Recognition of Prior Learning

Policy owner	Approval date and body
University Secretariat	25th April 2012, Academic Council

1. Purpose

UCD encourages lifelong learning and provides the opportunity for prior learning to be recognised. The purpose of the *Recognition of Prior Learning Policy* is to facilitate Programme Boards[1] as they seek to support students/prospective students[2] who apply to have prior learning recognised for the purposes of admission into a UCD programme of study or, credit applied towards a UCD programme of study, or transfer into or between UCD programmes. The responsibility for deciding the most appropriate course of action for a student lies with the Programme Board.

Context: Recognition of Prior Learning at UCD

UCD, as a leading international Irish University, has an ongoing commitment to education provision across society as a whole. The University actively promotes the principles of lifelong learning, including the recognition of learning wherever and whenever it is achieved; in this regard, it is committed to enabling more inclusive approaches for mature and lifelong learners at different stages of their personal and professional lives, who wish to undertake their studies on a full- or part-time basis. UCD pledges to facilitate the recognition of learning outcomes achieved prior to university admission to ensure that the student's university experience builds upon knowledge that the student brings and to avoid unnecessary duplication of academic work.

UCD has a strategic commitment to support widening participation and lifelong learning; the *Recognition of Prior Learning Academic Policy* is one of the University's approaches in consolidating these twin goals to overcome the significant disparity that remains among different groups across Ireland in accessing higher education.

2. Definitions

Recognition of Prior Learning (RPL)[3]
In the principles and operational guidelines for the recognition of prior learning in further and higher education in Ireland (NQAI, 2005), RPL is defined as: "the process by which prior learning is given a value. It is a means by which prior learning is formally identified, assessed and acknowledged". (p. 2)

[1] Throughout this document, 'Programme Board(s)' is understood to refer to undergraduate and graduate Programme/Graduate School Boards.
[2] Hereafter, referred to as 'applicants'.
[3] In previous UCD academic policies, the terms 'accreditation of prior certificated learning', 'accreditation of prior experiential learning' and 'internal credit transfer' were used. 'Recognition of Prior Learning' embraces each of these terms

The key terms associated with RPL are:

a) 'prior'[4] , i.e., learning outcomes already achieved; and
b) 'process' i.e., the distinct stages of identification, assessment and certification.

RPL encompasses all forms of prior learning, including learning acquired by following a course of study (i.e., formal learning), learning acquired outside of the formal education system which may not lead to certification (i.e., non-formal learning) and learning acquired through experience.

RPL is used to gain:

- Admission to programmes where a person may not have obtained the standard admissions requirements; and
- Credit towards a programme of study so that an individual does not duplicate learning outcomes already acquired.

There are different means of assessment in place for RPL depending on the type of RPL an individual wishes to gain, for example, it can be dealt with by a Head of School or an Admissions Tutor who reviews previous certification and experience, or (in the case of experiential learning) it can involve an assessment of the individual against the learning outcomes associated with the relevant module, programme or qualification.[5]

3. Scope

The *Recognition of Prior Learning Policy*, and all supporting documentation, applies to all UCD programmes at undergraduate and graduate levels. Programme Boards are responsible for deciding on all applications and for establishing subject/discipline relevant standards in line with this policy for their programmes. At undergraduate level, the Director of Admissions and Enrolment Planning is responsible for making all offers of admission to programmes, while at graduate level this authority lies with the relevant Programme Board and Graduate Admissions Tutors. It is the responsibility of individual applicants to apply for admission to a programme and/or to submit a claim for recognition of prior learning, and to supply supporting evidence for their application.[6] An outline of the application process is presented in Appendices 1 – 3 below. Please note that applicants registered to programmes that are run collaboratively with other institutions will normally submit their application to their home institution.

4. Principles

4.1. General

4.1.1. UCD supports and encourages the recognition of prior learning that students have normally achieved prior to first registering to their programme.[7]

[4] For exceptions to 'prior', please refer to item 5.6 below ('Special Circumstances').
[5] Adapted From: The *University Sector* Framework Implementation Network (FIN). (October 2011). *Recognition of Prior Learning (RPL) in the University Sector: Policies, case studies and issues arising.* P. 26 (Table 1). The full report can be accessed here .
[6] Please note that there may be cases where individual students do not need to make applications because there is a University level agreement relating to certain programmes whereby the academic judgement to recognise a programme has already been made.
[7] For exceptions to 'prior', please refer to item 5.6 below ('Special Circumstances')

4.1.2. The University has protocols and procedures relating to programme transfer and readmission.[8]

4.1.3. A basic principle of credit accumulation is that credit cannot be awarded twice for the same achievement. Where a student uses all of their credit from a previous award (either a UCD or a non-UCD award) towards another award from UCD at the same level, they should be advised by the Programme Board to represent themselves as having a single award only (i.e. the highest level award).

4.1.4. In recognising prior learning, where a Programme Board is satisfied that a student has achieved identified programme learning outcomes based on learning that has already contributed to an award, the Programme Board must determine whether the student should be awarded general credit to recognise these learning outcomes rather than requesting that a student duplicate learning outcomes already achieved.

- In such cases, no grade may be associated with the credit used towards the UCD programme of study.

4.1.5. Approved UCD graduate taught pathway programmes are exempt the general credit requirement specified in item 5.1.4. Please refer to PDARF – Implementing the Recognition of Prior Learning Policy: Graduate Taught Pathway Programmes @ UCD for further information.

4.2. Academic oversight and quality assurance

4.2.1. UCD is committed to transparent and equitable treatment of applicants for recognition of prior learning across all programmes of the University.

