

Recognition of studies in degree programmes at the Police University College and the Emergency Services Academy Finland

POL-2021-7503, 25.01.2021

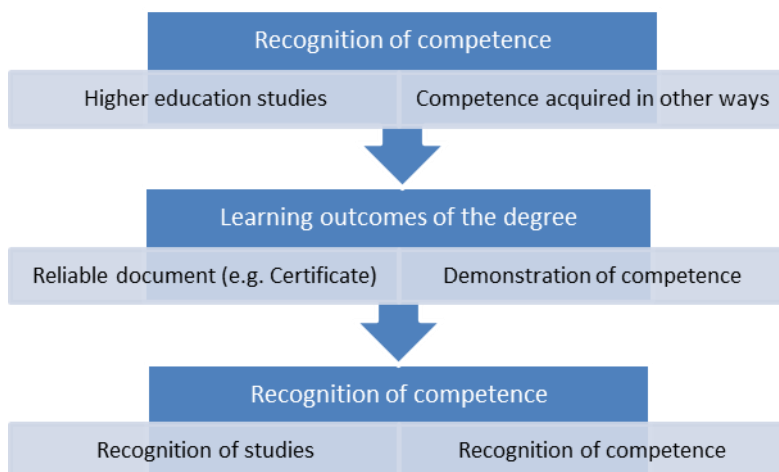


Table of contents

Recognition of studies in degree programmes at the Police University College and the Emergency Services Academy Finland	1
1 Recognition of studies and competence in degree programmes	2
2 Recognition of studies completed elsewhere (i.e. substitution and inclusion)	3
3 Recognition of competence acquired outside formal education	6
4 Recognition of language and communication studies required for the degree	8
4.1 Recognition of formally learned language and communication competence	8
4.2 Recognising non-formal and informal language and communication competence	9
5 Submitting an application for recognition for elective studies included in the degree	9
6 Studies and competence to be included.....	9
7 Recognition of studies for students in the Bachelor of Police Services conversion courses....	10

1 Recognition of studies and competence in degree programmes

The guidelines describe how the studies and competence acquired by the student previously/elsewhere are recognised and how the process of recognition works in degree programmes at the Police University College and the Emergency Services Academy Finland.



The student submits an application for the recognition of their studies and competence using the Recognition of Competence form in Wilma. The application is completed through the curriculum tree for each study course or part of a course.

Students apply for recognition of their studies/competence before the beginning of the study course or a part of the course. Making a decision takes two (2) weeks. The student always agrees separately on the demonstration of competence with the teacher in charge.

Once the application for the recognition of studies has been granted an affirmative decision and the grade has been recorded in the student's data, the course or part of the course in question cannot be completed any more in any other way.

2 Recognition of studies completed elsewhere (i.e. substitution and inclusion)

Studies completed elsewhere can substitute studies required for the degree or they can be included in the degree.

The studies in the degree curriculum may be **substituted** by higher education level studies completed elsewhere if they are similar in scope, learning objectives and content. One completed course or competence can only be recognised as a substitute for one study course.

Higher education level studies completed elsewhere that count toward the degree can also be **included** in the degree as elective studies. Higher education studies completed elsewhere must correspond to the competence required by the degree and support the development of vocational competence. The student must justify in their application how the studies to be included support the professional development in the degree in question.

Studies completed abroad during a student exchange are fully included **as elective studies**. Students must submit an application for inclusion in Wilma, similarly to other studies to be included.

The studies to be included in degree studies in universities of applied sciences must be (at least) on the level of studies at a university of applied sciences or Bachelor's degree level in case of university studies. For a Master's degree, they must be at the level of a Master's degree in both universities and universities of applied sciences.

The higher education level courses that have replaced courses at the current institute or that have been previously completed elsewhere, which can be included at higher education level, count towards credits as elective studies, but they do not count towards the credits that entitle students to student financial aid. The studies completed elsewhere during the studies that have been included in the degree count towards credits entitling to student financial aid (for example, studies completed at the same time at an open university when the student does not have the right to a degree at that university).

As a rule, studies can be recognised if they have been completed in the last ten (10) years. For studies that were completed over 10 years ago, the teacher confirms competence in a separately agreed manner (e.g. basic-level test, certificates of employment, other evidence). This also applies to a language examination taken in central government and general language degrees.

Students apply for the recognition of previous studies with the original study certificate.

As a rule, recognised studies are **graded** in accordance with the Police University College's curriculum (1-5 or pass), unless:

- previous studies have been graded as pass/fail, in which case a numerical grade cannot be given
- previous studies have been graded on another grading scale, in which case they are graded as “pass”
- several courses are recorded as a completion of one course, in which case they are graded as “pass”.

