

The language proficiency required for the degree is 3 ECTS credits, which includes both a written and oral part of the same language. The language studies of a foreign language shall be of CEFR proficiency levels B1-B2. NB. English language studies shall be at least of CEFR proficiency level B2. Foreign language studies must be relevant to the student's field of studies.

**The application is processed as follows:** student → student services of degree programme → head of degree programme → student services.

STUDENT FILLS IN

Name:	Student no:
Email:	Tel.:
Degree programme:	

**Course(s) completed elsewhere**

*Reasoned proposal  
by student*

Studies completed at (name of institution):				
Course code and name	Original extent	Original grade	Extent (ECTS)	Grade (1-5)*

\* I request the course to be graded "Pass". Courses completed abroad are always graded "Pass".

**Further information:**

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

TO BE FILLED IN BY DEGREE PROGRAMME

**Proposal of the degree programme**

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

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A student dissatisfied with the decision regarding credit transfer may appeal against it either orally or in writing to the person who has made this decision. The appeal shall be made within 14 days of receiving notification of the decision.

DECISION BY HEAD OF DEGREE PROGRAMME

<input type="checkbox"/> The course is approved as requisite foreign language studies of the degree.	<input type="checkbox"/> Application is not approved / is approved with modifications
Reasons for rejection or modifications:	
Signature: _____ Date: ____ / ____ 20 ____	
Printed name: _____	

**Enclosures:**

- Original degree certificate, or a copy certified as true by signatures of two persons.
- Official transcript of records.
- Course description (from a web page, for example) from the year the course was completed.
- Explanation of how credits are defined, if it is not explained in other enclosures.
- If the grading scale differs from the one used in Aalto University, enclose an explanation of the grading scale used, unless it is explained in other enclosures.

**THE FORM IS RETURNED TO STUDENT SERVICES:**

- Information Networks: P.O. Box 15400, Computer Science Building, Rooms C214–215
- Engineering Physics and Mathematics: P.O. Box 11000, Otakaari 1, Rooms H208–H209a
- Computer Science and Engineering: P.O. Box 15400, Computer Science Building, Rooms C212–213
- Industrial Engineering and Management: P.O. Box 15500, TUAS Building, Room 1156