4.2.2. The University Undergraduate Programmes Board and the University Graduate Programmes Board, acting on the delegated authority of Academic Council, are responsible for the quality assurance and academic governance oversight at University level of recognition of prior learning decisions.

4.2.3. Each Programme Board will submit an annual report documenting all recognition of prior learning applications it approved during the previous academic session. This report will be submitted to the relevant University Programme Board[9] by the submission deadline for its second meeting in an academic session.[10]

4.3. Decision-making

4.3.1. Programme Boards, in accordance with University policy, are responsible for deciding on all applications. Recommendations may be made to the Programme Board by the Admissions Tutor, Head of School, Head of Subject, Principal Supervisor and/or Programme and Module Co-ordinators.

4.3.2. All recognition of prior learning decisions are made by a member of the UCD academic staff on the basis of academic judgement and published learning outcomes

[8] The *Protocol for Programme Transfer*, and information on re-admission in the *UCD Withdrawal Procedure*, can be found at the University Governance Document Library.

[9] The relevant University Programmes Board for all programmes at NQAI levels 6, 7 and 8 is the University Undergraduate Programmes Board (UUPB) and the relevant University Programmes Board for all programmes at NQAI levels 9 and 10 is the University Graduate Programmes Board (UGPB).

[10] Please refer to *UCD Academic Regulations*, General Regulation 2.1 in particular, for a definition of 'academic session'.

within a particular programme subject area. All decisions relating to recognising certificated learning, experiential learning and transfer into/within UCD programmes are based on evidence of the following principles and informed by answers to the questions included below:

- Learning outcomes rather than the learning experience is evaluated – there must be evidence of learning at the appropriate level.[11]
- Relevance of learning outcomes – how relevant is the learning to the particular programme and at what level was the learning achieved?
- Equivalence of learning – is the learning equivalent to the UCD credit to be granted?
- Currency of learning outcomes – how long has it been since the learning was achieved; what developments have taken place in the interim period that might mean the learning is no longer current and therefore credit towards the UCD programme should not be granted?
- Professional accreditation concerns – the School should advise both the applicant and the Programme Board if there are concerns or issues pertaining to accreditation that will effect either the application for prior learning or an applicant's ability to subsequently achieve compliance with professional requirements of relevant accrediting bodies.[12]

4.4. Amount and types of credit

4.4.1. Each Programme Board, subject to the following rules, will determine the amount of credit an applicant may transfer/be exempted from based on an application for the recognition of prior learning. The minimum amount of credit that can be awarded is one module (e.g. five ECTS credits at undergraduate level or 2.5 ECTS credits at graduate level). Credit is not awarded for part of a module. Credit awarded for prior learning may only be applied to taught programmes or to taught elements of a research programme, not to research activity.[13]

- Taught programmes
  - For Bachelor level programmes, the maximum amount of credit will normally be 50% of the whole programme of study.
  - For Taught Masters level programmes, the maximum amount of credit will normally be 2/3 of the total credits of the whole programme of study. For example: the maximum for a 90 ECTS credit Taught Masters Degree would be no more than 60 ECTS credits.
  - For all other taught programmes, the maximum amount of credit will normally be 50% of the whole programme of study.
- Research programmes

[11] A useful tool here may be the *UCD Level Descriptors* document, which can be accessed via the University Governance Document Library.

[12] One such example relates to the Bachelor of Medicine degree award and professional accreditation within the U.S.A.

[13] One distinction between taught and research activities is that taught activity is awarded ECTS credits, while research activity is awarded nominal credits, with the exception of minor theses and dissertations on undergraduate and graduate taught programmes.

- For Research Masters programmes, the maximum amount of credit recognised may be 90 credits towards taught elements. Students on Research Masters programmes must complete a minimum of 90 credits of Masters-level research activity, which means if they receive any RPL it will take two years to complete their programme.
- For Doctoral level programmes, the maximum amount of credit recognised may be 90 credits towards taught elements. Students on PhD programmes must normally complete a minimum of 240 credits of Doctoral-level research activity in UCD – exceptions to this are set down within the Academic Regulations for PhD Degrees).[14]
- Please note that 90 credits is the maximum number of credits that a student can attempt in an academic session of three terms.

4.4.2. Under exceptional circumstances where a Programme Board wishes to recognise more than the maximum credit amount, it must seek approval from the relevant University Programme Board.[15]

4.4.3. With regard to prior non-UCD learning, a Programme Board may grant specific or general credit. Wherever possible, specific credit should be allocated.

4.4.4. With regard to prior UCD learning, where a module(s) is directly applicable or where the Programme Board has allowed a module(s) to transfer to the new programme, the module(s) and grade(s) will normally be mapped directly into the new programme and such grades will be used in relevant GPA calculations.[16] A module will only be mapped where it has not already been counted towards an award. If it has already been counted towards an award, general credit must be awarded instead.

4.4.5. **Specific credit** is granted when the learning outcomes of the prior learning are equivalent to the learning outcomes of a current UCD module(s) and where the prior learning has not already been counted towards an award.

- The grades associated with specific credit may be transferred directly, or with appropriate equivalencies mapped into the UCD academic record. All such grades will be recorded on the UCD transcript but will not normally be included in GPA calculations (see also item 6.2.1 below).

4.4.6. **General credit** is granted when the learning outcomes of the prior learning are relevant but not directly equivalent to modules in the relevant UCD programme and/or where credit associated with the learning outcomes has already counted towards an award.

- General credit is awarded as a block of credit that contributes to the overall credit requirements of the programme. It does not carry a grade and may not be included in GPA calculations.

