

Policy and procedure for the Recognition of Prior Learning (RPL)

Policy principles

7. It is at the discretion of the University whether an applicant may import credit. Appropriate reference to the option to import credit should be included in prospectuses.
8. Normally, the following limit shall apply to the amount of credit that can be imported:
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13. Where credit contributing to another award is recognised for a University of Reading award, this will be indicated on the Diploma Supplement. Graduates should be careful to ensure that they make clear that credit from the previous award is subsumed within the University of Reading award. The University does not have the power to rescind awards from other universities and does not rescind its own awards where credit for a previous award is recognised within a later award.
14. RPL should neither advantage nor disadvantage a student over other students on a programme.
15. Students entering with RPL of some modules are still allowed to receive teaching amounting to 120 or 180 credits for an undergraduate or taught postgraduate year respectively. In this case they will pay the full fee. If a student enters with RPL and also takes modules amounting to 120 or 180 credits (for undergraduate and postgraduate respectively), there must be a clear agreement in writing which specifies the modules which will be included in the calculation of progression and/or classification and those which are not contributing to progression and/or classification. In these circumstances, modules which are taken, but are specified as not contributing to classification and/or progression due to credits imported through RPL, will be recorded on the Annex to the student's Diploma Supplement.
16. RPL cannot be used as an extenuating circumstance for underachievement in subsequent assessments.
17. In order for PL to be recognised, the following criteria must be met:
 - The credit maps sufficiently to the curriculum of the programme
 - And
 - An applicant's performance in credit offered for transfer or in assessment of prior experiential learning is sufficient

Postgraduate research

18. In respect of postgraduate research programmes, maximum exemption of registration will normally be
 - one year for full-time study and two years for part-time study.

This exemption may apply to either registration or taught elements of a postgraduate research programme. Any exemptions shall be at the discretion of the School and the Dean of Postgraduate Research Studies. Where a postgraduate research applicant wishes to seek exemption, applicants should liaise with their School Head of Postgraduate Research and final approval should be sought from the Dean of Postgraduate Research Studies.

Credit transfer: application and curriculum mapping

19. Applicants should apply for RPL as early as possible during the application process to the University. Normally applicants must have had RPL approved

before the relevant module they wish to transfer credit against commences. Where credit transfer is a condition of admittance to the University, approval must be confirmed prior to a formal unconditional offer letter being issued. If applicants are unsure whether they will qualify for RPL they should contact Admissions for informal advice. The RPL application process is outlined in Appendix 1.

20. Where an applicant wishes to request credit transfer, they should complete the appropriate RPL form ([Annex 1](#)) and submit it to the Admissions Office. This form

- Any requirements of Professional, statutory and regulatory bodies (PSRBs)
26. Where credit is being transferred in respect of 120 credits of Part 1, a single 120 credit University of Reading module for the transferred credit assigned to the student with an appropriate mark. In all other cases, wherever possible, the University of Reading modules assigned to students for credit transfer should be mapped as closely as possible to individual modules with a corresponding credit weighting 'received' from an external institution (i.e. the consolidation of

33. Where a decision to reject an application has been made by the Programme Director, SDTL or TLD, this should be communicated as follows:

- For prospective students, to the Admissions Office who will in turn inform the student.
- For current students, to the relevant Support Centre/Henley School Office who will in turn inform the student.

Alternatively, where it is felt that further work is required on the application that could lead to approval, the SDTL may send the application back to the Programme

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with University policies and forward to the relevant Teaching and Learning Dean for final approval.

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