

Change to the content of study module

Study entity completed elsewhere

Inclusion in elective studies

Personal study plan (HOPS) for bachelor's degree appendix \_\_\_\_\_

Personal study plan (HOPS) for master's degree appendix \_\_\_\_\_

**Inclusion** means that studies completed elsewhere or learning gained elsewhere is included in the degree, for instance, as elective studies. Although inclusion does not require correspondence of contents, the level of the included studies shall correspond to the degree requirements in force.

**Circulation of the application:** student → student services of the degree programme → teacher in charge of the study module / head of the degree programme/major → student services

TO BE FILLED IN BY THE STUDENT

<b>Name:</b>	<b>Student number:</b>
<b>E-mail address:</b>	<b>Tel.:</b>
<b>Degree Programme:</b>	

**NAME OF THE STUDY MODULE OR NAME PROPOSAL BY STUDENT:**

In the case of an entity or module completed elsewhere, the student proposes a name for it. When applying for the approval of a personal module, the Additional information field is used to specify the module (code, name and year of study guide) on which the personal module is based.

Studies completed at (name of higher education institution)			Reasoned proposal by student (to be filled in if courses completed abroad)
Course code and name (mark courses that deviate from the study programme with x)	Original extent	Original grade	
			Extent (cr)
<b>Total extent</b>			

I wish course(s) to be graded 'Pass.' **Courses completed abroad are always graded 'Pass'.**

**Additional information (e.g. reasoning for the change of a module):**

**Signature of the student:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ 20\_\_\_\_

Continues on the next page (please print two-sided) →

A student dissatisfied with the decision regarding credit transfer may appeal against it either orally or by writing to the body which has made the decision within 14 days of receiving notification of the decision.

TO BE FILLED IN BY STUDENT SERVICES

**Proposal of the degree programme**

<input type="checkbox"/> Recommended for approval	<input type="checkbox"/> Not recommended for approval / is recommended for approval with modifications
Additional information:	
Signature: _____ Date: _____ / _____ 20 _____	
Printed name and job title: _____	

TO BE FILLED IN BY THE PROFESSOR IN CHARGE OF THE MODULE/ HEAD OF DEGREE PROGRAMME

**Decision of the degree programme**

<input type="checkbox"/> Application is approved	<input type="checkbox"/> Application is not approved/is approved with modifications
Reasons for approval/rejection/changes:	
Signature: _____ Date: _____ / _____ 20 _____	
printed name and job title: _____	

**Appendices:**

- official transcript of records
- course descriptions (from course website, teacher's e-mail) of the year of the course completion.
- explanation of the credit system, unless mentioned in other documents
- explanation of the grading scale if it deviates from the Aalto University grading scale

**Return the form to the Student Services of your degree programme, where you can also get further information:**

- Degree Programme in Information Networks: P.O. Box 15400, CS building, room C214-215
- Degree Programme in Engineering Physics and Mathematics: P.O. Box 11000, Otakaari 1, room 208
- Degree Programme in Computer Science: P.O. Box 15400, CS building, room C212-213
- Degree Programme in Industrial Engineering and Management: P.O. Box 15500, TUAS building, room 1156