4.4.7. Approved UCD graduate taught pathway programmes are exempt this general credit requirement. Please refer to PDARF – Implementing the Recognition of Prior Learning Policy: Graduate Taught Pathway Programmes @ UCD for further

[14] PhD Regulation 16.6 refers. *UCD Academic Regulations* can be found here

[15] The relevant University Programmes Board for all programmes at NQAI levels 6, 7 and 8 is the University Undergraduate Programmes Board (UUPB) and the relevant University Programmes Board for all programmes at NQAI levels 9 and 10 is the University Graduate Programmes Board (UGPB).

[16] With regard to applications relating to UCD pre-modular achievement credits (e.g. where a former UCD student had completed part of a programme before 2006), the Programme Board will determine the credit block to be applied to the new programme and whether it is appropriate for this to be graded or grade point neutral and included in relevant GPA calculations.

information.

4.5. Making an application

4.5.1. Applicants should apply for recognition of prior learning at the earliest possible time, preferably before the commencement of their module/stage/programme of study.
- All applications for credit exemption for a particular module(s) should be submitted before the third week of the semester in which a module is taken.

4.5.2. All applicants must provide supporting evidence and documentation of their prior learning. Please refer to the *RPL: Guide for applicants* for further information, here.

4.5.3. With regard to applications for exemption based on prior experiential learning, the University does not normally offer professional advice/counselling in preparation of evidence/documentation except as agreed within individual programmes or within specified modules operated by the University. In such cases, it is the responsibility of the relevant Programme to provide written guidance notes to applicants.

4.5.4. The University will normally levy a charge for the assessment of prior experiential learning to cover the costs of conducting the assessment. This amount will be specified in advance of the assessment taking place and cannot be construed in any way as payment for exemption or admission to a programme. The fees charged may vary from programme to programme, particularly where additional resources are expected to be able to comprehensively and fairly assess the application.

Note: It is important to note that where there are existing University and programme-level agreements with other institutions with regard to transferring into a UCD programme, including at an advanced stage (i.e. after stage 1), individual applications are not necessary. For further information on these processes please refer to the UCD Admissions website, here.

4.6. Special circumstances: exceptions to 'prior to first registration'

4.6.1. Normally, students apply for recognition of prior learning where the learning outcomes were achieved before they first registered to their programme of study.

4.6.2. Where a student returns to their programme of study following time out (including, for example, a leave of absence[17] or withdrawal[18]) or has achieved learning outcomes outside their normal programme of study (e.g. at a summer school), a student may apply for recognition of prior learning. It is at the discretion of the Programme Board whether to allow credit exemption for such learning.

4.6.3. The same criteria apply to these applications as to all RPL requests.

[17] A student returning to their programme following a leave of absence does not need to make an RPL application relating to work completed in UCD as part of their programme of study prior to their leave of absence period.

[18] Where a student is seeking re-admission to the same programme of study following a period of withdrawal they do not need to make an RPL application relating to the work completed on this programme prior to their

5. Roles and responsibilities

The roles and responsibilities of the key parties – the applicant and Programme Board – as well as other supporting roles are defined as follows:

5.1. The Responsibilities of the Applicant

In order that the University may best support applicants the applicant must:

5.1.1. Submit their application on the official University form (either online here or following admission in paper format) as early as possible, preferably in advance of commencing their module/stage/programme of study. An application for credit exemption for a particular module(s) will be accepted at the discretion of the Programme Board where it is submitted after the third week of a semester.

5.1.2. As part of their application, supply all necessary evidence and documentation to support their application.

5.1.3. Read the *Recognition of Prior Learning Policy*, *RPL Guide for Applicants* and *Protocol for Programme Transfer* (both accessible via the University Governance Document Library) and make sure they understand any possible implications e.g. regarding professional accreditation.

5.2. The Responsibilities of the Programme Board/Graduate School Board

The Programme Board acting on delegated authority decides on all recognition of prior learning applications and is responsible for ensuring the academic integrity of its programme(s) (please refer to 6.3.3 below in relation to undergraduate admissions as it is the Director of Admissions and Enrolment Planning and not the relevant Programme Board that holds the delegated authority to make admissions offers to undergraduate programmes). In this, it shall:

5.2.1. Take account of the following factors in making each decision:

- The recommendation of the School.
- Amount and type of credit that should be awarded.
- What modules, if any, for which the student should be exempt.
- Whether grades or equivalencies should transfer for prior non-UCD credit and pre-modular UCD credit (pre-modular achievement credits) and whether such grades should be included in relevant GPA calculations.

5.2.2. Maintain a local record of decisions to capture precedence and ensure consistency and fairness across its programme(s) in line with the University policy.

5.2.3. Ensure that applicants are informed of the RPL outcome/status of their application within four weeks of submitting it.

5.2.4. Submit an annual report documenting all recognition of prior learning applications it approved during the previous academic session to the relevant University Programme Board by the submission deadline for its second meeting in an academic session.

5.2.5. Specify how students registered to programmes that are run collaboratively with other institutions can apply for recognition of prior learning and ensure a clear means of communicating decisions between institutions.

5.2.6. Determine the role of RPL for their programme(s) and ensure that all transfer and progression options are transparent and publicised.

- Is RPL accepted for admissions purposes only?
- Is RPL accepted for admissions and/or credit exemption?

5.2.7. The Programme Board may delegate decision making authority to Deans, Graduate School Directors and/or Standing Committees as required, but retains responsibility for oversight of all decisions.

