

# Double degree students

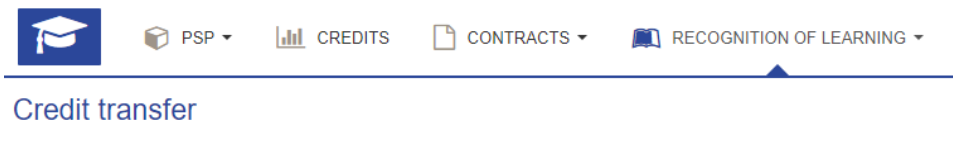
Here you will find information how as a double degree student you can include your previous studies to your study right.

Inclusion refers to the inclusion of studies completed at another Finnish or foreign university as an integral part of a degree programme, in which case equivalence of contents is not required but the studies must be at a level that complies with the curriculum and they must correspond to the learning competencies required in the degree programme. A course or study module completed elsewhere is accepted into the degree programme as it is.

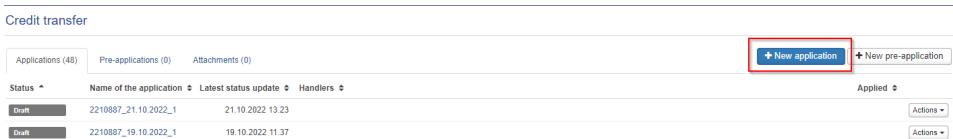
Send inclusion application to your Degree Programme Director.

Anything on the application marked with an red asterisk \* are mandatory.

1. Move to the Recognition of Learning function on the toolbar by clicking the book icon.



2. Click **new application**.



3. Fill in the guidance discussion information if necessary. In this discussion it is checked that you can apply recognition of learning with your previous studies or knowledge.

You can discuss about your credit transfer with for example PSP counselor, degree programme's Education designer, Tutor teacher or other person in charge from your Faculty.

If you had a guidance discussion, fill in the date of the guidance discussion and the person you had the discussion with. If you want, you can write additional information for example the content of the discussions or agreements made during the discussion.

If you didn't have a guidance discussion, leave the fields empty.

Guidance discussion

Date

With whom the guidance discussion have been had

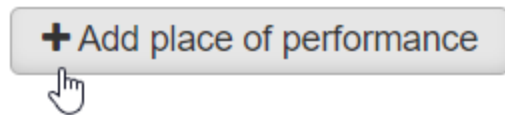
Additional information

4. Click **save draft and start filling the application**.

1. Click **+Add place of performance** button under title Places of performance

## ▼ Places of performance

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### 2. Choose type **Educational institute**.

Choose place of performance type **Foreign Higher Education Institutions**.

Choose place of performance **The university where you completed your studies**.

You can write the name of the degree programme to Name of the study or leave the field empty.

If you want, you can write a more detailed description in the description fields.

**Add a transcript of records as an attachment.**

**Click save.**

## Add a place of performance



### \* Type

☒ Educational institute

☐ Work experience

☐ Other

### \* Place of performance type

Foreign Higher Education Institutions

### \* Place of performance

None selected

☐ The place of performance cannot be found in the menu

### Name of the study

*in Finnish*

*In English*

### Description

### The description of knowledge to be acquired compared to objectives

### Attachments

+ Choose files

Drop files here

Save

Cancel

- If you can't find your university in the menu, mark **the place of performance cannot be found in the menu** and write the name of the university to **Name of the place of performance** field in the original language and in English.

### Add a place of performance ✕

**\* Type**

☒ Educational institute

☐ Work experience

☐ Other

**\* Place of performance type** Foreign Higher Education Institutions ▼

**\* Place of performance** None selected ▼

☒ The place of performance cannot be found in the menu

**\* Name of the place of performance** *in Finnish*

Name of the university in the original language

*In English*

Name of the university in English

- Click **+Add previously completed study** button under title Studies or knowledge

▼ Studies or knowledge

Add your existing studies or knowledge for which you can already determine studies that replace them or leave them undetermined.