Grading of partial recognition: The course or part of the course is graded in accordance with the Police University College's curriculum (1-5 or pass). The teacher can utilise both the previous grade of the study course and the grading of the supplementary studies/demonstration.

The grades of studies completed abroad during a student exchange are transferred according to the same principles.

Students may complete elective studies offered at the Police College during their studies without restrictions. Studies completed abroad in student exchanges during studies may also be included in the degree without restrictions. Studies completed previously or elsewhere may only be included in the degree to the extent that the degree in question specifies as the number of elective studies.

The recognition process:

1) Comparison of competences with the learning outcomes of the curriculum and preparation of a study plan

- At the start of the studies, the student compares their competence with the learning outcomes of the curriculum and prepares a study plan with the help of a teacher tutor / personal study plan counsellor.
- A teacher tutor or study counsellor / personal study plan counsellor may have a guidance discussion with the student to discuss the previously completed studies and the opportunities for their recognition.
- A prerequisite for the recognition is that the competence corresponds to the learning outcomes of the curriculum for the study course or part of the study course in question and that the competence acquired by the student is still up to date.

2) Determining the requirements for recognition

- The student discusses the prerequisites for the recognition of studies with the teacher in charge / responsible person / personal study plan counsellor.
- The study course can also be partly recognised. In this case, the teacher in charge of the study course or the part of the study course submits a proposal for any additional studies that the student can take to complement what they have previously learned.
- The student submits the application for recognition on Wilma also in case of partial recognition.
- Applications for recognition of competence can only be submitted for study courses and parts of study courses that are in the current curriculum.
- Students present the original certificates related to their application to the teacher in charge as soon as possible.

3) The student submits an application for recognition of studies

- The student selects the study course or a part of a study course for which they wish to apply for recognition on Wilma in the section Studies and PLP (“Opinnot ja HOPS”) on their curriculum tree.
- The student submits an application for the studies to be recognised using the Recognition of Competence form in Wilma and attaches the certificates to the application.
- The "Competence acquired in studies" section is selected as the basis (type) for recognising competence. The student may add to their application until the next handler (teacher in charge) has edited it.
- The student uses the menu to select the teacher in charge who is mentioned in the implementation plan for the study course or part of the study course.
- If the student wishes to cancel the application, the teacher rejects the application and writes in the Justifications field that the student has cancelled the application.

4) Decision on the recognition of studies and notifying the student

- The teacher in charge receives a notification in Wilma when they receive an application for recognition.
- The teacher in charge processes the student's application for recognition and makes a decision on the recognition of studies completed elsewhere. The teacher in charge may request additional information from the student if necessary. The teacher in charge indicates in the decision which studies or similar are included in the recognition.
- The decision maker (teacher in charge) enters the following information in the Justifications field:
 - 1) Higher education institution where the studies have been completed
 - 2) Course name
 - 3) Scope of the course (amount of credits)
 - 4) Date on which the student has completed the course (date of completion or if not available, date of certificate)
 - 5) Grade / evaluation of the course
- The decision maker (teacher in charge) records the date on which the decision was made in the application.
- The decision maker (teacher in charge) marks the justifications necessary for the decision (Act on the Police University College, the degree curriculum and the correct section of the degree regulations).
- The student will be informed when the decision is made through Wilma. The appeal period begins when the student signs in to Wilma the next time after they have been informed of this decision.
- Instructions for rectification are attached in the decision.

5) Registration in the study register and archiving of decisions

- The coordinator records the completed study courses in Wilma.
- The student is informed when the grade has been recorded through the Wilma curriculum tree.

6) Request for rectification

- If the student is not satisfied with the decision on recognition, they may submit a request for rectification to the Examination Board of the Police University College within 14 days of being informed of the decision (Act on the Police College 1164/2013).

3 Recognition of competence acquired outside formal education

The student has the right to apply for recognition of competence regardless of where and how the competence has been acquired.

With the help of self-assessment, documents and other means of demonstration, students can apply for partial or full recognition of courses if they have prior competence that is in line with the learning outcomes of the course.

Previously acquired competence is identified by comparing it with the learning outcomes and contents of the study course and/or degree or their parts, and assessing to what extent the student's competence corresponds to them.

In other words, the acquired competence and identifying it are what matter. For example, work experience in itself is not sufficient to justify recognition.

