

Accreditation of Prior Learning (APL)

Guide to Policies and Procedures

September 2010

1) Introduction and Principles

- 1.1 This document sets out policies and procedures for the Accreditation of Prior Learning (APL) at the University of York. Accreditation of Prior Learning allows students who are enrolling on award bearing taught programmes of study at the University of York to claim “credit” for previous learning. The previous learning must be relevant to the programme for which they are applying, and if their application is successful, the credit will count towards their chosen programme of study.
- 1.2 Applicants may request exemption from modules on any taught programme – both postgraduate and undergraduate – at the University of York, based on evidence of prior learning. A module is the smallest unit for which exemption can be claimed. Each candidate’s application for APL will be carefully mapped against the requirements of the chosen programme of study, and a decision as to a viable individual student path will be agreed, where appropriate.
- 1.3 In determining the maximum proportion of any award available for APL the University has sought to balance the recognition of prior learning with a desire to ensure that awards from the University of York reflect sufficient evidence of study having been undertaken within the institution.
- 1.4 Research degrees are outside the scope of these regulations and guidelines because they are awarded solely on the basis of assessment of the thesis and there are no credit values attached to such programmes. Taught elements within a research degree may constitute a progression requirement, however, and approval for exemption from these should be made by the appropriate Board of Studies. Please refer to the Postgraduate Admissions policy for further information:
[http://www.york.ac.uk/graduatestudy/applying/Postgraduate Admissions Policy 2009.pdf](http://www.york.ac.uk/graduatestudy/applying/Postgraduate_Admissions_Policy_2009.pdf)
- 1.5 The University of York expects the applicant to collect and present the relevant evidence demonstrating the achievement of learning outcomes to support their claim to APL. This will not be carried out by the University. Applications for APL will be assessed to determine whether there is evidence of **authenticity, relevance and validity, currency and sufficiency** (see below for definitions). All applications will be considered in accordance with the University’s Equality and Diversity policies.
- 1.6 All departments should have in place statements about their APL procedures and the nature of the evidence required to support claims. They will consider applications for APL, but exemption from modules is entirely at the discretion of the department. Departmental APL processes will be subject to scrutiny via the University’s standard quality assurance processes, including comment from external examiners and other external quality assurance procedures.
- 1.7 All departments will designate at least one member of staff to take responsibility for responding to APL applicants. The University will ensure that appropriate support is provided for departmental APL representatives.
- 1.8 Applicants may raise a complaint about the APL process, but do not have a right of appeal against a decision on whether or not they should receive credit.

1.9 Where professional and regulatory bodies impose any particular restrictions on the use of APL, these will be reflected in departmental handling of APL applications.

1.10 These guidelines have been developed to comply with the QAA guidelines on accreditation of prior learning.

2) Definitions

2.1 A variety of terminology is used across the sector, but for the purposes of APL at the University of York the following will be used (see Glossary Appendix 2 for full descriptions):

2.1.1 APCL (Accreditation of Prior Certified Learning) is a term which refers specifically to the recognition of certified learning through the assignment of credit. This is learning which has been formally assessed by a recognised institution and for which an academic transcript or equivalent formal documentation is available.

2.1.2 APEL (Accreditation of Prior Experiential Learning) is the assignment of credit for learning which has been acquired outside formally certified education or training systems.

2.1.3 For the purposes of this document the same principles will apply to applications for both APCL and APEL accreditation and 'APL' will be used to refer to both APCL and APEL prior learning.

2.2 Assessment criteria for judging APL claims are:

Authenticity – is the evidence genuine, and is the achievement clearly the applicant's own?

Relevance and Validity – 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. Does the evidence support the claim? Is it relevant to the learning outcomes for the area(s) and are the learning, knowledge, skills and achievements demonstrated through the evidence at an acceptable level?

Sufficiency – is there sufficient evidence to support the claim?

Currency – is the learning current (i.e. the date of the qualification which includes the previous learning or, if there is no qualification, the end of the period of learning is within the previous five years), or if not, is there evidence of appropriate updating?

