

Application for Credit Transfer or Recognition of Prior Certificated Learning (RPCL)

Please contact the academic department to which you wish to apply and ensure you have read the information about applications for the transfer of UK Higher Education credit and the recognition of prior learning on the University webpages about procedures for making an application and the nature of evidence required to support a claim.

For **undergraduates** see <http://www.york.ac.uk/study/undergraduate/applying/entry/prior-learning> and for **postgraduates** see <http://www.york.ac.uk/study/postgraduate/apply/instructions/prior-learning>

1. Applicant Details

Name	
Address	
Email	
Telephone	
University of York application or student number	

2. Details of the Programme of Study at York to which you Wish to Apply for Credit Transfer or the Recognition of Prior Certificated Learning

Department name	
Programme Title	
Year of entry	

3. Credit Transfer/ RPCL Details

Credit transfer/RPCL claims are assessed on the following criteria:

- **Authenticity** – The evidence is clearly related to your own efforts and achievements.
- **Currency** – Evidence relates to current, recent learning within a defined and clearly stated time period (normally five years).
- **Relevance** – The evidence presented appropriately matches the learning claimed. Is the learning demonstrated by the evidence relevant to the target programme of study at the University of York? This means it must be at the same level, meet similar learning outcomes, and cover a similar knowledge and skills base. The level, learning outcomes and knowledge base need not be identical but must be close to those in the target programme.
- **Sufficiency** – There is enough evidence to demonstrate achievement of the learning claimed.
- **Validity** – The evidence supports the claim. It is relevant to the learning outcomes for the area(s); the learning, knowledge, skills and achievements demonstrated are at an acceptable level.

3.a. Credit Transfer

Are you applying to transfer UK Higher Education credit into a York programme of study	<i>Tick applicable</i> Yes <input type="checkbox"/> – complete the rest of this section No <input type="checkbox"/> – move on to section 3.b	
Number of credits for which Credit Transfer is being sought (Please refer to the credit transfer and RPL policy regarding permitted allowances of credit transfer/ RPCL)		
Module(s) at York against which the credit would count		
Institution(s) at which the credit was obtained (Provide: title, faculty/ department/ school as appropriate, and full address)	Qualification obtained	Dates of attendance

3.b. Prior Certificated Learning Details

Institution(s) at which the credit was obtained (Provide: title, faculty/ department/ school as appropriate, and full address)	Qualification obtained (Including level of qualification and grade/ mark as appropriate)	Dates of attendance

4. Supporting Documentation Checklist

You are responsible for ensuring that all evidence and supporting material is submitted in English. Translations into English must be certified with original documents available on request.	
	Provided (yes/no)
Curriculum details of subjects studied at the (above) institution(s) (Provide such as: programme specification, module descriptions, course syllabus)	
Authorised academic transcript(s) including details of the marking scheme used by the institution(s)	
If the request for exemption is on the basis of UK Higher Education credit or prior certificated learning gained more than five years before the start of the programme at the University of York – Evidence of updating and ongoing development in order to demonstrate that learning is current.	
<p>Your application for credit transfer/ RPCL should be submitted to the RPL Coordinator in the academic department to which you wish to apply.</p> <p>See lists of contacts for undergraduates http://www.york.ac.uk/study/undergraduate/applying/entry/prior-learning and for postgraduates see http://www.york.ac.uk/study/postgraduate/apply/instructions/prior-learning</p> <p>Applications and supporting documentation should be received by the RPL Coordinator in the relevant academic department as early as possible and prior to the date of enrolment on the chosen programme of study. Applications will be considered and you will be notified of the decision as soon as practicable and before the start of any relevant modules. The department will notify you in writing of the University's decision.</p> <p>There is no fee payable for consideration of credit transfer or RPCL applications.</p> <p>Credit transfer/ RPCL will not impact on the annual tuition fees charged.</p>	

(For completion by the Departmental RPL Coordinator)

DEPARTMENTAL DECISION INCLUDING FEEDBACK TO BE PROVIDED TO THE APPLICANT	
Volume of credit to be transferred/ recognised by prior certificated learning	
Comments (eg. modules the student will be exempt from taking due to transfer of credit, any conditions placed on the recognition of prior certificated learning, reasons why the application for credit transfer/ RPCL is not accepted)	

DEPARTMENTAL USE ONLY Date application received: Date applicant notified: RPL Coordinator signature:
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