5.3. Supporting roles and responsibilities

5.3.1. **The School**[19] shall assist the Programme Board as required in:

a) Assessing applications and recommending acceptance or not of the application for admissions and/or exemption, and inform the Programme Board as relevant on any possible implications of RPL for professional accreditation, and
b) Processing credits/grades for approved UCD graduate taught pathway programmes.

5.3.2. **The Programme/School Office** shall:

a) Take receipt of the official application form.
b) Submit the application for the consideration of the relevant Programme Board.
c) Inform the applicant (and all relevant personnel within a School) of the outcome of their application (i.e. relevant Programme Board's decision) in writing/by email.
d) Inform UCD Registry of the decision of the Board via existing delegated authority mechanisms.
e) Process credits/grades for approved UCD graduate taught pathway programmes.

5.3.3. **UCD Registry**, on behalf of the University, shall update and amend individual student records according to the delegated authority decisions received from the Programme Office/Graduate School Office, and shall maintain the Pathway Programme Register.

At undergraduate level, the **Director of Admissions and Enrolment Planning** holds the delegated authority to make all admissions offers. Such offers are made on the recommendation of the relevant Programme Board (or sub-committee with appropriate delegated authority).

a) UCD Registry (Admissions) will:
    i. Advise prospective applicants of application and transfer procedures and their eligibility to meet admissions requirements.
    ii. Inform applicants of the outcome of their recognition of prior learning application where such application was made as part of their request to be admitted to an undergraduate programme.
b) UCD Registry (Academic Secretariat) shall inform Programme Boards of the University Programme Boards' submission date in each academic session for receipt of the annual report documenting all recognition of prior learning applications (as per item 5.2.3 above).
c) UCD Registry (Assessment) shall support Schools and Programme/School Offices in processing credits/grades for approved UCD graduate taught pathway programmes.

[19] The School' incorporates the Head of School, Head of Subject, Programme Co-ordinator, Module Co-ordinator, Principal Supervisor and Admissions Tutor.

6. Related documents

Application Form Guide for Applicants
Guide for Staff
Graduate Taught Pathway Programmes
Irish National Framework of Qualifications (NFQ)
Protocol for Programmes Transfer
UCD Assesment Appeals Policy

7. Version history

Tracking Information

Personnel

Role	Name	e-mail	tel
Academic Sponsor and Chair	Prof. Joe Carthy	principal.science@ucd.ie	2481
Academic Council nominee and Vice-Principal for Teaching & Learning, School of NMHS	Dr. Declan Patton	declan.patton@ucd.ie	6417
Vice-Principal for Teaching & Learning, College of A&CS	Mr. Feargal Murphy	feargal.murphy@ucd.ie	8221
Head of School of Information & Library Studies	Prof. Diane Sonnenwald	diane.sonnenwald@ucd.ie	7799
Associate Dean (Teaching & Learning), School of Agriculture and Food Science	Dr. Mary Forrest	mary.forrest@ucd.ie	7753
Associate Dean (Teaching & Learning), School of PHPPS	Dr. Anne Drummond	anne.drummond@ucd.ie	3427
Associate Dean (Academic), School of Business	Prof. Andy Prothero	andrea.prothero@ucd.ie	8979
Director of Negotiated Learning, School of Computer Science & Informatics	Dr. Lorraine Mc Ginty	lorraine.mcginty@ucd.ie	2856
Students' Union Education Officer	Mr. Sam Geoghegan	education@ucdsu.ie	3111
Graduate School Manager, College of Life Sciences	Ms Deirbhle Carroll	deirbhle.carroll@ucd.ie	2633
Programme Manager, College of Engineering & Architecture	Ms Erin O'Malley	erin.omalley@ucd.ie	1871
Director of Academic Secretariat, UCD Registry	Dr. Sinéad Critchley	sinead.critchley@ucd.ie	1344
Director of Admissions and Enrolment Planning, UCD Registry	Ms Jill O'Mahony	jill.omahony@ucd.ie	1374
Director of Access and Lifelong Learning	Ms Anna Kelly	anna.kelly@ucd.ie	1645
Director of Strategic Academic Initiatives	Dr. Sharon Prado	sharon.prado@ucd.ie	1225
Policy Officer	Ms Martina Boyle	martina.boyle@ucd.ie	1535
Policy Assistant	Mr. Ed Shelly	edward.shelly@ucd.ie	1430