3) Policy Statements

3.1 All applications for APL must be made and approved prior to entry to the programme in question, unless the department concerned has agreed that exceptional circumstances apply. In all cases APL must be approved prior to starting the relevant module(s).

3.2 In order to be granted exemption from study through APL all applicants must be able to demonstrate sufficient evidence that their previous learning satisfactorily fulfils the requirements of the relevant module(s) (e.g. through formal transcript with supporting module information, or portfolio of experiential learning). If the previous learning was gained greater than 5 years prior to the proposed study additional evidence of continued experience at a relevant level will be required in order to satisfy the department of its validity.

3.3 Providing the applicant has successfully completed a module/programme of study, at a recognised institution, that is comparable in terms of content and credit to the module(s) against which s/he are claiming exemption; or can demonstrate relevant learning through appropriate documentation, application can be made for exemption up to the following limits:

University of York Programme	Maximum Total APL (%)	Balance to be undertaken at York (of which 20 credits may be taken through a tutor-guided APEL portfolio – see glossary for full description)
Certificate of Higher Education (120 credits)	50%	50%
Diploma of Higher Education (240 credits)	50%	50%
Honours Degree (360 credits)	33.3%	66.7% (but see exceptions in Appendix 1 <i>Top-up degrees</i>)
Integrated Masters Degree (480 credits)	25%	75%
Postgraduate Certificate (60 credits)	50%	50%
Postgraduate Diploma (120 credits)	50%	50%
Masters Degree (180 credits)	50%	50%

3.3.1 APL claims cannot be made against modules at H level (level 6) or above on undergraduate programmes.

3.3.2 Within postgraduate programmes APL claims may not be made against dissertation or project reports.

3.3.3 Only marks awarded at the University of York will be included in the calculation of the final award.

3.3.4 Where students progress from one award to a higher volume award, they must not exceed the maximum allowable APL for the final award.

3.3.5 Where a student elects to take an early exit award, they must not exceed the maximum allowable APL for that award.

3.4 Exemption from modules by means of APL is at the discretion of the relevant department. The department is responsible for processing and assessing applications and ensuring that the roles and responsibilities of staff associated with APL are made clear to all staff and applicants. Departmental publicity and information should make it clear to whom any applicants for APL should address their claim. Where Departments wish to support a claim which is not covered by this policy the case may be referred for consideration by the Special Cases Committee.

3.4.1 Where a special case has been approved by the Special Cases Committee and is felt to be suitable as a precedent for an exception to the rule, this will be agreed and the relevant department notified. Where a decision is considered to signify a change to the rules this will be incorporated in these guidelines.

3.5 It is the responsibility of the applicant to make sure that all evidence and supporting application material is submitted in English. Translations into English must be certified, with original documents available on request.

3.6 Overseas applicants may apply for APL in the same way that UK & EU applicants may. Their qualifications and institutions will be checked by the University's Admissions staff in the Student Recruitment and Admissions office before being considered in the same way as all other applicants. Please note 3.5

3.7 Departments should consider carefully whether there are any health and safety implications of allowing students to be exempted from particular modules on the basis of APL. Departmental inductions for such students should be carefully reviewed. The decision on whether evidence of previous knowledge/experience satisfies departmental safety requirements should be made by the departmental Health and Safety Officer.

4) Additional criteria for APEL

4.1 Applicants will need to demonstrate that what has been learnt and achieved through past experiences is equivalent to what is needed for the target module(s) against which exemption is being claimed.

4.2 Each department should advise applicants of the nature of any support which might be offered to applicants pursuing an APEL claim. **See 6.4 APEL Applications**

4.2 As with APCL, the prior experiential learning for which accreditation is sought must have taken place **not more than five years** before the date of the candidate's proposed enrolment on the University programme. All requests for exemption on the basis of prior learning gained more than five years before must provide satisfactory evidence to the department of updating and ongoing development in order to demonstrate that learning is current.

4.3 APEL claims will be assessed by reference to the criteria outlined in 2.2.

5) Application Procedure for APCL

5.1 Applicants must complete the application form (Appendix 4) and specify:

- The number of credits for which APCL is being sought, and the module(s) against which the credits will be counted.
- The title, location and nature of the previous institution at which learning occurred
- The dates of attendance and any qualifications obtained.

