

## For student

### Guide on the Principles of the (A)HOT Procedure at SAMK

#### Additional information:

#### SAMK's Procedural instructions

- [ME1202 Completing studies](#)

- [ME1203 Exemption from language studies](#)

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## (A)HOT on SAMK's eServices

### Defining the concepts of the (A)HOT procedure

The term (A)HOT refers to identification and recognition of prior competences or competences which can be recognised as a part of students work (studyfication of work). These competences are identified in the following processes of the SAMK's eServices: new substitution, new inclusion, new demonstration of competence, new exemption.

**Substitution** refers to a procedure, where the studies which are part of the curriculum of a degree are substituted by equivalent studies from another higher education institution. A certificate for these studies is required from the higher education institution.

**Inclusion** is a procedure, where the studies completed in another higher education institution either before starting the present studies at SAMK or during them are accepted as part of the degree. A certificate for these studies is required from the higher education institution. The studies are registered in Loki under the name used to complete them, e.g. exchange studies abroad or elective studies.

**Exemption from language studies** means that the student is entirely exempt from completing compulsory language studies for a particular reason. The student completes other studies instead of the studies given exemption for.

**Demonstration of competence** is a procedure whereby a competence other than that gained from higher education studies can be identified and recognised. As a study performance equivalent to the level of those in the university of applied sciences it requires the student's independent ability to reflect his competence relative to the competence objectives required in the course under the (A)HOT procedure and relative to his or her own professional development.

## Demonstration of competences in an eService process

On the SAMK's eServices the student applies primarily for such demonstration of a competence which corresponds to the extension of the course in the curriculum.

- The student fills in the application for demonstration of competence on the eServices. With the application the student applies for permission to draw up a demonstration plan.
- When the permission to draw up the demonstration plan has been granted, the student contacts the teacher- in- charge and agrees with him/her about the details of the competence demonstration and writes a demonstration plan. In it the student describes, how he or she is going to demonstrate the competence.
- Providing proof for the competence is based on the demonstration plan and the demonstration of the competence.
- Recognition of competence consists of procedures and practices, which are used to document and evaluate the student's identified study performances.

Identification and recognition of previous competences			
<p><b>Substitution</b></p> <p>Substituting studies in the curriculum with equivalent studies in another higher education institution. Requires a certificate. Application via SAMK's eServices.</p>	<p><b>Inclusion</b></p> <p>Inclusion of earlier or concurrent studies in another higher education institution as part of the degree, usually as elective studies or studies in an exchange program. Requires a certificate. Application via SAMK's eServices.</p>	<p><b>Exemption</b></p> <p>Exemption from compulsory language studies due to a special reason. Application via SAMK's eServices.</p>	<p><b>Demonstration of a competence</b></p> <p>A procedure whereby a competence achieved as other than higher education studies can be identified and recognised. It can be demonstrated with certificates or as a study performance which will be evaluated.</p> <p>a) Implemented as a course activity without an eService process. It can also demonstrate a competence for part of a course.</p> <p>b) Permission applied via SAMK's eServices, implemented outside the course for the whole extension of the course.</p>

A competence is identified with a new demonstration on the SAMK's eServices when

**A.** a prior competence is used in crediting a part of a degree, the extension of which is at least equal to the course in the curriculum to be recognised, but does not have a higher education-level certificate and

the competence can be demonstrated without a separate study performance to a teacher, e.g. with certificates and work experience.

In this case recognition of competence can be seen an administrative action, which does not require separate study performances.

**B.** an alternative way to complete the course is found in the mentoring session, the student consequently draws up a plan for a demonstration and starts the (A)HOT procedure on the eServices. In this case, the performance is an individual performance separate from the course, which requires a separate, organised demonstration, reviewed and evaluated by the teacher as a normal study performance.

On eServices, the demonstration of a competence in a new demonstration of a competence process is based on the accepted demonstration plan and the demonstration itself. The student is entrusted with being responsible for the demonstration. Before the student can draw up a demonstration plan, he or she has to get a permission. He or she applies for the permission on the SAMK's eServices using the new demonstration of competence application.

The student shall, even before writing the application for permission to demonstrate a competence, familiarize him or herself with the curriculum and be able to reflect on his own competence in relation to the competence brought by the course in the curriculum and the course description.

## (A)HOT as an alternative study performance

### Demonstration of a competence as an alternative study performance in a course

A competence can also be demonstrated during a course as an alternative study performance, if in a mentoring session there is mutual agreement with the teacher that the requirements for a demonstration are met.

#### Demonstration of competence as an alternative study performance

The procedure for identifying and recognising competences is based on the fact that a competence can be identified and recognised regardless of how and where it has been achieved. The bachelor's thesis is a study performance which cannot be accepted in this way.

When, during a course, the student is allowed a separate performance or e.g. a supplementary performance deviating from a performance mentioned in the course description, the case is an alternative way to complete a study performance. In a course, alternative ways are carried out without the eService process as an internal activity of the course. It can be a part performance, but it can also be a performance for the whole course, if the student and the teacher agree that the requirements in that particular case are met.

**Studyfication of work** is an alternative way to complete the course for students who work or are actively involved, for example, in organizational activities during their studies. The process of studyfication can be started by filling out the form for studyfication of work: [http://web.samk.fi/public/lomakkeet/Tyon\\_opinnollistaminen.pdf](http://web.samk.fi/public/lomakkeet/Tyon_opinnollistaminen.pdf)

Alternative study performances are a flexible way to complete a course, which the teacher will evaluate in Loki according to the evaluation practices defined by SAMK.

A competence that meets the objectives of the course can best be identified and recognized when competence objectives and bases for evaluation are clearly described in the course description. Then the student can identify the competence required in the course, set his or her own competence objectives and the teacher can also flexibly use alternative performance and evaluation methods in the evaluation of a competence. The course description is reviewed together with the students at the beginning of the course.

The level of competences required by a university of applied sciences is decreed by the law and statutes, and regulated by international regulations, the curricula of the degrees and the supplementary course descriptions.