

Procedure on Credit Transfer and the Recognition of Prior Learning

Purpose

1. This document details the procedures to implement the [Policy on Credit Transfer and Recognition of Prior Learning](#) and informs staff in schools/departments, staff in partner institutions delivering collaborative provision and university professional services teams in the processing of applications for credit transfer and RPL by potential students. Applicants may find the document useful, but are additionally encouraged to consult [guidance for undergraduates](#) and [guidance for postgraduates](#).

Scope

2. As per the Policy on Credit Transfer and Recognition of Prior Learning.

Definitions

3. As per the Policy on Credit Transfer and Recognition of Prior Learning.

Exceptions

4. As per the Policy on Credit Transfer and Recognition of Prior Learning.

Procedures statement

Application Submission - all applications except those to the Department of Health Sciences

5. Applicants should first consult the relevant University webpages: [guidance for undergraduates](#) and [guidance for postgraduates](#) for information on the procedure for making an application and the evidence required to support a claim.
6. For initial enquiries, applicants may contact Marketing, Recruitment, Admissions and Outreach (MRAO) or directly contact the academic school/department responsible for the programme of study.
 - a. Where a school/department has been granted approval to deviate from the [Policy on Credit Transfer and Recognition of Prior Learning](#) they must provide a statement detailing their RPL policies, that is easily accessible to staff, current and prospective students and appropriate central services.
7. Applicants must submit the relevant [application form](#) and supporting documentation (see [appendix](#)) to the RPL Coordinator in the relevant school/department.
8. Applicants should submit applications as early as possible and prior to the date of enrolment on the chosen programme of study.

Application Submission - all applications to the Department of Health Sciences

9. Applicants should first consult the relevant University webpage: [guidance for applications to the Department of Health Sciences](#) for information on the procedure for making an application and the evidence required to support a claim.
10. Applicants must submit the relevant [application form](#) and supporting documentation (see [appendix](#)), ensuring that they use the documents specific to the Department of Health Sciences.
11. For RPEL applications only, applicants must first submit the 'RPEL Request for Initial Assessment Claim Form'. If the initial RPEL assessment is accepted, applicants then must complete the 'RPEL Full Claim Form' and provide the supporting documentation (see [appendix](#)).
 - a. When responding to the initial assessment claim, the Department of Health Sciences will confirm the supporting documentation required for the full claim.
12. Applicants should normally submit applications at least 3 months prior to the programme start date.

All Applications

13. Where required, schools/departments will provide applicants making an RPEL claim with tutorial assistance (in person or virtually) so that they understand what is required from the RPEL Portfolio.
14. Visiting students wishing to complete their degree at the University of York, instead of their original institution, may use the RPCL process to transfer to a University of York programme of study during or following completion of their visiting placement at York.

Initial Review and Processing

15. All applicants' qualifications (UK and non-UK) will be checked by MRAO for equivalence on the FHEQ before being considered by the school/department.
16. For individual undergraduate applications for direct entry to Stage 2 (level 5) with advanced standing, MRAO will review the application to ensure essential criteria are met.
17. MRAO will ask the school/department to consider the academic case.
18. The school/department will communicate directly with the applicant to ensure all required evidence is submitted.

Assessment and Decision Making

19. The school/department will process and assess RPL applications in liaison with MRAO.
20. The RPL Coordinator and at least one other suitable academic colleague such as (Associate) Programme Leaders/module coordinator should assess the academic case for an application.
 - a. For combined/interdisciplinary programmes, the assessment should include colleagues from each contributing school/department, with the school/department in which the Programme Leader is based overseeing applications.
21. The person(s) assessing applications within the school/department will evaluate the application for:

- a. **Authenticity:** The evidence is clearly related to the applicant's own efforts and achievements;
 - b. **Relevance:** The evidence presented appropriately matches the learning claimed and is relevant to the target programme of study. This must not be at a lower credit level (or equivalent), must meet similar learning outcomes, and cover a similar knowledge and skills base;
 - c. **Sufficiency:** There is enough evidence to demonstrate achievement of the learning claimed;
 - d. **Validity:** The evidence supports the claim. It is relevant to the learning outcomes for the area(s), and the learning, knowledge, skills and achievements demonstrated are at an acceptable level;
 - e. **Currency:** The evidence relates to current or recent learning within a defined and clearly stated time period (normally five years) (see [Policy on Credit Transfer and Recognition of Prior Learning](#)).
22. For visiting students, school/departments must take into account the student's previous study at their original institution (based on an academic transcript) and/or other evidence, as well as study undertaken as a visiting student at York, to map to the learning outcomes and level of study necessary for entry at the stage requested.
23. The assessment regime for visiting students on modules studied can vary from those of full-time University of York students (see [Assessing Visiting Students - Policy](#)). 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 RPL application.