5.2 Applicants should also provide further evidence to support the APCL claim:

- Curriculum details of subjects studied at the institution
- An authorised academic transcript of marks including details of the marking scheme used by the institution

5.3 All applications should be received by the nominated departmental APL representative at least three months prior to the date on which the chosen programme of study will begin. Applications will be considered within four weeks, and the department will write to the applicant notifying them of the University's decision.

5.4 The accreditation of prior certified learning (APCL) will not impact on the annual fees charged. There is no fee charged for consideration of APCL applications.

6) Application Procedure for APEL

6.1 In the first instance, applicants must complete the APEL request form (Appendix 5a & 5b). In this they must state:

- The number of credits for which APEL is being sought, and the modules against which the credits will be counted.
- Where the experiential learning took place
- When the learning took place

6.2 All initial APEL requests should normally be received by the nominated departmental APL representative at least six months prior to the beginning of the relevant programme of study.

6.3 The departmental APL representative will respond to the initial request within 10 days. If the departmental APL representative judges the information on the form to indicate grounds for an APEL claim, applicants will be asked to provide more detailed information. At this point the department will notify the applicant of the way in which the claim will be assessed.

6.4 Applicants should consult individual departmental representatives for more specific details on accompanying evidence required to support the application. The evidence required will vary, depending upon the requirements of the department or subject area, the nature of prior experience, and the amount of credit to be claimed. **NOTE:** an application for APEL takes

substantially longer to put together than one for APCL, may require support and advice, and requires longer to be considered.

6.5 Methods of assessment may include one or more of the following (note that most departments require at least 2 of these modes to be fulfilled and recorded):

- (a) Focussed interview or viva
- (b) Simulation exercise
- (c) Practical demonstration
- (d) Diagnostic or written tests, including the usual assessment
- (e) Special assignments
- (f) Submission of a portfolio of evidence; this might contain:
 - (i) Professional narrative/essay on the learning gained and demonstrating how this matches the target learning outcomes against which exemption is being claimed
 - (ii) Samples of work
 - (iii) Witness testimony from relevant people such as line managers, colleagues, or others who can confirm achievement/learning gained

6.6 Where additional tests or evidence of work are requested, these should be provided electronically in order that they can be processed through a plagiarism detector, if appropriate.

6.7 The full application form and accompanying evidence must be completed and submitted three months prior to the beginning of the programme of study. Applications will be considered by the programme leader and departmental AP(E)L representative within 4 weeks, and the department will write to the applicant notifying them of the University's decision.

6.8 The administration fee charged for handling APEL claims will depend on the level of support required in preparing the claim. There is no fee charged for considering complete applications. The fee for applications made with the assistance of tutorial support is £385.00. This fee is levied by the department concerned.

7) Awarded Credit

7.1 Any credit awarded through APL is treated in the same way as credit awarded through the normal taught route, except that it does not contribute to the calculation of the final award. It will also be represented as Prior Learning on the student's academic transcript.

7.2 If a student has been granted APL and wishes to undertake further modules of academic interest this will require the approval of the departmental Board of Studies who will consider the resource implications. These modules will not be formally assessed and will not be credit-bearing.

8) Feedback

Departments are required to document their decisions on all APL applications (see pro-formas, Appendix 3 & 6) and inform applicants whether or not their application has been successful. Unsuccessful applicants should be advised of the reasons for the decision and, where appropriate, given an indication of any further evidence which might be required to come to a final decision.

9) Monitoring and Review

AP(E)L within departments, schools or centres will be monitored and reviewed in accordance with the standard University Teaching Committee schedule and will take into account proposals by the Special Cases Committee.

Special cases and exceptions

Visiting Students

Applications from Visiting Students who request transfer to a University of York programme of study following completion of or during their visiting placement may be considered through the APL process. In such cases, previous study at their original home institution (based on an academic transcript) and/or other evidence, as well as study undertaken as a visiting student at York, may be taken into account in making the APL assessment. **Note:** the assessment regime for visiting students on modules studied can vary from those of full-time University of York students (see *Guide to Assessment, Standards, Marking and Feedback* section 4.14). Any variation approved for a particular student while under the visiting student regime must be taken into account when assessing work undertaken at York as part of the APL application.

