

INSTRUCTIONS FOR MICROCREDENTIALS COURSES XAMK UNIVERSITY OF APPLIED SCIENCES

(AS OF 18/04/2023)

Learn how to register for microcredentials at XAMK University of Applied Sciences (Finland) and how to have the course accredited at HSBI, if possible and desired.

If you have any questions, please contact Maximilian Köster (0521.106-70897) or Felix Kraemer (0521.106-70877), microcredentials@hsbi.de.

COURSE SELECTION AND REGISTRATION

Follow these steps to find a course that is right for you and register. In the right-hand column you can tick off what you have already done.

1. Open the XAMK Open University course calendar . Look for courses that are of interest to you. You can choose as many courses as you like.	
2. Most XAMK Open University courses are completely free of charge. If there are any fees, this is indicated in the course description. Please note that these fees are <i>not</i> refunded by HSBI.	
3. Most courses can be attended at your own pace in self-study. If your desired course has fixed times, these are indicated in the course description. In this case, note the <u>different time zones</u> of Germany and Finland.	
4. Click “Sign up” in the course description and complete the registration process. You will then receive a registration confirmation with further information on the course schedule.	
5. Please send the registration confirmation of XAMK together with your name, faculty and study programme to microcredentials@hsbi.de .	

If you are planning to have the course accredited to a module of your studies at HSBI, please pay close attention to the course description. Here you will find information on how many ECTS credit points you will receive for the course and whether the course is graded. For an ungraded course, “Assessment” is only “Pass/Fail;” for a graded one, the Finnish grade scale is “0–5,” with 5 being the best grade.

A course can only be accredited if the chair of your faculty’s examination committee (or in Bielefeld School of Business: the academic programme director) considers the scope and contents to be appropriate for a module of your studies at HSBI. This requires a so-called Learning Agreement – please see the next page for more information on this.

ACCREDITING PROCESS AT HSBI (OPTIONAL)

You only have to go through these steps if you want to have the course accredited to a module of your study programme at HSBI.

<p>1. Complete the Learning Agreement for your faculty. All faculties except Bielefeld School of Business: Learning Agreement Bielefeld School of Business: Learning Agreement</p>	
<p>2. For students of all faculties except Bielefeld School of Business: Send the Learning Agreement and information about the course (description of the content, number of credit points, assessment) to the chair of the appropriate examination committee (Faculty of Design and Arts, Faculty of Minden Campus, Faculty of Engineering and Mathematics, Faculty of Social Sciencesⁱ, Faculty of Health). You will receive a notification whether the course can be accredited or not.</p> <p>For students of Bielefeld School of Business: Please send the Learning Agreement and course information (description of content, number of credit points, assessment) to your academic programme director. You will receive a notification whether the course can be accredited or not.</p>	
<p>3. Attend the course and take the exam.</p>	
<p>4. For students of all faculties except Bielefeld School of Business: Please submit the Transcript of Records received from XAMK upon successful completion of the course, the Learning Agreement, and the completed form Notification of Study-Related International Experience (form is available in German only; for the type of mobility programme, please choose: sonstiges internationales/nationales Programm) to the Registrar's and Examination Office.</p> <p>For students of Bielefeld School of Business: Please submit the Transcript of Records received from XAMK upon successful completion of the course, the Learning Agreement, and the completed form Notification of Study-Related International Experience (form is available in German only; for the type of mobility programme, please choose: sonstiges internationales/nationales Programm) to Nermin Karaoglu (nermin.karaoglu@hsbi.de).</p>	

RECORD WITHOUT ACCREDITING AT HSBI (OPTIONAL)

Even if you take the course as a voluntary additional performance and do not have it accredited to a module of your study programme, you can have the international mobility recorded in your HSBI overview of Study-Related Foreign Experience. To do so, please submit the Transcript that you receive from the foreign university after successfully completing the course, as well as the completed form [Notification of Study-Related Foreign Experience](#) (form is available in German only; for the type of mobility programme, please choose: sonstiges internationales/nationales Programm) to the Registrar's and Examination Office of your study programme. **Please note** that not the *course*, but the duration and type of *mobility* are listed in the HSBI overview of Study-Related Foreign Experience – but together with the partner university's Transcript you will still have official proof of the successfully completed course.

ⁱ Faculty of Social Sciences: If the courses you have chosen are not extensive enough to be accredited as a whole module, accreditation as a PVL or LN may be possible. The examination committee will then ask you to contact the module coordinator in order to clarify the possibilities of accreditation.