

School of Engineering

RECOGNITION OF PRIOR LEARNING (RPL) GUIDELINES FOR POSTGRADUATE APPLICANTS

Introduction

The purpose of these guidelines is to provide the applicant with transparency regarding the process for recognising previous learning and to assist the applicant when putting together a claim for recognition. In order to claim credit, the applicant should have a clear idea of the course of study they wish to pursue and have the intention of applying for one of the School of Engineering Masters courses.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process for recognising learning that has its source in experience and/or previous formal and non-formal learning contexts.

The University recognises two types of prior learning - certificated (RPCL) and experiential (RPEL). These may facilitate the following:

- entry to the first stage of a course for which the applicant does not possess the necessary entry qualifications;
- exemption from specific modules/elements of a course;
- advanced entry to a course.

Eligibility for Recognition of Prior Learning (RPL)

In determining an applicant's eligibility for RPL, the Course Management Team will consider whether the following criteria have been met:

- The subject has been studied or the experience has been gained within the last 6 years.
- The content, learning outcomes and academic level of relevant previous study meet the entry requirements for a course/programme or equate to those of the module or element from which exemption is being claimed;
- The learning arising from previous study or experience can be demonstrated – it is the learning that should be accredited and not the experience itself;

Please note: The simultaneous double counting of credit for the same module towards awards of the University shall not be permitted. Therefore, once credit has been counted towards one award of the University, it cannot be used towards another award of the University. ([Regulation A2, paragraph 5.2\(ii\)](#))

Maximum Credit per RPL Claim

The University's Academic Regulations stipulate the maximum amount of RPL which can be claimed against an award. Regulation A2: Admission can be accessed at: www.rgu.ac.uk/academicregulations. Normally for Postgraduate, RPL can be awarded for up to 50% of a stage of a course/programme, for example:

Intended Final Award's SCQF Credit Value	Maximum RPL Claim	SCQF Credits that must be achieved at the University
60	30	30
120	60	60
180	90	90

Process for Claiming RPL

Applicants who consider that they may be eligible for RPL should discuss this with the Admissions Department, Course Leader or Course Administrator. This discussion will enable the applicant to decide whether to proceed with a full claim and to clarify the evidence required in support of the claim.

Any such claim shall normally be submitted at the time of application to the course. In relation to paragraph 5.1(iii), an enrolled student may submit an RPL claim following commencement of a module. Any such claim must normally be submitted no later than ten working days following the start of the module. The student shall be advised of the outcome of the RPL claim normally no later than ten working days following the submission of the claim.

If a claim is to be submitted, a separate application form entitled 'RECOGNITION OF PRIOR LEARNING (RPL) FORM' can be obtained from the Course Administrator. The applicant must complete this and submit to the Course Administrator together with supporting. A single handling fee of £30 must also be paid at the time of submission (details see below).

Examples of supporting evidence to submit with your RPL Form may include:

- Curriculum Vitae
- Certificates and Transcripts
- Curriculum documentation (e.g. module descriptors containing learning/course outcomes and module content from previous course provider)
- Interview/Viva Voce transcripts
- Personal Statements
- Written narratives/reports

RPL Fees

Applicants pay a single £30 administration handling fee then pay a fee on submission of the RPL FORM. The RPL fee for each approved 15 credit module is £180. Both the handling fee and RPL fee must be paid online at the link below.

[RGU: Engineering RPL Payment Page](#)

RPL Approval Process

Once the RPL application pack has been submitted in full to the Course Administrator, it will be considered by the appropriate staff.

Full Time Applicants

The decision on the claim will be communicated to the Admissions Department and the applicant will be informed of the decision in writing. If successful, the applicant will be required to pay the RPL fee of £180 per 15 credit module. Applicants are

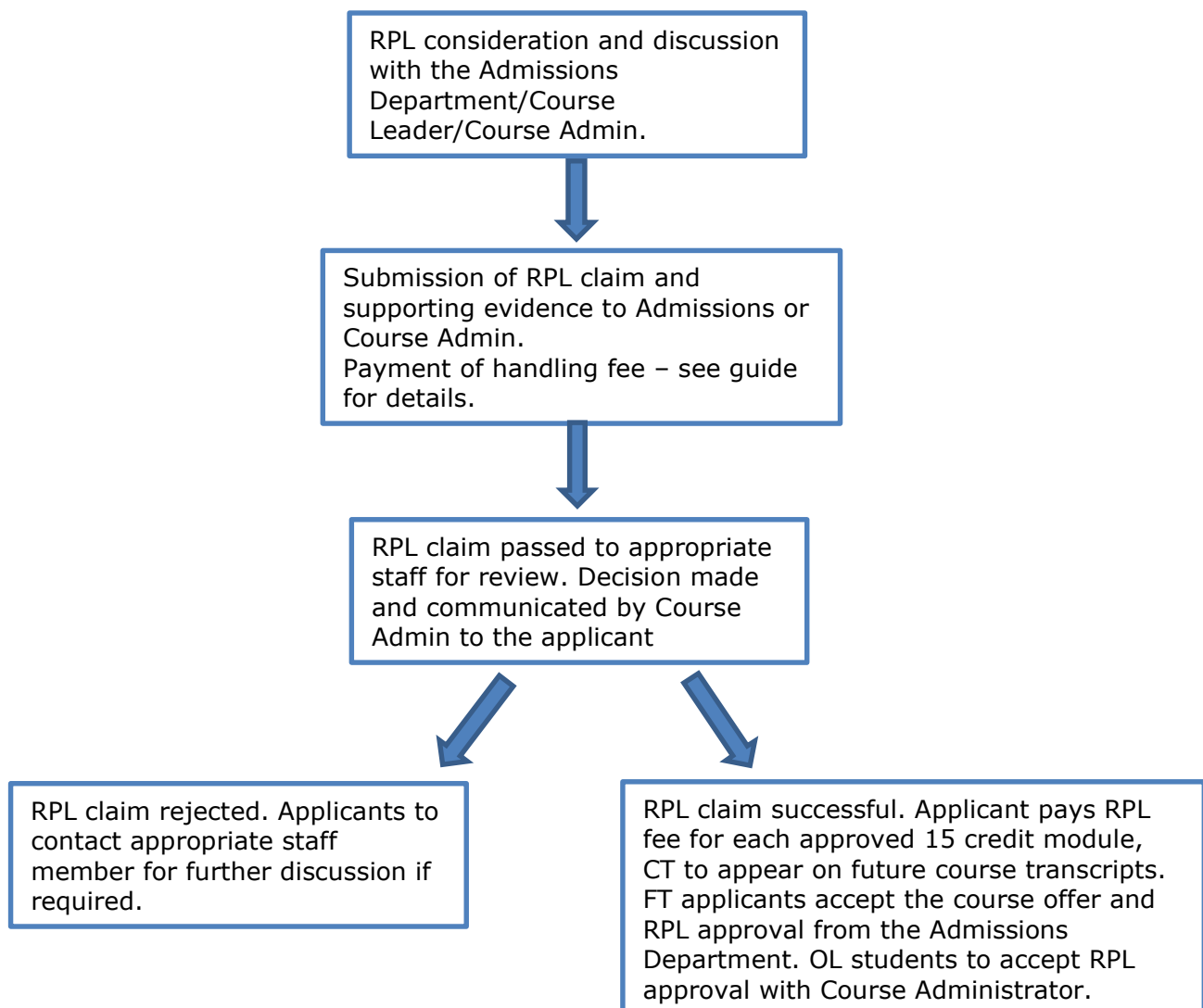
required to formally accept the approval of RPL and course place in writing to the Admissions Department.

OL Students

Online Learning students are required to accept the approval of RPL in writing with their Course Administrator.

Successful recognition of RPL will appear as Credit Transfer (CT) on students' future transcripts regardless of mode of study.

Flowchart of RPL Claim Process



RECOGNITION OF Prior Learning (RPL) Form



Please refer to the web link to [Academic Regulation \(A2 Admission\)](#).

THE ROBERT GORDON UNIVERSITY School of Engineering Postgraduate Programmes

APPLICATION FOR EXEMPTION(S) BASED ON DEMONSTRATION OF PRIOR LEARNING AND EXPERIENCE

To be completed by the applicant. If you require guidance on completion of this document please contact the relative Programme Administrator: Roma Boulton (Full-time students) – r.c.boulton@rgu.ac.uk OR Thomas Murray (Online Learning students) – t.murray5@rgu.ac.uk

Section 1. Your Details

Name:	
Telephone Number:	
Address:	
Email:	
Student ID Number:	
Course:	

Section 2. Your Qualifications

QUALIFICATIONS:

This should include only those qualifications which you feel relate directly to the course for which you are seeking recognition of prior learning.

Section 3 Your Claim for RPL

Consider the RGU School of Engineering **MODULE DESCRIPTORS** for each module that we provide. To access the module descriptors follow [this](#) link to the RGU module database and type in the code or name of the module you are looking for.

You need to look carefully at the **LEARNING OUTCOMES** in the module descriptor and then demonstrate that you have met each learning outcome by providing evidence.

In completing the sections below, you must provide and make reference to supporting documentation / evidence e.g. module descriptors or transcripts, but in addition provide a succinct summary of what skills/experience have been acquired to demonstrate that this learning outcome has already been achieved by you.

MODULE TITLE: Please complete for each module for which you wish to claim RPL	
MODULE NUMBER / LEARNING OUTCOME (LO) NUMBER	<i>Please indicate the way that you can demonstrate you have achieved the relevant learning outcome. Refer to any additional evidence which may be included in support of this as an appendix.</i>

Applicant Signature:		Date:	
----------------------	--	-------	--

INTERNAL USE ONLY

Date of Lodgement with Course Leader:	
--	--

DECISION	COMMENTS
Accept <input type="checkbox"/>	
Reject <input type="checkbox"/>	
Defer <input type="checkbox"/>	

Course Leader Signature:		Date:	
---------------------------------	--	--------------	--

Applicant Notified of Outcome:		Date:	
---------------------------------------	--	--------------	--

Admin Handling Fee Paid:	<input type="checkbox"/>
Sent to Student Finance:	<input type="checkbox"/>
Sent to Admissions:	<input type="checkbox"/>