Students who have received an interim/exit award from the University of York

Students who have received an interim/exit award (e.g. Certificate or Diploma of Higher Education) from the University of York and who wish to return to the University to study for a higher award (e.g. an Honours degree) within the same cycle (i.e. undergraduate or postgraduate) will need to apply to Special Cases Committee for permission to do so. Outcomes may differ for students who exit in good academic standing and those who exit because of 'failure to progress'.

APL granted for previous study at York is not subject to the limitations stated at 3.3.

Students who have undertaken non-credit-bearing study at the University of York

Students completing individual units of study that have not been awarded a credit value by the University of York (i.e. some CPD or KTP study) may be considered for accreditation through the APL process for entry to a programme of study. If individual units of study have been formally assessed then the paperwork may be used to support an APL decision. See also 5.1 and 5.2

Students in the Department of Health Sciences

Students who have obtained a Diploma of Higher Education in Nursing (pre-registration) may be permitted to undertake a 120-credit level 6/H conversion programme to obtain an Honours degree. In addition, where students have undertaken their Diploma of Higher Education in Nursing (pre-registration) at the University of York with additional level 6/H modules, they may APCL a maximum of 20 credits-worth of modules at level 6/H towards their degree.

Double Counting

APL can be granted for all learning from other educational institutions, even if that learning has already resulted in the award of a qualification similar to, or the same as, the qualification which the student is seeking to be awarded by the University of York. Similarly, the University places no restrictions on other institutions awarding qualifications on the basis of credits or qualifications gained at York.

APL from a University of York qualification may however not be used to count towards a second York qualification which is both at the same level and in a similar subject to the first e.g. a student who has left with a BA Honours in Archaeology would not be able to count APL from this course towards a second BA Honours in Historical Archaeology.

Top-up degrees

Top-up degrees are specially-designed academic programmes that enable students who have successfully completed a named lower award (e.g. Foundation Degree in X) to achieve a named higher award (e.g. Honours degree in Y) within the same cycle, i.e. undergraduate or postgraduate. In the case of a top-up degree, the lower award does **not** form an accredited part of the top-up degree and is not recorded on the top-up degree transcript.

From 2009/10 the University has approved the following top-up degrees:

- BA in Business Management (validated degree delivered by York College) as a 120-credit programme for students who have successfully completed the College's Foundation Degree in Business Management (validated by Leeds Metropolitan University).
- MA in Science Education and Leadership as a 120-credit programme for students who have successfully completed the postgraduate certificate in Science Education and Leadership (delivered by the National Science Learning Centre and validated by the University of York).

Articulation agreements

Articulation describes a formal relationship between two linked programmes, provided by two institutions. The successful completion of a named programme (or part of a programme) in one institution is recognised as providing the basis for entry with advanced standing to a named programme in the second institution (i.e. one awarding institution recognises the credit awarded by another). Articulation agreements are dealt with under the procedures for collaborative provision and are recorded in the Register of Collaborative Provision.

Glossary

Accreditation	Awarding of credit for prior learning achievements
Advanced Standing	The recognition that a new applicant may have already completed university-level study, holds formal evidence of achievement at that level and has received recognition from the University of York of the credit awarded.
APCL	Accreditation of Prior Certified Learning – learning which has been formally assessed (i.e. an academic transcript or equivalent formal documentation is available)
APEL	Accreditation of Prior Experiential Learning – learning which has not been formally assessed by examination or assessed work. Assessment of APEL is usually based on a portfolio of work produced by the potential student, demonstrating how learning that has taken place in the workplace, for example, aligns with learning outcomes in the academic programme where accreditation is requested.
APL	Accreditation of Prior Learning – an umbrella term used to cover both APCL and APEL in this policy.
APL Representative	A trained member of staff in an academic department who has responsibility for the running of an APL scheme in a department, centre or school
APEL Portfolio	<p>A portfolio documenting evidence of how learning from prior personal or professional experience meets the learning outcomes of the module(s) against which a claim is being made. A portfolio could include a combination of prior experiential and certificated learning. The portfolio should be cross-referenced to the learning outcomes of the module(s) for which exemption is being claimed.</p> <p>A tutor-led APEL portfolio is where a member of University staff supports a student with the development of a portfolio as an alternative mode of assessment for a given module.</p>
Credit	Each module is worth a specified number of credits. Credit is the value assigned to a module in terms of student workload, regardless of any weighting the module may be given in the calculation of the degree result or of the module's level of academic difficulty. Credit is associated with a notional student workload with one credit representing 10 hours' work by a student; thus a standard 10-credit module represents 100 hours' work and so forth. Note that credit

