**APPLICATION FOR RECOGNITION OF PRIOR LEARNING**

Please read this form in conjunction with the University of Law (the University) Policy Recognition of Prior Learning, available on our website <http://www.law.ac.uk/about/policies/>

**Application form for Recognition of Prior Learning (RPL)**

Your application will not be considered unless this form has been completed in full.

Credit will be awarded for whole modules only. You cannot obtain partial credit towards a module. You must therefore demonstrate that you have met **all** the learning outcomes for the relevant module.

Please check that the qualification you obtain after any Recognised Prior Learning (RPL) (including credit transfer) is accepted by the relevant Professional, Statutory and Regulatory Body (PSRB) or other regulatory organisation to which you may apply.

Where RPL is used towards a University award the module(s) will be treated as qualification modules only; any marks previously obtained will not count towards calculation of the award.

Where exemptions are allowed by a PSRB, these will not count towards a University award and therefore you will not be granted RPL and instead will be awarded an exemption.

The University may generally accept up to a maximum of 50% prior credits towards an award for the University’s Law Courses. For the Unversity’s Business Courses, the Panel may accept up to a maximum of 66% of prior credit towards an award

You will not be able to take modules at the University which are similar in content to modules for which you have been granted RPL as part of this application. This is particularly relevant where options/electives are concerned.

You will remain liable for your course fees in accordance with the University’s terms and condition until the RPL application has been granted by the University and accepted by you in writing.

**Please complete the table below (middle column) for each module for which you wish us to consider by way of recognition of your prior learning. The University will assess your claim and advise you of the outcome normally within 7 days.**

**Please also supply a copy of your assessment transcript (setting out which subjects/modules you have studied with marks obtained), the relevant programme specification, module descriptors and syllabus information and any further documentation relevant to this application.**

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| Recognition of Prior Learning Application |

Title: \_\_\_\_ First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Personal e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*University ColID / Student Reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(\*if you are uncertain what this number is, please contact our Admissions or Eligibility Team who will be able to confirm)**

University of Law Programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Module(s) for which Recognition of Prior Learning is sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I confirm that to the best of my knowledge the information completed above and all information submitted with this application is true, accurate and correct. I understand that providing deliberately false or misleading information, may result in disciplinary action, whether that is at the time the University assesses this application or at any time thereafter. Any disciplinary offence will be reported to the appropriate professional regulatory body.

I confirm that I have read the University’s Data Protection Declaration and consent to all information submitted with this application being processed in accordance with The University’s Data Protection Policy. For more information on our Data Protection Policy, please see The University website at [www.law.ac.uk/about/policies](http://www.law.ac.uk/about/policies) .

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form along with your supporting documents to Eligibility Team on eligibility@law.ac.uk

Before you send your application form to the Eligibility Team, you must ensure that you have:

* Completed all relevant sections on the application form;
* Included the required supporting documents;
* Signed and dated the declaration.

 **By Post:**

 Valda Graham – Eligibility Manager

 The University of Law

 14 Store Street

 Bloomsbury

 London, WC1E 7DE

 **Please complete the following table. You are required to complete a separate table for each module**

| **Required detail of the Prior Learning claimed for RPL** | **Please complete this column for the module for which RPL is sought** | **University of Law confirmation****(for office use only)** |
| --- | --- | --- |
| Awarding institution |  |  |
| Module name |  | Equivalent module:  |
| Programme on which the module was studied |  |  |
| Number of credits awarded |  | Number of credits RPL:  |
| FHEQ level of module |  | FHEQ level of RPL: |
| FHEQ level of programme if complete |  |  |
| Any professional recognition of module |  |  |
| Curriculum/module detail: topics covered |  |  |
| Stated learning outcomes |  |  |
| Required reading |  |  |
| Assessment methods: examination (length and format); coursework (topic, name if useful, number of words); portfolio (please give detail) |  |  |
| Marks obtained |  |  |
| Compensation or condonation applied (if any) |  |  |
| If recognition is sought for learning undertaken outside a formal university programme, further information will be required. Please note that learning must be demonstrable (eg through assessment) and not just experienced.  |  |  |
| Please attach:* University programme specification
* module specification and/or syllabus information
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**Version history**

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| --- | --- | --- | --- |
| **Version**  | **Amended by**  | **Revision summary**  | **Date**  |
| V1.0  |  |  | January 2019 |
| V1.1 | Senior Quality Officer | Change to the document coding convention | March 2020 |