Post-Decision Procedures

24. If an application for direct entry to Stage 2 (level 5) of an undergraduate programme is **successful**:
- a. The school/department will inform MRAO, who will process the offer for advanced standing;
 - b. MRAO will upload documentation confirming the decision from the school/department to the applicant's record.
25. If an application for direct entry to Stage 2 (level 5) of an undergraduate programme is **unsuccessful**:
- a. The school/department will confirm the decision to MRAO;
 - b. MRAO will upload documentation confirming the decision from the school/department to the applicant's record;
 - c. The school/department will confirm the decision to the applicant and provide feedback on their application;
 - d. The school/department may be able to offer stage 1 entry, which should be indicated on the documentation, and if so, MRAO will inform the applicant via offer letter.
26. If an application for RPL amounting to less than a full undergraduate stage OR postgraduate taught provision is **successful**:
- a. The school/department will confirm the offer to MRAO, also confirming any necessary details to be included in the offer letter;

- b. The school/department will confirm the offer to the applicant;
 - c. The school/department will make any necessary amendments to the student's module diet and record, including processing where the student is transferring credit from a completed York undergraduate module onto a new postgraduate programme, and arranging where students may audit alternative modules so as to have a full credit load (see [Policy on Credit Transfer and Recognition of Prior Learning](#)).
27. If an application for RPL amounting to less than a full undergraduate stage OR postgraduate taught provision is **unsuccessful**:
- a. The school/department will confirm the decision to MRAO;
 - b. The school/department will confirm the decision to the applicant and provide feedback on their application;
 - c. The school/department may, if relevant, advise the applicant on whether they may consider applying to the full programme.
28. Applicants must be informed of the University's complaints and appeals procedures if they are dissatisfied with the outcome of their application. As the assessment of applications is a matter of academic judgement, decisions are not subject to appeal (see [Academic Judgement - Policy](#)). If an applicant is unhappy with the processing or outcome of their application, they have the right to make a complaint (see [Complaints and Appeals](#) and [Policy on Credit Transfer and Recognition of Prior Learning](#)).
29. Schools/departments must keep a record of all applications received and decisions made, for reporting to the Board of Studies/Department Education Committee and to the University as required for quality assurance processes. A pro forma can be used to record this information.
30. Schools/departments must report any issues arising from the administration of RPL applications to the Chair of University Education Committee (UEC) via the Chair of the Standing Committee on Assessment.

Monitoring and review

31. UEC will monitor, review and improve this procedure by utilising feedback from a range of stakeholders including RPL applicants, staff in schools/departments, external examiners and professional service teams.

Document control

Approval body:	UEC
Procedure Owner:	PVC Education and Students
Responsible Service:	Academic Quality and Development Team
Procedure Manager:	Policy Manager Academic Quality and Development
External regulatory and/or legal requirement addressed:	Office for Students' Sector-recognised standards. Framework for Higher Education Qualifications (FHEQ) of UK Degree-Awarding Bodies (2024).
Equality Impact Assessment:	N/A
Approval date:	03/11/2025
Effective from:	03/11/2025
Date of next review:	31/07/2026

Appendix - Documentation to be provided by applicant

All applications except those to the Department of Health Sciences

1. Credit transfer or RPCL:
 - a. Curriculum details of subjects studied (for example programme specification, module descriptions, course syllabus);
 - b. Authorised academic transcript(s) including details of the marking scheme;
 - c. 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 updated and ongoing development in order to demonstrate that learning is current.
2. RPEL:
 - a. Details of the prior learning;
 - b. Outline of the nature of the experience and its relevance to the proposed programme.

Applications to the Department of Health Sciences

3. Credit transfer or RCPL in the Department of Health Sciences:
 - a. Authorised academic transcript(s) including details of the marking scheme used by the institution(s) (note this is not a requirement if you applying to accredit a previous pre-registration nursing or midwifery award);
 - b. Curriculum details of subjects studied at the previous institution(s) (note this is not a requirement if you applying to accredit a previous pre-registration nursing or midwifery award);
 - c. Evidence of Annual Update (for Non-Medical Prescribing as part of Advanced Clinical Practice programmes: certificate of update or statement from line manager);
 - d. Degree or Diploma award certificate;
 - e. A NARIC certificate (if the request for exemption is on the basis of prior learning gained from a non-UK institution);

- f. Professional PIN number (applies to applicants who do not hold a DipHE award and have completed nursing or midwifery training);
 - g. Name change documentation (if you have previously studied under a different name);
 - h. If the request for exemption is on the basis of credit or prior certificated learning gained more than five years before the start of the programme at the University of York: evidence of updated and ongoing development in order to demonstrate that learning is current. Evidence should include:
 - 1. Current CV including any continuing professional development undertaken in the last 5 years;
 - 2. An essay written within the last 5 years ([guidance on essay requirements](#)).
 - i. For applicants to Pre-Registration Nursing only: Evidence of practice hours completed – this could be an email from your previous institution confirming the number of hours or a transcript.
4. RPEL in the Department of Health Sciences:
- a. Portfolio;
 - b. Manager’s letter of support for study;
 - c. CV.