values in countries outside the United Kingdom may vary from this workload definition.

CPD	Continuing Professional Development
KTP	Knowledge Transfer Partnership
Learning Outcomes	Descriptors of the knowledge, understanding and skills a student should be able to demonstrate following the study of a module. (Programme specifications are available from the relevant department or the Academic Support Office in the Registry http://www.york.ac.uk/admin/aso/teach/progspecs/).
Module	<p>A module is an individual component of a degree programme e.g. 'Unemployment in the 20th Century'; 'Developmental Psychology'.</p> <p>There are three different types of module:</p> <p><i>Compulsory module</i>: a module required for the programme.</p> <p><i>Optional module</i>: a module chosen by the student from a prescribed list of modules within the programme.</p> <p><i>Elective module</i>: a module chosen by the student normally from outside those offered by the department(s) responsible for the programme.</p>
Programme	A recognised professional or accredited university course (called a "programme of study" at the University of York).
Programme of Study	A programme of study is the set of modules studied for the award of a named degree eg. V100 BA History; MSc in Information Processing.
QAA	The Quality Assurance Agency http://www.qaa.ac.uk
SCC	Special Cases Committee http://www.york.ac.uk/admin/ss/ctees/scc.htm
Student Workload	A student's workload consists of all of the work associated with the modules taken, including teaching (i.e. lectures, seminars, tutorials, workshops and laboratory or practical work), private study, work required during vacations (e.g. fieldwork, dissertations, projects), and assessment (i.e. preparation of assessed coursework, preparation for examinations, and examinations).

THE UNIVERSITY *of York*

**Request for APCL or APEL Assessment
Cover Sheet**

This cover sheet may be used by departments to support assessment of APCL and APEL claims and to record decisions made on individual applications. Decisions should be summarised on a departmental record to provide a reference point and to ensure consistency of decision-making over time

Applicant name	
Application/student number	
Programme applied to	
Year of entry	

APCL ONLY

Date application received	
All supporting documentation attached? (Y/N)	
Additional/outstanding documentation requested (if any). By when?	
Sent for assessment to / on:	
Response expected	
Response received	
Decision <i>(including reason/s for decision; amount of credit awarded; module exemptions permitted)</i>	
Date applicant informed of decision <i>[NB applicants should receive a decision within four weeks of receipt of the form by the department]</i>	

APEL ONLY

Date received	
Enrolment date from when exemption will apply	
Sent for assessment to / on:	
Response expected	
Response received	
Decision <i>(including reason/s)</i>	

<i>If there is a case for APEL</i>	
How will the claim be assessed?	
What supporting documentation/evidence does the applicant need to provide/demonstrate?	
Should a fee be charged for the application?	
Date applicant informed of conditions <i>[NB applicants should receive a decision about whether a claim will be accepted within 10 working days of receipt of the form in the department]</i>	
Date application received	
All supporting documentation attached?	
Additional/outstanding documentation requested (if any). By when?	
Fee received <i>(if applicable)</i>	
Date circulated in the department	
Sent to	
Response expected	
Response received	
Decision (including reason(s))	
Date applicant informed <i>[NB applicants should receive a decision within 4 weeks of receipt of the form in the department]</i>	

Application for Accreditation of Prior Certified Learning (APCL)

Please contact the department to which you wish to apply or see their web pages for their statement about procedures for accreditation of prior learning and the nature of evidence required to support a claim.