Version History

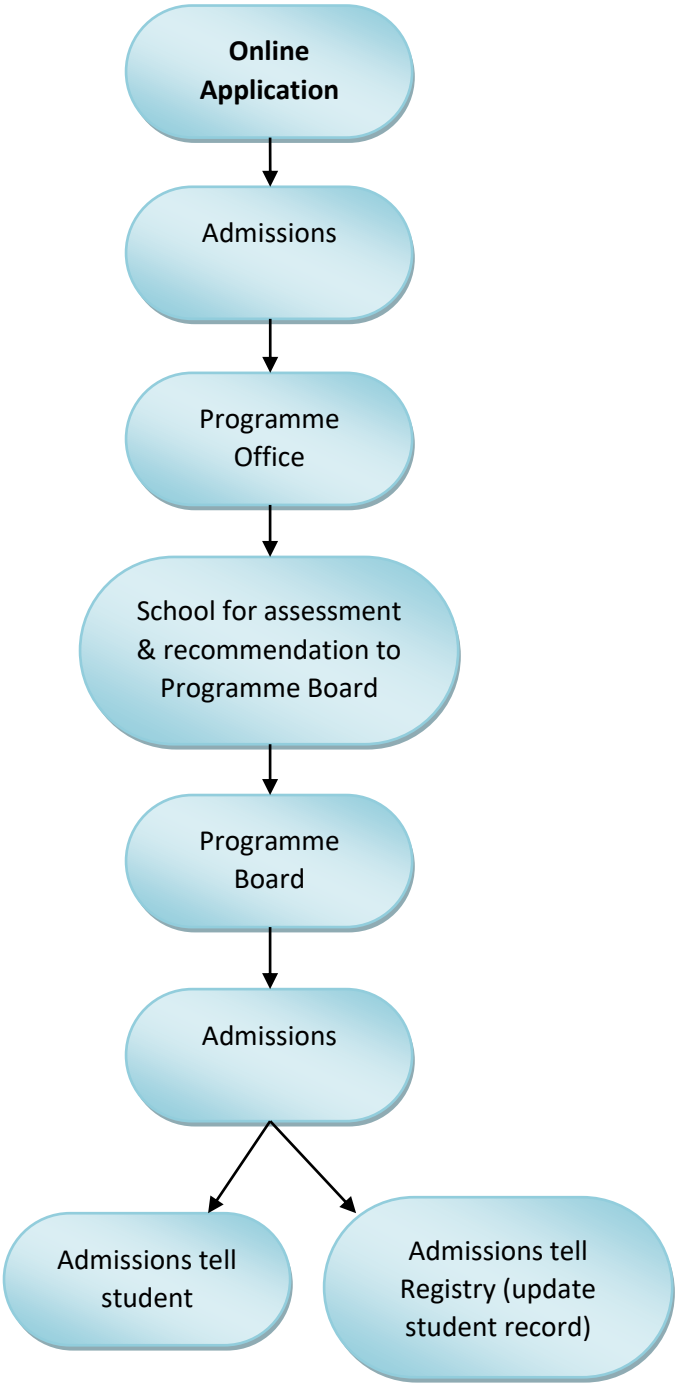
Version	Date	Summary of Changes	Changed by
1	17.01.2012	First draft	Joe Carthy and Martina Boyle
2	23.02.2012	Changes tracked based on feedback and discussion at the Working Group	Martina Boyle
3	01.03.2012	Changes tracked based on feedback and discussion at the Working Group	Martina Boyle
4	07.03.2012 13.03.2012	Changes tracked based on feedback and discussion at the Working Group	Martina Boyle
5	26.03.2012	Changes tracked based on discussion at the Working Group of feedback received through the consultation process	Martina Boyle
5	11.12.2013	Information and links updated based on the revised *Protocol for Programme Transfer* approved by Academic Council on 5th December 2013.	Martina Boyle
6	05.06.2014	Amendment made to the submission date for annual PB report to UPB: changed to the second meeting in a session based on feedback from Programme Offices	Martina Boyle
7	29.10.2014 02.12.2014 12.02.2015	Policy Review Group convened to specifically address the implementation of the policy for pathway programmes. Review Group composition: Prof. B. Redmond (Chair), Dr. B. Dooley, Prof. P. Gibbons, Dr. M. McNamara, Dr. M. Forrest, Ms K. O'Shea, Ms D. Carroll, Ms T. Donohue, Dr E. Gibney, Ms S. Kealy; supported by Ms M. Boyle.	Martina Boyle
7.1	24.11.2015 and	Review Group composition: Prof. B. Redmond (Chair), Dr. B. Dooley, Prof. P. Gibbons, Dr. M. McNamara, Dr. E. Gibney, Ms K. O'Shea, Ms D. Carroll, Ms S.	Martina Boyle

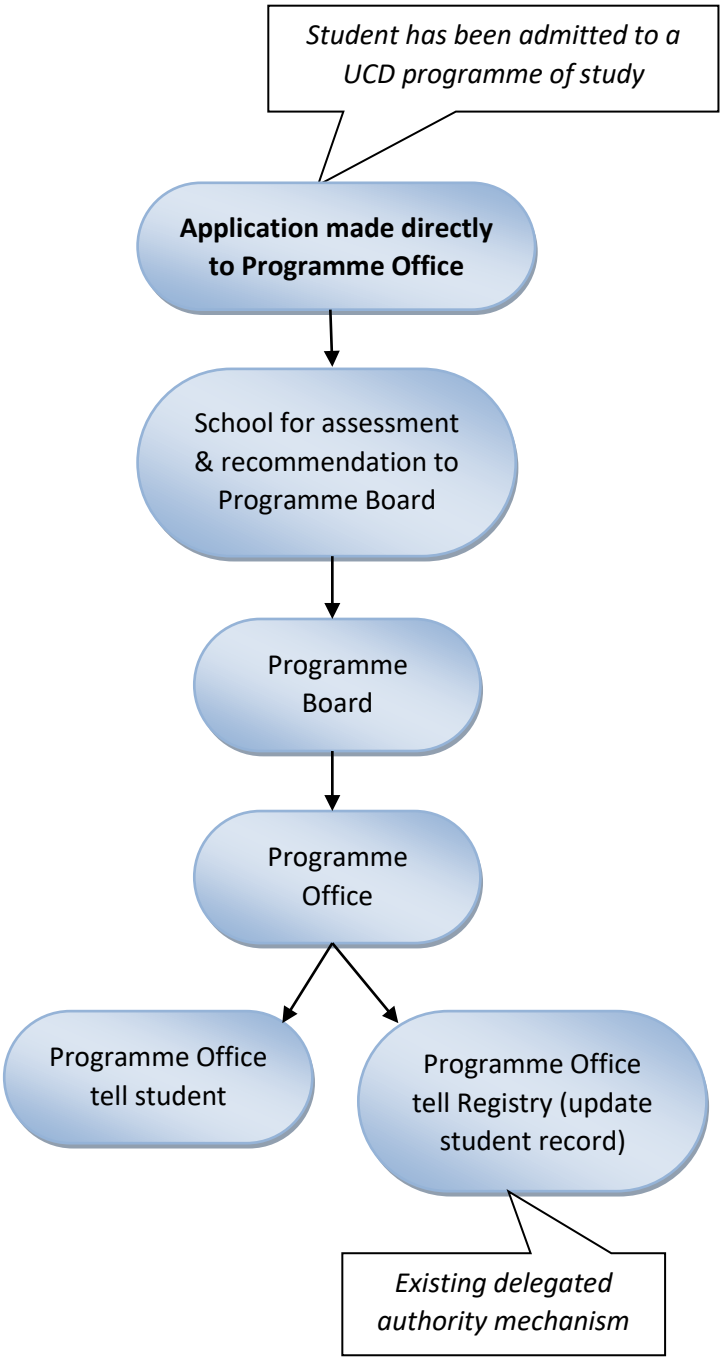
	31.04.2016	Kealy; supported by Ms M. Boyle.	

