

## **APL/CREDIT TRANSFER POLICY**

### **(Adapted for Royal Marsden School)**

#### **Introduction**

1. Accreditation of prior learning (APL) is defined as a system whereby academic credits can be awarded for previous learning that has taken place either through formal courses of study (Accreditation of Prior Certificated Learning - APCL) or in other ways (Accreditation of Prior Experiential Learning - APEL).

Credits gained can be:

- Accumulated - counted towards an award (for example, a Diploma/Degree);
- Transferred to another course of study or to another institution;
- Used to grant exemption from part of a course of study.

A distinction between general and specific credit should be noted as follows: General credit is awarded by the body which validates a course/qualification and demonstrates for external reference the volume and level of work associated with that course/qualification. The award of general credit makes no commitment about the use of that course/qualification by another body/institution for the award of specific credit via APL towards a subsequent qualification.

It is the responsibility of a receiving institution, i.e. RMS/UEA, to decide how much specific credit to award an individual student via APL, based on the level, extent and perceived relevance of the material (both knowledge and skills based) contained within the course/qualification offered by the applicant when compared with his/her intended course of study at RMS.

2. The following guidelines aim to clarify the position concerning cases of APCL/ APEL but additional, more specific guidelines may be used where approved by the University Learning and Teaching Committee.

#### **APEL**

3. APEL shall not be accepted for any RMS course or module.

#### **APCL Principles**

4. Specific credit may be awarded for courses which form a substantial part of a degree/higher education qualification, that carry a credit rating and are clearly comparable in level, academic standard, content and learning outcomes to an equivalent course at RMS.

5. Applicants must note, however, that the award of specific credit via APCL towards their intended course of study at RMS is not guaranteed and may not necessarily directly reflect the value/level of the general credit assigned to their current/previous qualification by the awarding body, i.e. it may be less.

6. Exemptions are not awarded for courses/qualifications that were awarded five years ago or longer, prior to the enrolment date for the intended course of study, unless the candidate can provide supporting evidence which gives an account of ways in which learning achieved through the course/qualification has been applied actively and updated within the past five years.

Exemptions may not normally be granted where a student has previously registered for and failed part of an award and wishes to seek readmission to the same or similar award.

7. APCL may not be awarded for core or compulsory modules except via a concession approved by the University.

8. APCL may not be awarded for pre requisites in certain disciplines e.g. where the modules are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.

9. Where candidates apply for a Top-Up award (e.g. a Level 6 course, having gained a Diploma of Higher Education elsewhere) they must undertake a minimum of 60 UEA credits in order to have an award conferred.

10. For postgraduate degree courses:

a) candidates may offer AP(C)L in the form of free-standing credit or interim postgraduate awards up to the credit values specified below:

- 120 credits of the 180 credits required for a MSc as AP(C)L;
- 60 credits of the 120 credits required for a Postgraduate Diploma as AP(C)L;
- 30 credits of the 60 credits required for a Postgraduate Certificate as AP(C)L.

b) Subject to verification, applicants holding a relevant PG Cert (60credits) may be eligible to enter the course at the start of phase 2, whilst those holding a relevant PG Dip (120credits) may be able to enter the course at stage 3.

c) APCL shall not be granted in respect of the dissertation component of a course.

11. The final classification of any UEA award shall be based solely on the studies undertaken at RMS on the course onto which a student has transferred.

### **Application process**

12. The applicant's request must be made in writing, enclosing:

- (1) A certified copy of certificate(s) or parchment(s);
- (2) a syllabus;
- (3) a completed application form, which asks for a transcript of the subjects taken, a full record of academic results achieved and contact details of an academic referee at the institution which awarded the qualification.

All applications should be sent to the Admissions Officer.

13. Procedure for the approval of APCL:

Applications are considered by a panel of senior academics at the School and then recommendations are approved by the Chair of the Joint Board of Study.

The Admissions Officer will notify the candidate of the outcome in writing.