



Open University  
 Summer University

Recommendation for compensation must always be sought before the studies begin!

Surname	First Names
Degree Programme	School
Major Subject	First Year of Studies
E-mail Address	Student Number
Street Name and Number	Postal Code and Town
Phone Number	
The University of Vaasa has compensated my Open or Summer University fees before.	<input type="checkbox"/> Yes ___ cr <input type="checkbox"/> No
I have completed JOO-studies.	<input type="checkbox"/> Yes ___ cr <input type="checkbox"/> No

Studies and credits you apply recommendation for

studies	credits	the organisation and/or university that provides	the time table	study fees

Reasons (the studies must contribute to career planning and graduating)

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Appendices

- \* PSP/HOPS (informal, contains your major and minor subjects, other studies and study credits)
- \* A description of the studies you apply recommendation for, fees and time table (a copy from the study guide or web site), if the studies are in accordance with another university's degree requirements.
- \* A transcription of study credits

Bank and account number

BIC:

IBAN:

When the university recommends compensation, it underwrites to pay the recommended studies and the student commits to include the studies as a part of his/her degree at the University of Vaasa.

Date and signature

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The compensation for the study fee must be sought within three months after completing the recommended studies. Return a copy of the study certificate and/or an official transcript of credits and receipts of the study fees to the person in charge of the recommendation.

## Decision

\_\_\_\_\_ studies support the student's personal study plan and can be accepted as a part of his/her \_\_\_\_\_ degree.

This recommendation is valid until \_\_\_\_\_. Compensation: \_\_\_\_\_ €, after the student has returned a copy of the study certificate and/or an official transcript of credits and receipts of the study fees.

Breakdown of the compensation: \_\_\_\_\_  
\_\_\_\_\_

The University of Vaasa does not underwrite \_\_\_\_\_ 's studies.

Grounds for rejection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and signature \_\_\_\_\_

Name and title \_\_\_\_\_

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## Principles of Compensation

A basic degree student can be compensated studies amounting or comparable to one minor subject (25 cr) during his/her studies. The studies can be taken in the Open University at the University of Vaasa, Vaasa Summer University or in other organizations that offer university level studies. Compensation can also be recommended for a minor subject that is not offered by the University of Vaasa and that is in accordance with another university's degree requirements. The studies should be in accordance with the strategy of the University of Vaasa.

The student must have completed the basic or comparable studies of his/her major subject. The studies must not exceed the minimum scope of the degree. A compensation can be recommended only for studies that are included in the student's Personal Study Plan (PSP or in Finnish, HOPS). Also, the studies must clearly contribute to graduating from the university.

The recommendation for compensation must be sought before the studies begin. When the university recommends compensation, it underwrites to pay the recommended studies and the student commits to include the studies as a part of his/her degree at the University of Vaasa. The recommendation is valid for two terms at the most. The student first pays the fees of the recommended studies. The University compensates the fees to the student after the studies have been completed. The compensation is paid only for recommended and passed studies or courses.

The recommendation is effective for no longer than two academic terms. An extension can be granted only for a well-founded reason (e.g. illness) and the extension must be applied for, by e.g. e-mail, before the recommendation expires.

## Compensation for Study Fees

No more than 250 € /25 cr for completed studies' or 15 € / cr for a single completed course's study fee is compensated. Compensation can not be more than the course fee.

After completing the studies recommended to be compensated, the student returns a copy of the study certificate and/or an official transcript of credits and receipts of the study fees to the person in charge of the recommendation.