Consultation and Approvals Plan

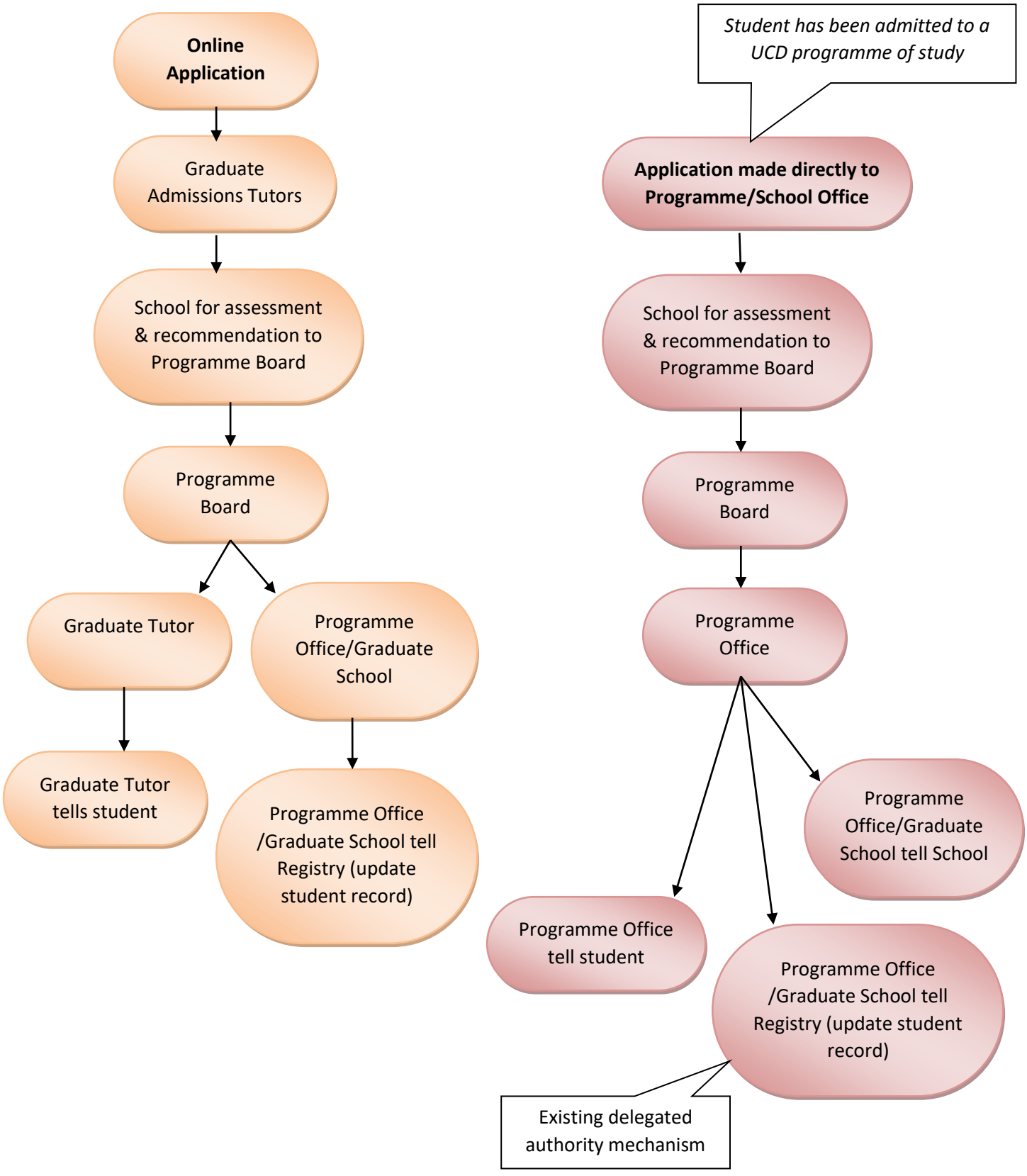
Committee/Group	Date of Consultation	Version	Action Sought	Decision
Within each College to include: College Principals, Programme Deans, Heads of School, College Vice Principals and Associate Deans, Programme/School/ Graduate School Offices, Student Advisers, and UCD Registry and Students' Union	16 March 2012	v. 4	Review and provide feedback	Recommendations from the consultation recorded and discussed by the Working Group
UUPB and UGPB	11 April 2012	v. 5	Review and recommend to AC	Recommended to AC
Academic Council	25 April 2012	v. 5	Review and approve	Approved
Graduate School Directors, Programme Deans with responsibility for graduate taught programmes, VP/AD for Teaching and Learning, Graduate School Managers and Programme Office Directors	23 January 2015	v. 7	Review, test the proposal and provide feedback	Proposal endorsed; queries regarding the implementation of the proposal were discussed by the Review Group
UUPB and UGPB	19 March 2015	v. 7	Review and recommend to AC	Recommended to AC
Academic Council	7 May 2015	v. 7	Review and approve	Approved
University Programmes Board	7 April 2016	v. 7.1	Review and recommend to AC	Recommended to AC
Academic Council	5 May 2016	v. 7.1	Review and approve	Approved