1) Preparing a study plan and comparing competences with the learning outcomes of the curriculum

- The student prepares a study plan immediately at the beginning of the studies with the help of a teacher tutor / personal study plan counsellor.
- A teacher tutor or study counsellor / personal study plan counsellor may have a guidance discussion with the student to discuss the previously completed studies and the opportunities for their recognition.
- A prerequisite for the recognition is that the competence corresponds to the learning outcomes of the curriculum for the study course or part of the study course in question and that the competence acquired by the student is still up to date.

2) Determining the requirements for recognition

- The student discusses the prerequisites for recognition, the method of demonstration and the schedule with the teacher in charge.
- Students present the original certificates related to their application to the teacher in charge as soon as possible.

3) The student submits an application for recognition of competence

- The student selects the study course or part of the course for which they wish to apply for recognition on the curriculum tree.
- The student submits an application for the studies to be recognised using the Recognition of Competence form in Wilma and attaches the certificates to the application.
- The basis for recognising competence is selected to be "Competence acquired in working life or in some other way".
- The student may add to their application until the next handler (teacher in charge) has edited it. If the student wishes to cancel the application, the teacher rejects the application and writes in the Justifications field that the student has cancelled the application.

- It is essential that the student describes exactly what competence they have in relation to the objectives of the studies.
- The student uses the menu to select the teacher in charge who is mentioned in the implementation plan for the study course or part of the study course.

4) The student demonstrates their competence

- The teacher receives a notification in Wilma when they receive an application for recognition.
- The teacher in charge contacts the student to agree on how the student can demonstrate their competence.
- The student demonstrates their competence in the relevant study course or part of the course in accordance with a plan prepared by the teacher in charge.
- Upon request, the student must receive instructions from the teacher in charge of the course or part of the course on how to prepare the required documentation or demonstration.

5) The teacher in charge of the study course, part of the course or studies assesses competence and makes a decision on recognition

- The teacher in charge of the study course or part of the course is responsible for assessing the competence.
- When assessing competence, the teacher evaluates the acceptability, adequacy, reliability and timeliness of the presented evidence compared to the learning outcomes of the study course or part of the course in question.
- If the student's competence corresponds to the objectives set for the study course or part of the course (i.e., the competence can be identified), it can be recognised and recorded. Otherwise the student may be encouraged to complement their competence or to participate in the normal implementation of the study course or part of the course.
- Failed demonstration of competence cannot be taken again.
- The student's performance is assessed using the grading scale and assessment criteria specified for the study course or part of the course in the curriculum.
- The decision on the recognition of competence is made by the teacher in charge of the study course or part of the course in question.
- The teacher records the decision, justification for the decision, how competence is confirmed and the decision date in Wilma in the application for recognition.
- The teacher is obliged to keep the assessment criteria and completed courses in accordance with the degree regulations.
- The decision maker marks the justifications necessary for the decision (Act on the Police University College, the degree curriculum and the correct section of the degree regulations).
- The student will be informed when the decision is made through Wilma. The appeal period begins when the student signs in to Wilma the next time after they have been informed of this decision.
- Instructions for rectification are attached in the decision.

6) Entering a completed study course or part of the course in the study register

- The teacher records the grading in the student's curriculum tree as usual after the demonstration has been given according to the grading scale of the study course.
- The student can see the grade through Wilma.

7) Request for rectification

- If the student is not satisfied with the decision on recognition, they may submit a request for rectification to the Examination Board of the Police University College within 14 days of being informed of the decision (Act on the Police College 1164/2013).

4 Recognition of language and communication studies required for the degree

All language and communication studies required for a degree can be recognised.

In case the completed study course/certificate is more than 10 years old, competence is confirmed with a separate demonstration. The methods for confirming competence are described in more detail in the implementation plans for language studies.

4.1 Recognition of formally learned language and communication competence

If the student has demonstrated the competence required for their degree by completing language and communication studies in a corresponding or applicable field and with the corresponding competence objectives at the same level at a Finnish higher education institution, the studies will be recognised as such, notwithstanding minor differences in scope.

If the student has completed language and communication studies in another field of education at a Finnish higher education institution and demonstrated the competence required for the degree during their studies, the studies will be complemented with regard to sector-specific language and communication skills. Any complementary courses can not change the grading given by the previous higher education institution.

If the student has demonstrated the competence required for their degree by completing foreign language studies in a corresponding or applicable field and with the corresponding competence objectives at the same level at a foreign higher education institution, the studies are recommended to be recognised as such, notwithstanding minor differences in scope. If the student has completed other than language studies abroad, they cannot be recognised as language studies required for the degree.

In regards to Finnish/Swedish (second national language), the student receives the grade required by the decree (Act 424/2003 and Decree 481/2003). The grade is given for both oral and written language skills. If the previous studies in another language do not distinguish between the grades for oral and written skills, the original grade is given for both skills.

