APPENDIX 1

ADMISSION WITH ACCREDITATION OF PRIOR LEARNING GUIDANCE AND PROCEDURES

General Guidance

1. Accreditation of Prior Learning (APL) takes account of a student’s previous study and avoids repetition of material by granting credit for UCL modules and/or allowing variation of the programme diet for individual students. For taught postgraduate programmes only UCL credits will be considered for APL.

2. Accreditation for Prior Experiential Learning (APEL) is not appropriate for programmes at UCL but APEL may be used in the admissions process to compensate for any lack of more formal entry qualifications.

3. The award of APL and recognition of APEL are entirely at the discretion of UCL.

4. APL should neither advantage nor disadvantage a student awarded APL compared with students who study the programme from initial enrolment.

5. Consideration of APL is restricted to

   (a) learning completed up to five years ago, and

   (b) credit bearing modules\(^1\) endorsed by the appropriate Board of Examiners.

6. APL is not applicable for

   (a) a module that comprises a project or research project or dissertation, or

   (b) a module that was not passed at the first attempt, or

   (c) a module that was gained with a condensed pass, or

   (d) a module where the teaching was delivered to both undergraduates and postgraduates.

7. Credit-bearing modules gained at UCL as part of a Post Graduate Certificate (PGCert) or Post Graduate Diploma (PGDip) or as Short Courses may be used for a further award at UCL but the earlier PGCert or PGDip must be surrendered once the new qualification is complete.

   APL will not be granted for UCL Awards unless one complete academic session has elapsed between the Award and admission.

8. Modules previously used to gain an external award cannot be used to gain credit for UCL modules although they may guide adjustment of the programme diet for a student.

9. Responsibility for demonstrating that the prior learning has provided the skills and

\(^1\) Modules in this instance refer to UCL undergraduate course units, postgraduate credit units, short courses and awards and the equivalent entities at other HEIs and similar organisations.
knowledge equivalent to the learning outcomes of the UCL module(s) rests with the applicant.

(a) APL will not be awarded unless the Department/Division is satisfied of this equivalence.

(b) However, the Department/Division should supply external applicants with details of the module(s) for which they want to claim APL. These details should include the syllabus, the learning outcomes, and the method of assessment together with the APL Application Form.

(c) All applications and supporting documentation must be in English, if necessary translated at the applicant’s expense by a qualified independent translator.

(d) Applicants should assemble the evidence for their claim and submit it to the UCL Admissions Office; the portfolio of evidence will then be forwarded to the relevant Department/Division for consideration.

10. Admission to a programme is a separate process but APL, if agreed, becomes part of the agreement between UCL and the student. The modules for which APL is granted, any variation in the student’s diet, and the scheme of award should be clearly defined when the offer of admission is made or the transfer is agreed.

11. APL cannot be used at an extenuating circumstance for underachievement in subsequent assessments.

Undergraduate Programmes

TRANSFERS INTERNAL TO UCL

12. Some internal transfers between programmes require APL because the divergence between the structure of the programmes leaves ambiguity.

13. APL for transfers between programmes within a Department/Division should be straightforward.

(a) Often no more is required than the notional adjustment of modules as core, or optional, or elective so the programme diet is satisfied.

(b) However, modules that might be Introductory or Intermediate in one diet may be considered to be at a different level in the other programme.

(c) The material of an Introductory module in the new programme might be considered to have been covered in the previous programme in a different way.

14. APL for transfers between programmes in different Departments/Divisions, especially between those in different faculties, requires more careful consideration. The Department/Division for the new programme should analyse the application to demonstrate in detail how the APL maps onto the new programme and, if satisfied there is a case for APL, should forward the signed application form with the supporting documentation to the Faculty.

15. The APL for transfers between programmes

(a) within a Department/ Division is approved at Departmental/ Divisional
level with notification to the Faculty and in due course the Registry,

(b) within a Faculty is approved at Faculty level with notification to the Dean of Students (Academic) through the Registry,

(c) between faculties is approved by the Faculty Tutor of the Faculty to which the student will be a member, with notification to the Dean of Student (Academic) through the Registry.

16. Modules studied during the student’s First Year and Second Year will receive weights 1 and 3, respectively, in the Harmonised Scheme of Award for the new programme even if, for example, a module at introductory level is taken during second year to enable the student to satisfy the requirements of the diet.

17. APL should not exceed 4 course units for an undergraduate programme, and students should study 4 course units each year before and after APL.

18. A student joining a student with APL must be able to follow the same diet in the final year as other students and, if this is not possible, then APL cannot be approved for that programme.

19. The modules for which APL is granted, any variation in the student’s diet, and the scheme of award should be clearly defined when the transfer takes place.

   For example, the specification for a transfer into Year 2 of a three-year programme might be:

   (i) 4 course units credited;

   (ii) Scheme of Award for programme UB?? with year weighting 1:3:5;

   (iii) Diet for programme UB?? except that the optional half course in Year 2 must be ABCD1005.

EXTERNAL TRANSFERS INTO UCL UNDERGRADUATE PROGRAMMES

20. All applicants must first submit a standard UCAS application.

21. Students applying for direct entry into second year will normally have studied on a similar degree programme at another institution, but the degree structure may not directly map onto the UCL degree.

   (a) Students must apply for APL even if the programmes appear to correspond closely.

22. If APL is agreed then students may receive credit for up to four course units.

   (a) Results for modules credited this way through APL are included in the total of course units passed but otherwise Year 1 will not contribute to the Scheme of Award.

   (b) It may be necessary for students to study Introductory courses during their second year, but these modules will be treated as Year 2 modules and receive weight 3 in the Harmonised Scheme of Award.

23. The agreement of APL must specify which modules have been credited, any variation in the programme diet for the student, and the details of the Scheme of Award.

   For example, the specification for a direct entry into Year 2 of a three-year
programme might be:

(i) 4 course units credited;
(ii) Scheme of Award for programme UB?? with year weighting 0:3:5;
(iii) Diet for programme UB?? except that in Year 2 the elective must be ABCD1001 and the options must be ABCD1005 and ABCD2001.

24. Direct entry to Year 2 of undergraduate programmes and the associated APL requires approval by the Dean of Student (Academic) and applications should be submitted through the Registry.

Postgraduate Graduate Taught Programmes

APL is not available for external credit for taught postgraduate programmes. UCL Graduates holding postgraduate awards or passes in credit bearing short or taster courses. Students must enroll for 60, 120 or 180 credits. In cases where a student has passed a very similar module externally, adjustment will be made to the student’s programme diet to a maximum of 15 credits for compulsory modules.

25. Applications for a new programme of study should be made in the usual way through UCL Admissions.

26. Holders of a UCL
   (a) PGCert may receive APL for up to 60 credits,
   (b) PGDip may receive APL for up to 120 credits,
and resume their study at UCL on an appropriate PGDip or Masters programme.

27. Since credit cannot be counted twice, the student must surrender the PGCert or PGDip and the original award will be rescinded on successful completion of the new UCL award.

28. The APL criteria also apply to applicants who have passed modules taught at UCL as credit-bearing short courses or taster courses.

29. The Department/Division which will determine whether the prior learning put forward in the APL provides knowledge that is still current. It is important that the student should not be disadvantaged in the new studies, especially with respect to the dissertation.

30. The number of credits for which APL has been granted and any variation to the programme diet must be specified at the time of admission and form part of the agreement between UCL and the student.

31. Applications for APL should be submitted through the Registry for approval by the Dean of Students (Academic).