Appendix 1 – RPL application process for undergraduate programmes

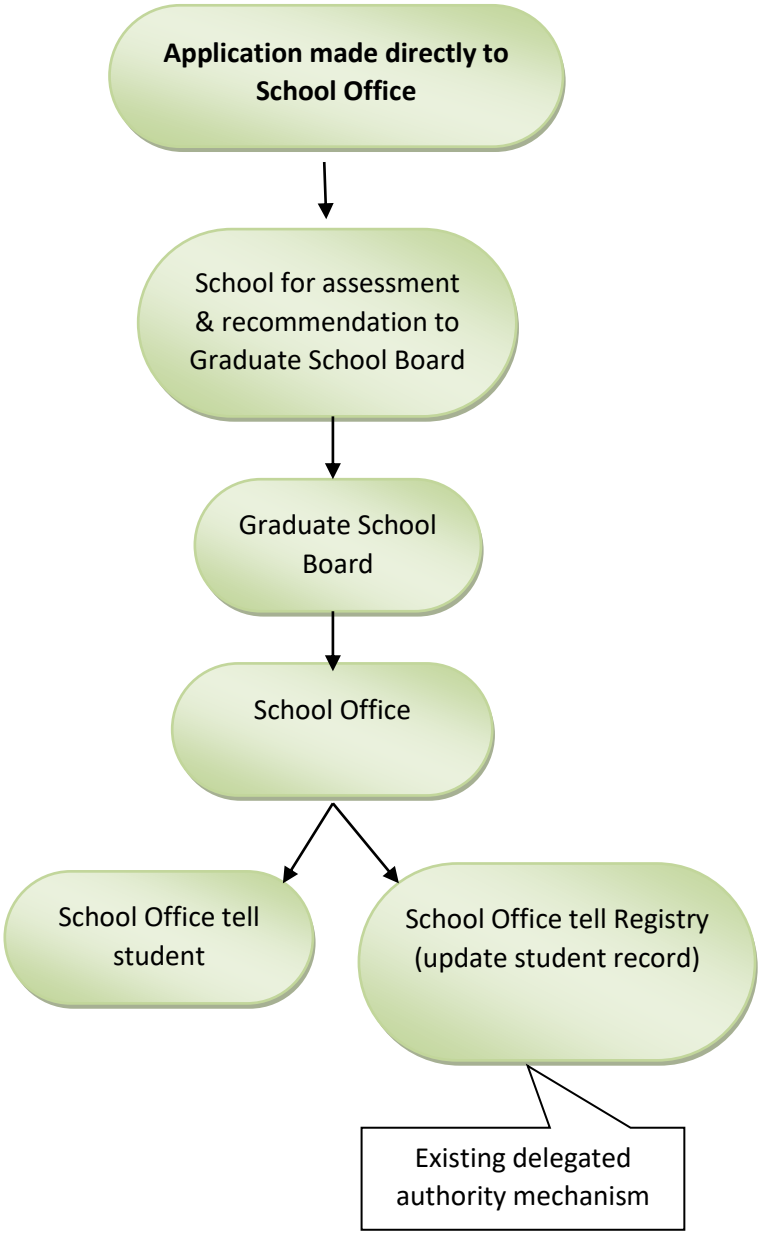




Appendix 2 – RPL application process for graduate taught programmes



Appendix 3 – RPL application process for graduate research programmes



Appendix 4 – RPL application form

UNIVERSITY COLLEGE DUBLIN

Application Form
Recognition of Prior Learning to be recognised towards the requirements of a UCD programme

When to complete this form:
This is not a programme application form. You should only complete this form if:

a. You have applied for a place on a UCD programme, or
b. You have accepted a place on a UCD programme
AND
c. You would like to have prior learning recognised to count towards your UCD programme.

Submission timeframe:
Submit this form **as early as possible, preferably before you commence the relevant module/stage/programme**. An application for RPL relating to a particular module should be submitted before the third week of the semester in which the module is offered. Applications made after this date will only be accepted at the discretion of the Board governing your programme.

- This application for RPL may be submitted with your programme application. Please upload your completed form as part of your online application.
- Where you have been offered a place on a UCD programme of study, please submit your completed form, electronically or in hard copy, to your Programme/School Office.

Completing the form:
Before completing the RPL application form, please ensure you have read the *Recognition of Prior Learning Guide for Applicants* and the *Recognition of Prior Learning Academic Policy* (both can be accessed at http://www.ucd.ie/registry/academicsecretariat/docs/rpl_p.pdf and that RPL applications to have prior learning recognised to count towards the credit requirements of your programme are accepted by the Board governing your programme.