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 APCL

Department name	
Programme Title	
Year of entry	

3. APCL DETAILS

APCL claims are assessed on the following criteria:

Authenticity – is the evidence genuine, and is the achievement clearly the applicant's own?

Relevance - 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

Validity – does the evidence support the claim? Is it relevant to the learning outcomes for the area(s)? Are the learning, knowledge, skills and achievements demonstrated through the evidence at an acceptable level?

Sufficiency – is there sufficient evidence to support the claim?

Currency – is the learning current (i.e. the date of the qualification which includes the previous learning is within the previous five years), or if not, is there evidence of appropriate updating?

Number of credits for which APCL is being sought	
Module(s) at York against which the credit would count	

4. PRIOR LEARNING DETAILS

Institution at which the prior learning was undertaken (<i>title and address</i>)	Qualification obtained	Dates of attendance

5. SUPPORTING DOCUMENTATION CHECKLIST

Applicants 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)	
Authorised academic transcript(s) including details of the marking scheme used by the institution(s)	
<i>If the request for exemption is on the basis of prior 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.</i>	

Applications for APCL should be submitted to the APL contact in the department to which you wish to apply – see the department’s web pages for contact details
[\[http://www.york.ac.uk/np/deptindex.htm#academic\]](http://www.york.ac.uk/np/deptindex.htm#academic)

All applications and supporting documentation should be received by the APL representative in the relevant department at **least 3 months** prior to the date on which the chosen programme of study will begin. Applications will be considered within four weeks, and the department will notify you in writing of the University’s decision.

There is no fee payable for consideration of APCL applications.

APCL will not impact on the annual tuition fees charged.

DEPARTMENTAL USE ONLY
Date application received:
Decision:
Date applicant notified:

THE UNIVERSITY *of York*

**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL):
Request for Initial Assessment of Claim**

Please contact the department to which you wish to apply or see their web pages for their statement about procedures for accreditation of prior learning and the nature of evidence required to support a claim.

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

Department	
Programme Title	
Year of entry	

3. APEL DETAILS

Number of credits for which APEL is being sought	
Module(s) at York against which the credit would count	

4. PRIOR LEARNING DETAILS

Where the experiential learning took place	Dates of when the learning took place

An outline of the nature of the experience and relevance to the proposed programme

APEL requests for assessment should be submitted to the APL contact in the department to which you wish to apply (see the department's web pages for contact details [<http://www.york.ac.uk/np/deptindex.htm#academic>]) at least six months prior to the beginning of the relevant programme of study.

The department will respond within 10 working days.

DEPARTMENTAL USE ONLY

Date application received:

Decision:

Date applicant notified:

THE UNIVERSITY *of York*

**ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL):
FULL APPLICATION FORM**

Only to be completed following submission and acceptance by a department, of the Request for APEL form.

1. APPLICANT DETAILS

Name	
Address	
Email	
Telephone	
University of York application or student number	

2. DETAILS OF THE PROGRAMME AT YORK TO WHICH YOU WISH TO APPLY

Department	
Programme Title	
Year of entry	

3. APEL DETAILS

Number of credits for which APEL is being sought	
Module(s) at York against which the credit would count	

4. PRIOR LEARNING DETAILS

Where the experiential learning took place	Dates when the learning took place

5. SUPPORTING DOCUMENTATION CHECKLIST

When the department contacts you about whether your initial APEL request has been successful, they will also notify you of the way in which your APEL application will be assessed and the supporting documentation that you will need to provide with this application form, as well as any administration fee payable for assessment of an APEL claim.

Applicants 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)

Applications for APEL should be submitted to the APL contact in the department to which you wish to apply – see the department's web pages for contact details

[<http://www.york.ac.uk/np/deptindex.htm#academic>]

All applications and supporting documentation should be received by the APL representative in the relevant department at **least 3 months** prior to the date on which the chosen programme of study will begin. Applications will be considered within four weeks, and the department will notify you in writing of the University's decision.

DEPARTMENTAL USE ONLY

Date application received:

Decision:

Date applicant notified:

