



University of Jyväskylä
Department of Computer Science and Information Systems

APPLICATION FOR COMPENSATION OF STUDIES

INSTRUCTIONS

Compensations for all the courses of the Department of Computer Science and Information Systems have to be applied for at the same time using this form. Compensations for courses of other institutions (e.g. Language Centre) have to be applied for according to the instructions given by the institution in question. Please, do take a copy of your application for your own reference.

Mark the courses for which you wish compensation on this form. Each course has to be given a number, so that the application and its appendices clearly tell, for which course each course of the Department is wished to be compensated. One course can only be used for one compensation at the University of Jyväskylä. The departments control this with each other. If any fraudulent practice is detected, a decision on compensation, that has already been made, can be cancelled.

If you wish to compensate course Y at the university for course X of the Polytechnic, you should fill in the form as follows (information on the compensating course is coloured grey)

#	Compensating course and its grade	cr	Examiner	Institution	Course to be compensated, its code	cr	Course to be compensated	cr	Grade	Signature	Date
1	Course X, Grade4	5	Smith	Polyt. Lon	ITK 999 – Course Y	2					

Compensating courses have to be given numbers, so that the application and its appendices clearly tell, with which course each course of the Department is wished to be compensated. In the case above, the number of the compensating course is one. This number has to be used to mark the syllabus of the course and the course itself in the official transcript of records. Information on the contents, the time of completion, the place of completion, the examiner and the grade of the course have to be given in the application or its appendices.

Appendices which have to be enclosed: Syllabuses of the compensating courses, list of literature (if not included in the syllabus), degree certificate(s), transcript of records from the former institutions as well as from the University of Jyväskylä. Imperfect applications will not be processed, and they are returned to the applicant for completion.

This form is not used to apply for compensation for the courses of the Department of Mathematical Information Technology!

