

E-services for students

Competence demonstration, inclusion, substitution and exemption

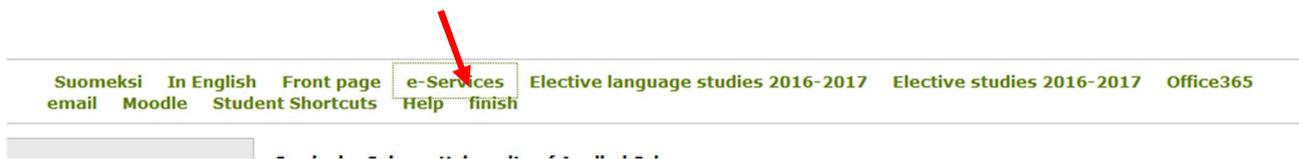
Guidelines for students

## Guidelines for students

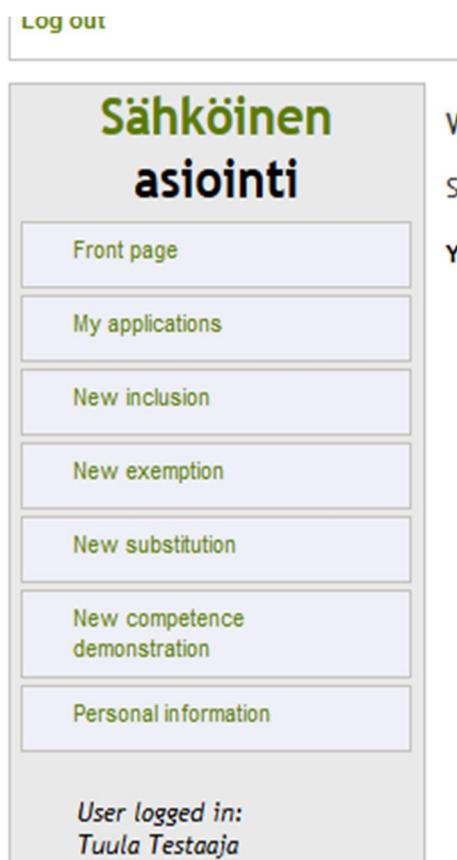
### E-Services in SoleOPS – Competence demonstration, inclusion, substitution and exemption

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Log into SoleOPS with your login information. Select e-Services at the menu bar.



Regardless where and how you have required the knowledge and skills, you can apply for the recognition of previous learning (RPL) in e-Services.



#### How to select the right mode of the RPL?

##### Inclusion:

- W With inclusion you can include study units that have
- S been completed before or during the current studies in
- Y the degree. These studies are often incorporated into
- optional studies.

##### Exemption:

With exemption you may get an exemption from mandatory Swedish language studies on special grounds. Exempted studies have to be replaced with other studies.

##### Substitution:

With substitution you are able to substitute studies in the curriculum of your degree programme with other academic studies that you have completed if they are equivalent to the curriculum studies.

##### Competence demonstration:

With competence demonstration you can partly or fully demonstrate the skills you have acquired at work or in any place that is not a higher education institute.

## New inclusion

You can see your own personal data on the first tab (1. Personal data).

Apply for a new inclusion by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.

The screenshot shows the 'New inclusion' application form in the 'asiointi' system. The left sidebar contains navigation options: 'Front page', 'My applications', 'New inclusion' (highlighted), 'New exemption', 'New substitution', 'New competence demonstration', and 'Personal information'. Below the sidebar, it indicates 'User logged in: Tuula Testaaja Student'. The main content area is titled 'Application for the inclusion of studies' and includes a descriptive paragraph: 'Inclusion means including study units that have been completed before or during the current studies in the degree. These studies are often incorporated into optional studies.' The form is divided into four tabs: '1. Personal data', '2. Application' (active), '3. Attachments', and '4. Sending'. The '2. Application' tab contains the following fields: 'Recorded place of experience\*' (text input), 'Recorded place of experience in english\*' (text input), 'Type of the completion location\*' (dropdown menu with 'Select completion location'), 'Name of the study unit/module to be included\*' (text input), 'Name of the study unit/module to be included in English\*' (text input), 'Extent of the study unit/module to be included\*' (text input), 'Extent type of the study unit/module to be included\*' (dropdown menu with 'Select extent unit'), 'Performance start date' (calendar icon), 'Date of the certificate / End date of the performance\*' (calendar icon), 'Completed during/before studies\*' (radio buttons for 'Completed during current studies' and 'Completed before current studies'), 'Original grade' (text input), 'Place in ISP \*' (dropdown menu with 'Select study unit/module from IPS'), and 'Additional information' (text area). A 'Save application' button is located at the bottom of the form.

Then add all required attachments, e.g. a transcript of records on the third tab (3. Attachments).

The screenshot shows the '3. Attachments' tab of the application form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Application for the inclusion of studies' and includes the same descriptive paragraph. The '3. Attachments' tab is active, and the text reads: 'You need to save the application before adding attachments. Add the required attachments to the application (before sending it). Note! Remember to save any changes you made before handling the attachments.' There is an 'Add a new attachment' button and a 'Save application' button at the bottom.

Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager to whom you submit the application.

You can follow what's happening to your application at My applications.

## New exemption

You can see your own personal data on the first tab (1. Personal data).

