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Credit transfer for language and communication studies at the University of the Arts Helsinki

Students may apply for credit transfer to substitute language and communication studies that are included in the academy's degree requirements if they have completed language and communication studies at another Finnish or foreign university. Students may also apply for substitution if they have received the grade *eximia* or *laudatur* in their level A English test in the Finnish Matriculation Examination. Students in the vocal music programme at the Sibelius Academy may also substitute their compulsory Italian and German studies included in their Bachelor's degree with upper secondary school courses.

Assessment criteria for prior language and communication studies include the learning outcomes, requirement level and scope of the studies. The decision on substituting language and communication studies included in the degree requirements with studies completed elsewhere is made by the lecturer in charge.

The following studies may substitute language and communication studies included in the degree requirements:

1. Studies at Finnish universities

If the student has completed language studies in accordance with the decree 794/2004 as part of their first or second-cycle degree at another Finnish university, the credits will be transferred in full, regardless of minor differences in the scope of the studies.

University-level studies in a foreign language comprising at least 25 ECTS credits substitute courses that test reading, writing and oral skills in a foreign language.

Core studies in Finnish/Swedish comprising 25 ECTS credits (gives student the grade 'satisfactory knowledge') or intermediate studies comprising 45 ECTS credits (gives student the grade 'good knowledge') substitute studies that test reading, writing and oral skills in the second national language.

A university degree completed in Swedish in Finland grants the student the grade 'good knowledge' in reading, writing and oral skills in Swedish as a second national language (the same applies to a university degree completed in Finnish and skills in Finnish as a second national language). A university degree completed in a foreign language in Finland substitutes compulsory studies in a foreign language.

Communication studies (Finnish or Swedish as a mother tongue) completed at another Finnish university substitute corresponding studies regardless of minor differences in the scope of the studies. A written thesis also substitutes studies in written communication.

2. Studies at foreign universities

The criteria for substituting language studies with studies completed abroad include the equivalent content, requirement level and scope of the studies. If the student has demonstrated the skills required for the degree by completing language studies with the corresponding difficulty level and learning outcomes at a foreign university, the credits will be transferred in full, regardless of minor differences in the scope of the studies.

A university degree completed in a foreign language abroad substitutes studies in a foreign language testing reading, writing and oral skills. A university degree completed in Swedish substitutes studies in the second national language (Swedish).

Foreign language studies completed at a foreign university comprising at least 25 ECTS credits substitute courses that test reading, writing and oral skills in the corresponding foreign language.

The credits for foreign language studies completed during an international exchange (e.g. Erasmus, Nordplus) will be transferred, and they will either substitute compulsory language studies or be included as elective studies in the degree depending on the learning outcomes, requirement level and scope of the language studies. Inclusion of elective studies in the degree is coordinated by the academies' degree programmes.

3. Upper secondary school studies

The grade *eximia* or *laudatur* in level A English test in the Finnish Matriculation Examination substitutes 2 ECTS credits of an English language course. In addition to the substituted credits, the student must also complete a field-specific course comprising 3 ECTS credits. An IB diploma also substitutes 2 ECTS credits of an English language course.

German or Italian (B3 language) studies comprising at least three courses completed at an upper secondary school or courses of the equivalent scope and level completed at another university substitute the course 'German/Italian language 1' (4 ECTS cr) required of Bachelor's students in the vocal music programme at the Sibelius Academy.

German or Italian (B3 language) studies comprising at least five courses completed at an upper secondary school or a passing grade in the Finnish Matriculation Examination or courses of the equivalent scope completed at another university substitute the course 'German/Italian language 1' (4 ECTS cr) and 'German/Italian language 2' (5 ECTS cr) required of Bachelor's students in the vocal music programme at the Sibelius Academy.

4. Language tests

Foreign language tests (e.g. DALF, IELTS, TOEFL, Cambridge etc.) or Finnish language tests (e.g. National Certificate of Language Proficiency, Civil Service Language Proficiency Certificate) or studies completed in private language schools or

similar institutions are not accepted as substitution, and instead, students must demonstrate their language skills needed in their own field by taking a test arranged by the University of the Arts Helsinki (Uniarts Helsinki). Exceptions are the Civil Service Language Proficiency Certificate (VKT) and basic level 2 (A2) in the Finnish National Certificate of Language Proficiency (YKI) that are equivalent to the learning outcomes of Finnish 1 (4 ECTS).

5. Demonstrating proficiency gained in some other manner

Degree students complete their second national language, foreign language, and communication studies mainly by taking courses or tests offered by Uniarts Helsinki or by applying for credit transfer for the equivalent language and communication studies that they have completed earlier in universities and universities of applied sciences. Students may demonstrate the language and communication skills that they have gained in some other manner (job experience, training provided by an employer or other informal proficiency) by taking a test arranged by Uniarts Helsinki.

6. Assessment

When transferring credits at Uniarts Helsinki, the compulsory language and communication studies that are part of the degree requirements are graded on a pass/fail basis. An exception to this are the second national language studies testing the student's reading, writing and oral skills, as these studies are graded on a TT = satisfactory knowledge (numerical grade 1-3/5) and HT = good knowledge (numerical grade 4-5/5) basis.

If the grading scale of the Finnish/Swedish course that is the basis of the credit transfer isn't directly comparable with the scale used for grading the second national language course at Uniarts Helsinki, the student shall receive the grade TT = satisfactory knowledge.

7. Expiration of language studies

Credit transfer for compulsory language and communication studies that are included in the degree requirements is only possible when the credits have been registered no more than 10 years prior. Credits that have been registered prior to this are considered expired. If the credits are expired, students must demonstrate their language skills by taking a test arranged by Uniarts Helsinki or by completing a course or by making special arrangements concerning the credit transfer with the lecturer.

8. Applying for credit transfer and appeals

Students may apply for substitution of language and communication studies using a credit transfer form that is available on the Artsi intranet. Students must attach an officially certified copy of the certificate of language and communication studies (a copy of the transcript of records, diploma or something similar in English, Finnish or Swedish). The form will be returned to the language studies Planning Officer, who will also provide more information on substitution of language and communication studies.

The lecturer in charge will make the decision regarding the application. The credits will be registered in the student register Oodi in accordance with the decision, and the registration is simultaneously a written notification of the decision. If the student is required to complete some additional studies or if the decision differs from what the student has applied for in the application, they will receive an email about the decision. If the application is rejected, the student will be notified by an email that will state the grounds for the decision.

A student dissatisfied with the decision regarding credit transfer may apply for rectification either orally or in writing from the person who has made the decision. The request for rectification shall be made within 14 days of the date when the student has been notified of the decision and the related grounds. A student dissatisfied with the decision regarding the request for rectification may appeal the matter to the Academic Appeals Board of Uniarts Helsinki within 14 days of receiving notification of the rectification decision.

9. Entry into force

This decision will take effect on 1 June 2021, and it will replace the previous Rector's decision regarding substitution of language studies (5 December 2017).

Decision:

In accordance with the proposal.

Järvenpää, 24 May 2021

Vice-rector
Lauri Väkevä