**+Add previously completed study** **+Add previously acquired knowledge** **+Apply for exemption**

- Choose credit transfer type **Inclusion**.

Choose handler **the degree programme director**. Please check the name of your Degree Programme Director from Patio: <https://patio.oulu.fi/en/services-and-instructions/education-services/curriculum-planning/degree-programme-portfolio> File Programmes, programme directors and education designers.

Click **+Add study module** button.

### Add previously completed study ✕

**ⓘ** NBI 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. Open studies completed at the Open University of University of Oulu or the University of Oulu partner institutions (e.g. the Summer University of Northern Ostrobothnia): send the replacement or inclusion application to your Degree Programme Director. The normal recognition of learning process is used in evaluating open studies completed at other higher education institutions.

**\* Credit transfer type** Inclusion ⓘ

**\* Choose handler** Choose... ⓘ

PREVIOUSLY COMPLETED STUDIES LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP

**+Add study module** **+Add study** ▼

- Add a course code, for example A1.

Name the module as **Studies in the University of X (name of the university)**. You can write the module's name in English in the both fields (original name and in English). Be careful and specific when you name the module. **The name will be registered to Peppi as it is informed on the application.**

Fill in the fields. **Use period (e.g. 4.5) as a decimal separator in the course credits.**

Add **pass** to assessment field.

**Date of completion:** Check the date of completion from the transcript of the records. If you don't know the official date of completion, use the day when you fill out the application.

Click Add button.

**Add previously completed study** ×

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Course code ⓘ

**\* Name**  
Original name ⓘ

In English ⓘ

**\* Course credits**

Type of credits  
 × ▼

Language of instruction  
 × ▼

**\* Assessment (full numbers or pass, no decimals)**

**\* Places of performance** + Add  

× Name of the university in English /

**\* Date of completion ⓘ**

Justifications

Add

Close

4. If you save your application in this stage and want to continue later, notice that the module has changed into a study and you need to change it back to a module.

When you continue to fill out the application, click pencil icon.

## ▼ Studies or knowledge

Add your existing studies or knowledge for which you can already determine studies that replace them or leave them undetermined.

+ Add previously completed study

+ Add previously acquired knowledge

+ Apply for exemption

PREVIOUSLY ATTAINED STUDIES TO BE INCLUDED



Click folder icon to change study into study module.

## PREVIOUSLY COMPLETED STUDIES

+ Add study module

+ Add study

▼ Open all > Close all

▼ Test



Change into study module

Course code ⓘ

1. Add a study to the module by clicking + button.

## Add previously completed study

### PREVIOUSLY COMPLETED STUDIES

+ Add study module

+ Add study

▼ Open all > Close all

▼ STUDIES IN THE UNIVERSITY OF X



Add a study to study module

Course code ⓘ

A1

\* Name

Studies in the University of X

2. Fill in the fields. Check the course code from the transcript of records.

Use period (e.g. 4.5) as a decimal separator in the course credits.

**Date of completion:** Check the date of completion from the transcript of the records. If you don't know the official date of completion, use the day when you fill in the application.

Click Add button.

### Add previously completed study to the module



Course code ⓘ

\* Name

Original name ⓘ

In English ⓘ

\* Course credits

Type of credits

Language of instruction

\* Assessment (full numbers or pass)

\* Places of performance

+ Add

\* Date of completion ⓘ

Justifications

Add

Close

3. Add as many studies to the module as necessary. You will see the added studies in the end of the module as in the picture. You can edit the study by clicking pencil icon on the right.

#### STUDY MODULES CHILD STUDIES


> Test study 1	 
> Test study 2	 
> Test study 3	 
> Test study 4	 

4. You can choose the location of the module. If you don't choose, studies will automatically transfer to the "External studies module" before editing the PSP.

LOCATION OF INCLUDED STUDIES OR KNOWLEDGE IN PSP


**Place studies to be included in structure**


Studies in the University of X

Choose the study module... 

preview PSP

5. Click save.
6. Click Submit application.

 Submit application

 Delete application