

A degree student applies for recognition of learning

These instruction applies to open studies offered by the Open University of University of Oulu, as well as studies completed at the University of Oulu's partner institutions (e.g. the Summer University of Northern Ostrobothnia). The normal recognition of learning process is used in evaluating open studies completed at other higher education institutions.

The attending undergraduate student of the University of Oulu must primarily participate in the normal teaching offered by his/her own faculty. Studies completed at the Open University (with the right to study at the Open University) can be copied to the degree studies or a student can apply recognition of learning. Studies completed at the Open University must be included in the personal study plan (PSP). If necessary, the student should contact the education designer of the degree program regarding updating PSP.

Note! There are faculty-specific differences in the free choice studies and the minor studies. Studies can be copied according to the faculty's curriculum. Ask from the Academic Affairs Services if your completed studies can be copied or should you submit a recognition of learning application.

Below is information on how to register open university studies to the right study rights in Peppi.

- There is a course included in the degree at PSP, but the student has completed the same equivalent course at an open university
- There is an open university course at PSP, and the student has completed the same equivalent course at an open university
- There is not a course at PSP equivalent to an open university course that the student has completed
- There is a completed course at PSP equivalent to an open university course, the student wants to improve this course with a completed open university course

There is a course included in the degree at PSP, but the student has completed the same equivalent course at the Open University

- Studies completed at the Open University can be copied to degree student study right.
- Copying is made by the Academic Affairs Services. Contact the Academic Affairs Services by email and inform the completed studies you want them to copy and your current degree study right. Check Academic Affairs Service's contact information [here](#).

There is an open university course at PSP, and the student has completed the same equivalent course at the Open University

- Studies completed at the Open University can be copied to degree student study right.
- Copying is made by the Academic Affairs Services. Contact the Academic Affairs Services by email and inform the completed studies you want them to copy and your current degree study right. Check Academic Affairs Service's contact information [here](#).

There is not a course at PSP equivalent to an open university course that the student has completed

- The student applies **inclusion** and sends the application to **the person responsible for the degree program**. The process is normal inclusion process. Read more information about [applying for inclusion](#).
- Please check the name of your Degree Programme Director from Patio: [Programmes, programme directors and education designers](#) (login with your O365 account).
- By default, studies are transferred to external studies module in the PSP. Contact the education designer of your degree programme regarding updating PSP.

Add previously completed study ✕

ⓘ NB! Check the name of the handler to whom you are sending your application. If you are applying for a replacement for a course in your PSP, send the application to the Responsible Person of the course. If you are applying for an inclusion, send the application to your Degree Programme Director.

* Credit transfer type

Inclusion ▼ ⓘ

* Choose handler

Choose.. ▼

Here are instructions how to add several course.

- Add studies to application as in the instructions for [inclusion](#). After adding the first course and choosing the place in PSP, click **+Add study**.

The screenshot displays a web application interface for managing studies. On the left, under 'PREVIOUSLY COMPLETED STUDIES', there is a table with details for a 'Test course'. The details include: Course code B2, Name 'Testi opinto', Name in English 'Test course', Course credits 5, Type of credits 'ECTS credit, 27 hours work', Language of instruction 'Finnish', Assessment (full numbers or pass, no decimals) 5, Places of performance 'Educational institute: University of Oulu', and Date of completion '06.10.2022'. A red box highlights the '+Add study' button in the top right of the 'PREVIOUSLY COMPLETED STUDIES' section. On the right, under 'LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP', there is a section titled 'Place studies to be included in structure'. It shows a dropdown menu with 'Other Studies' selected and a 'preview PSP' button. At the bottom right, there are 'Save' and 'Close' buttons.

- Add details and choose the place in PSP. Add as many studies as needed. Then click **save**.
- Submit the application by clicking **submit application** in the top-right corner of the screen.

There is a completed course at PSP equivalent to an open university course, the student wants to improve this course with a completed open university course

- If the student has already completed a course and completes it again (at her/his own expense) as an open university course and gets a better grade, i.e. improves the grade.
- Studies completed at the Open University can be copied to degree student study right.
- Copying is made by the Academic Affairs Services. Contact the Academic Affairs Services by email and inform the completed studies you want them to copy and your current degree study right. Check Academic Affairs Service's contact information [here](#).
- The education designer of the degree programme or education assistant marks the full-time education course as deleted from the reporting.