- All applicants must complete Sections A (Personal Details) and B (Applicant Declaration).
- Please complete section 1/2/3 based on the type of prior learning you are applying to have recognised:
  - **Learning previously accredited at UCD**: please complete Section 1.
  - **Learning accredited at another Higher Education Institute**: please complete Section 2.
  - **Experiential learning**: please complete section 3.

Incomplete applications will not be accepted. As part of your application, you must complete the form and supply all required supporting evidence and documentation relevant to your application and sign the form as required. If you are submitting this form as part of your online application you can upload all supporting documentation to your application. A checklist is included at the back of the form to assist you.

Additional information:

- This is not a programme application form – to apply for a UCD programme of study please refer to www.ucd.ie/apply.
- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the UCD programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit based on prior learning that you may have transferred towards your UCD programme is determined by the Board governing your programme.
- In some cases your application may not be successful or you may not receive RPL for the amount of credit for which you applied. In such cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application.
- UCD reserves the right to contact an institution or referee to verify information provided.

SAMPLE

A. Personal Details

Name		Student No. (where known) or Application No.	
Date of Birth		UCD Programme Title	
Phone number			
Email address		UCD Programme Start Date	

Please tick which section you are completing.

- ☐ Learning previously accredited at UCD: please complete Section 1.
- ☐ Learning accredited at another Higher Education Institute: please complete Section 2.
- ☐ Experiential learning: please complete section 3.

Please give a brief outline of what you are requesting:

SAMPLE

Section 1 – application for credit to be transferred to my programme based on learning previously accredited at UCD.
Complete (i) or (ii).

(i) Modular credit (normally learning previously accredited at UCD since 2006). Please insert additional rows as necessary.

Module Code	Module Title	Credit value of module	Grade	Academic session in which the module was passed (e.g. 2008/09)	Stage to apply module to	If applying to substitute this module for one of the new programme, please give name and/or code

(ii) Pre-modular learning (normally learning previously accredited at UCD before 2006). Please provide the result that you gained in each subject for every year that you completed in UCD and for which you are applying for recognition of prior learning.

Academic session e.g. 2003/2004	Subject/course and result	Subject/course and result	Subject/course and result

Please include any additional information regarding your application.

SAMPLE

Section 2 – application for credit exemption based on learning accredited at another Higher Education Institute (HEI) i.e. not UCD.
Please state clearly the relevant prior learning you wish to have recognised for exemption and attach required supporting documents e.g. official transcript of results (refer to Checklist).

Name of institution and student number	Dates of attendance e.g. 2007/2008 – 2009/2010	Course or programme title	NQAI level of course/ programme (see www.nqai.ie)	Relevant UCD modules for which you are applying to have your prior learning recognised

Please list the supporting documents you have attached to this form.

SAMPLE

Section 3 – application for credit exemption based on experiential learning.

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your UCD programme, including which UCD modules you feel are possible equivalences and for which you are applying to have prior learning recognised.

- Information on learning outcomes and levels of learning can be found in the *UCD Level Descriptors* document at http://www.ucd.ie/registry/academicsecretariat/docs/leveld_g.pdf and information on module descriptors/programmes can be accessed at http://www.ucd.ie/students/course_search.htm.

Please attach all required supporting documentation (e.g. CV, references, etc.) and if you would like to get further information on applications based on prior experiential learning, the relevant Programme Office/School Office may be able to refer your query to the appropriate person in the first instance.

Future learning plan and the role of RPL in this
What is your main reason for considering third level education now and how best would RPL contribute to this?

Life/work experience, including experience and skills gained through volunteerism/care work
This would include key learning and skills achievements.

Education details: second level and any subsequent education and training courses undertaken, including work-related training.

Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

SAMPLE

B. Applicant Declaration

I confirm that I have read the *Recognition of Prior Learning Academic Policy and Recognition of Prior Learning Guide for applicants* (available at http://www.ucd.ie/registry/academicsecretariat/docs/rpl_p.pdf) and consulted the checklist at the back of this form and I understand the possible implications of receiving credit towards my UCD programme e.g. in relation to professional accreditation.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the University involved in determining and implementing my request and I understand that UCD may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful or I may not receive RPL for the amount of credit I applied for. In such cases, I understand that I am responsible for all assessments associated with the modules on my programme and therefore should register for, attend and participate in the module(s) until I have been informed of the outcome of my application.

Print name:

Signed:

Date:

C. FOR INTERNAL OFFICE USE ONLY

1. Received by the Programme/School Office

Office:

Date:
Signed:
Print name:

2. Decision of the Programme Board (File Copy)

Application approved: ❑YES ❑ NO

Decision (including amount and type of credit awarded):

Date of decision:

Delegated Authority: Date Registry informed of the approved credit exemption (File copy)	

SAMPLE

Checklist for applicants when making a recognition of prior learning application

- ☐ Have you filled in your personal details?
- ☐ Have you completed the relevant sections?
- ☐ Have you signed the form (for online submissions, please type your name in the space provided for your signature)?
- ☐ Have you read the *Recognition of Prior Learning Guide for applicants* (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rplstudents_g.pdf)?
- ☐ Have your read the *Recognition of Prior Learning Academic Policy* (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rpl_p.pdf)?

Applicants requesting credit exemption based on **learning accredited at another Higher Education Institute** i.e. not UCD – have you attached the following supporting documents?

- ☐ An official transcript of results, and
- ☐ A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module(s)/programme(s).

Applicants requesting credit exemption based on **experiential learning** – have you attached the relevant supporting documents? These may include:

- ☐ Your CV
- ☐ References
- ☐ An official syllabus or outline of education/training undertaken
- ☐ Other

SAMPLE