Apply for a new exemption by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.

The screenshot shows the 'asiointi' web application interface. On the left is a navigation menu with options: Front page, My applications, New inclusion, **New exemption**, New substitution, New competence demonstration, and Personal information. Below the menu, it says 'User logged in: Tuula Testaaja Student'. The main content area is titled 'Exemption application' and includes a description: 'Exemption means that one may get an exemption from mandatory language studies on special grounds. Exempted studies have to be replaced with other studies.' Below this is a tabbed interface with four tabs: 1. Personal data, 2. Application (selected), 3. Attachments, and 4. Sending. The '2. Application' tab contains several form fields: 'Study\*' with a dropdown menu labeled 'Select study unit/module from IPS'; 'Exemption reason\*' with a dropdown menu labeled 'Select exemption reason'; 'Exemption justification\*' with a large text area; 'Study to be completed because of the exemption\*' with a text area; and 'Additional information' with another large text area. A 'Save application' button is located at the bottom of the form.

Then add all required attachments, e.g. a school report from your home county with no Swedish studies, on the third tab (3. Attachments).

The screenshot shows the 'Sähköinen asiointi' web application interface. The navigation menu on the left is similar to the previous screenshot, but the 'New exemption' option is highlighted. The main content area is titled 'Exemption application' and includes the same description. The tabbed interface now has three tabs: 1. Personal data, 2. Application, and 3. Attachments (selected). The '3. Attachments' tab contains a message: 'You need to save the application before adding attachments. Add the required attachments to the application (before sending it). Note! Remember to save any changes you made before handling the attachments.' Below the message are two buttons: 'Add a new attachment' and 'Save application'.

Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what's happening to your application at My applications.

## New substitution

You can see your own personal data on the first tab (1. Personal data).

Apply for a new substitution by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.

substitution means substituting studies in the curriculum of a degree programme with academic studies that are completed and are equivalent to the curriculum studies.

1. Personal data 2. Application 3. Attachments 4. Sending

I have previously applied for substitution with using the same records\*  No  Yes  
Select previous substitution application ⓘ

Name of the certificate (in Finnish)\*

Name of the certificate (in English)\*

Total extent of the certificate\*

Extent type of the certificate\* Select extent unit ▾

Performance start date\* ⓘ

Date of the certificate / End date of the performance\* ⓘ

Completed during/before studies\*  Completed during current studies  Completed before current studies

Recorded place of experience\*

Recorded place of experience in english\*

Type of the completion location\* Select type of the completion location ▾

Original grade ⓘ

Studies to be substituted\* Select study unit/module from IPS

Grounds for substitution

Additional information

Save application

User logged in:  
Tuula Testaaja  
Student

Then add all required attachments, e.g. transcripts of records and certificates, on the third tab (3. Attachments).

studies that are completed and are equivalent to the curriculum studies.

1. Personal data 2. Application 3. Attachments 4. Sending

You need to save the application before adding attachments  
Add the required attachments to the application (before sending it).  
Note! Remember to save any changes you made before handling the attachments.

Add a new attachment

Save application

Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what's happening to your application at My applications.

## New competence demonstration

You can see your own personal data on the first tab (1. Personal data).

Apply for the right to give a competence demonstration by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.

1. Personal data	2. Application	3. Attachments	4. Sending
<b>I have previously applied for competence demonstration with the same records*</b>		<input type="radio"/> No <input type="radio"/> Yes	
		<input type="button" value="Select previous competence demonstration application"/> ⓘ	
<b>Name of the certificate/ work experience / competence obtained in Finnish*</b>		<input type="text"/>	
<b>Name of the certificate/ work experience/ competence obtained in English*</b>		<input type="text"/>	
<b>Total extent/duration of the certificate/ work experience/ competence obtained*</b>		<input type="text"/>	
<b>Extent type of the certificate/ work experience/ competence obtained*</b>		Select extent unit <input type="button" value="v"/>	
<b>Work experience start date*</b> ⓘ		<input type="text"/> ⓘ	
<b>Date of the certificate / End date of the performance / End date of the work experience*</b> ⓘ		<input type="text"/> ⓘ	
<b>Recorded place of experience*</b>		<input type="text"/>	
<b>Recorded place of experience in english*</b>		<input type="text"/>	
<b>Type of the completion location*</b>		Select completion location <input type="button" value="v"/>	
<b>Studies to be replaced with this competence demonstration*</b>		<input type="button" value="Select study unit/module from IPS"/>	
<b>Description of personal competence in relation to the selected studies and their objectives</b>		<input type="text"/>	
<b>Additional information</b>		<input type="text"/>	
<input type="button" value="Save application"/>			

Then add all required attachments, e.g. testimonials on the third tab (3. Attachments).

<input type="button" value="My applications"/>	1. Personal data	2. Application	3. Attachments	4. Sending
<input type="button" value="New inclusion"/>	<b>You need to save the application before adding attachments</b> Add the required attachments to the application (before sending it). Note! Remember to save any changes you made before handling the attachments.			
<input type="button" value="New exemption"/>	<input type="button" value="Add a new attachment"/>			
<input type="button" value="New substitution"/>	<input type="button" value="Save application"/>			
<input type="button" value="New competence demonstration"/>				
<input type="button" value="Personal information"/>				

Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what's happening to your application at My applications.