**APPLICATION FOR THE RECOGNITION OF PRIOR LEARNING (RPL)**

**What is Recognition of Prior Learning (RPL)?**

Recognition of Prior Learning (RPL) is a process whereby applicants or students may request exemption from part of their chosen UCL programme of study via formal recognition of their previous learning. Recognition of Prior Learning is solely at the discretion of UCL and applications are considered on a case-by- case basis.

Academic references, a transcript of previous studies and full syllabi of relevant previous courses MUST be attached to the application for admission to the programme. The RPL application will not be considered without all relevant information.

For graduate study, applications for RPL must be made at the point of submitting the application for admission and in accordance with the application deadline in place for the specific programme of study.

The deadline for UCAS undergraduate applications by the Admissions Office or the relevant Faculty Office is the UCAS equal consideration/entry deadline in January for entry in the next academic year. Late or incomplete applications cannot be considered under the accreditation of prior learning guidelines.

Applicants wishing to apply for RPL should contact Admissions in Student & Registry Services.

**Section 1: FOR COMPLETION BY APPLICANT**

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| **FIRST NAME(S):** |
| **SURNAME:** |
| **DATE OF BIRTH:** |
| **PROGRAMME APPLIED FOR:** |
| **PREVIOUS INSTITUTION:** |
| **PREVIOUS PROGRAMME OF STUDY:** |
| **DATES OF ATTENDANCE:** |
| **QUALIFICATION GAINED (if appropriate):** |
| **REASON FOR APPLICATION:** |
| **DETAILS OF MODULES FOR WHICH ACCREDITATION IS BEING SOUGHT:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Module Code | Name | Credits per module | University | Grade\* | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   Please note that if you have already completed a qualification you may be asked to surrender your award as part of this RPL request unless the previous qualification is a constituent part of your professional accreditation (e.g. Qualified Teacher Status). Please refer to the Academic Manual for guidance.  Information concerning the maximum amount of credit which may be imported and the requirement to surrender the original qualification may be accessed in Chapter 1, Section 2.8 of the UCL Academic Manual. Information concerning the standard classification algorithm for the qualification sought may be accessed in Chapter 4, Section 7 of the Academic Manual.  \*Whilst credits awarded through RPL are included in the total credits for the qualification, grades awarded from any institution other than UCL will not be used for the calculation of your classification. The classification calculation will be based on credits studied and achieved at UCL only ([see Academic Manual, chapter 1, section 2.8.4](https://www.ucl.ac.uk/academic-manual/chapters/chapter-1-student-recruitment-and-admissions/section-2-entrance-requirements#2.8)). |
| **DETAILS OF UCL MODULES FROM WHICH EXEMPTION IS SOUGHT:**  There are maximum number of credits that can be exempt depending on your programme of study – for further information, please refer to the Academic Manual (as above).   |  |  |  | | --- | --- | --- | | Module Code | Module Name | Module Credits | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| By signing this form you are confirming that you have read the RPL guidance overleaf. This completed form should be uploaded to your application for admission. |
| SIGNATURE OF APPLICANT: DATE: |

**GUIDANCE ON APPLYING FOR RECOGNITION OF PRIOR LEARNING (RPL)**

**Can I make an application for RPL once I start my course?**

Applications for Recognition of Prior Learning (RPL) may only be made at the point of admission. UCL cannot accept retrospective applications for RPL once you have enrolled on a programme.

**Does UCL consider when my previous credits were obtained?**

UCL cannot accept RPL where the previous study was completed more than five years before the start of your programme.

**Is there a limit on how many credits I can import?**

There are rules governing the maximum number of credits that can be imported. Please see Chapter 1, Section 2.8 of the UCL Academic Manual as these regulations differ depending upon the type of programme you are studying. Link: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-1-student-recruitment-and-admissions/section-2-entrance-requirements#2.8>

**How will RPL impact on the calculation of my degree classification?**

If Recognition of Prior Learning (RPL) is approved this may impact on how your degree classification for your UCL programme of study is calculated.  Credits for modules awarded through RPL are included in the total number of credits for the qualification. Credits awarded via RPL from any institution other than UCL will be excluded from the calculation of the classification. Credits accrued at UCL and awarded via RPL will be included in the calculation of the classification. Please see Chapter 1, Section 2.8 of the Academic Manual for further information: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-1-student-recruitment-and-admissions/section-2-entrance-requirements#2.8>

**How will RPL impact on my tuition fees?**

Recognition of Prior Learning will reduce the number of credits you are studying at UCL and therefore this may impact on your liability for tuition fees as well as your mode of attendance and eligibility for student loan and other forms of student finance.

Before making an application for RPL you should email [fees@ucl.ac.uk](mailto:fees@ucl.ac.uk) or your student loan provider to confirm how importing credits would impact on your tuition fees, mode of attendance and student loan provider.

**RPL and immigration**

Please note that UCL is only able to provide sponsorship under the Student Route for those who are registered on a full-time programme of study. Further information can be found on our website: <https://www.ucl.ac.uk/students/immigration-and-visas/student-visas>

**Where can I go if I have any further questions?**

If you have a question concerning RPL that this guidance has not answered, contact the UCL [Admissions](https://www.ucl.ac.uk/about/contact-us) team for further advice.

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| **Section 2: FOR COMPLETION BY DEPARTMENTAL ADMISSIONS TUTOR** |
| **UCL Application Number:** |
| DETAILS OF ANY COMPULSORY MODULES TO BE TAKEN AT UCL, AND WHEN, IN ORDER TO ADDRESS ANY GAPS IN PREVIOUS STUDIES:   |  |  |  |  | | --- | --- | --- | --- | | Module Code | Module Name | Module credits | Year/semester | |  |  |  |  | |  |  |  |  | |
| TOTAL NUMBER OF EXEMPTED MODULES (for non-modular programmes - please confirm the proportion of the academic year) – please see section 1 for suggested modules by the applicant:   |  |  |  | | --- | --- | --- | | Module Code | Module Name | Credits | |  |  |  | |  |  |  |   TOTAL AMOUNT OF CREDIT REQUIRED, FOLLOWING ADJUSTMENT FOR RPL, TO QUALIFY FOR THE QUALIFICATION SOUGHT:   |  |  | | --- | --- | | Total credits on programme |  | | Total credits exempted via RPL |  | | Total remaining credits to be studied |  | |
| **Admissions Tutor (in block capitals): Signature:** **Date:** |
| **Section 3: FOR COMPLETION BY THE VICE PROVOST (EDUCATION & STUDENT EXPERIENCE):** |
| **APPROVED/NOT APPROVED** ON BEHALF OF UCL EDUCATION COMMITTEE (please delete as appropriate) |
| COMMENTS AND CONDITIONS WHICH **MUST** BE STATED ON THE OFFER LETTER: |
| TOTAL VALUE OF CREDITS TO BE AWARDED: |
| TOTAL NUMBER OF EXEMPTED MODULES: |
| **On behalf of the Vice Provost (Education and Student Experience) (in block capitals):**  **Signature:** **Date:** |
| **NOTED BY STUDENT RECORDS SECTION:** |
| **Student Records (in block capitals): Signature:** **Date:** |