If the grading scale of the previous language studies is satisfactory/good (e.g. a language examination in central government), the studies are recognised with a grade of 3 (satisfactory) or 4 (good). The proficiency level 3 of general language degrees corresponds to satisfactory proficiency and levels 4 and 5 correspond to good proficiency.

The implementation plans for language studies contain more detailed instructions on demonstrating language proficiency.

4.2 Recognising non-formal and informal language and communication competence

Non-formally acquired language and communication competence is systematic and guided, and the student may receive a certificate of them, but it cannot count towards a degree. Examples include language training provided by workplaces and educational institutions and studies in liberal adult education.

Language and communication competence acquired as informal learning is either conscious and goal-oriented learning outside educational organisations or learning during another activity. Everyday learning can take place e.g. at work, abroad, during leisure time and family related activities, and it is usually not certified.

The implementation plans for language studies contain more detailed instructions on demonstrating language proficiency.

In regards to Finnish/Swedish (second national language), the student receives the grade required by the decree (Act 424/2003 and Decree 481/2003). The grade is given for both oral and written language skills.

5 Submitting an application for recognition for elective studies included in the degree

The elective study courses included in the curriculum for the Bachelor of Police Services can be found in their own curriculum for elective studies on Bachelor's level and are not shown in the students' curriculum trees.

Credits for elective courses are applied for in the section titled Included studies completed elsewhere ("Muualla suoritetut sisällytettävät opinnot") in the curriculum tree. The student submits an application for the studies to be recognised using the Recognition of Competence form in Wilma and attaches the certificates to the application.

Under Justifications, the student enters which elective study course the application concerns.

When making the decision, the teacher in charge records the name of the aforementioned elective study course. The information is recorded in the student's completed courses in student services.

6 Studies and competence to be included

Students may also include studies completed in other higher education institutions in their degree programmes as elective studies if the studies support their vocational development and competence. The decision on the recognition of the studies to be included in the degree is made by the study counsellor (Bachelor of Police Services) / educational developer (Master of Police

Services) / Personal Study Plan Counsellor (degree in emergency command). The student selects the section "Studies completed elsewhere to be included" ("Muulla suoritetut sisällytettävät opinnot") on the curriculum tree.

The student enters the study counsellor / educational developer / Personal Study Plan Counsellor as the processor of the application. Courses completed elsewhere do not count towards credits entitling the student to student financial aid.

At the Police University College, the study counsellor / educational developer records the completed studies that are to be included.

At the Emergency Services College, the Personal Study Plan Counsellor submits information on the completed studies to the Student Affairs Office where the completed courses are recorded as studies to be included, and the competence in accordance with the learning outcomes of the studies is recorded.

7 Recognition of studies for students in the Bachelor of Police Services conversion courses

In the Bachelor of Police Services conversion courses, the student receives recognition for the Diploma in Police Studies.

Students who have been selected for the Master's degree in Police Services apply for recognition in the conversion studies for the Diploma in Police Studies through Wilma under the section "Studies and PLP" -> "Studies completed elsewhere to be included" ("Muulla suoritetut sisällytettävät opinnot"). The student selects the form: Submit a new recognition of competence and select the following as the basis (type) for recognising competence: To be included in the studies. The decision on recognition is made by the Head of Education in charge of the degree. The coordinator records the information specified in the decision in the student's completed courses in Wilma.

Students applying for the Bachelor's degree in Police Services through the selection process who have completed the Diploma in Police Studies apply for the recognition of studies for the Diploma in Police Studies in Wilma under "Studies and PLP" -> "Studies to be included". The student selects the form: Submit a new recognition of competence and select the following as the basis (type) for recognising competence: To be included in the studies. According to section 33 of the Police College Degree Regulations, students apply for the inclusion of a degree or part of it from the Head of Education in charge of the degree in question. The coordinator records the information specified in the Head of Education's decision on recognition in the student's completed courses in Wilma.

The Board of the Police University College of Finland decided on 12 March 2014 that those who have completed the Police Sergeant's Examination shall not be required to complete the course Police Activity Planning and Basics of Management which is included in the curriculum of the conversion education. On this basis, the student may apply for recognition for the above-mentioned study course in Wilma through the Studies and PLP section. The student selects the form: Create a new recognition of competence and select the following as the basis (type) for

recognition of competence: Competence acquired in studies. The decision on the above-mentioned recognition for students in conversion education is made by their teacher tutor. The coordinator records the information specified in the decision in the student's completed courses in Wilma.

With regard to languages and elective studies, the student in conversion education applies for recognition in the same way as in the Bachelor of Police Services degree.