Educational institute: FH Niederrhein, Germany - Exchange studies

* **Date of completion** 27.07.2023

Justifications

Name of the Course 3 ✓ ✕

Code

* **Name** Name of the Course 3

* **Name in English** Name of the Course 3

* **Credits** 13

* **Type of scale** European credit

* **Language** English

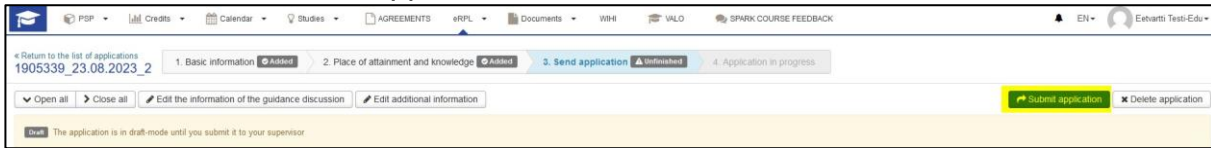
* **Grade** 1

* **Place** Educational institute: FH Niederrhein, Germany - Exchange studies

* **Date of completion** 02.08.2023

Justifications

- **Submit the application**



- Once the Guidance Counsellor has approved the application
 - the study performance is visible in the PSP as a module



- the study performance is visible on the Transcript of Records as a module and as studies

Professional Skills	53 cr			
Exchange Studies	30 cr	s1	HYV	25.08.2023

Inclusions

s1 = Exchange Studies, 1.8.2023, FH Niederrhein, Germany
 Name of the Course 1, 23.7.2023, FH Niederrhein, Germany
 Name of the Course 2, 27.7.2023, FH Niederrhein, Germany
 Name of the Course 3, 2.8.2023, FH Niederrhein, Germany