ROBERT GORDON UNIVERSITY ABERDEEN

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.

Individuals looking to apply for the Full Time mode of study must submit their RPL application at the same time as submitting their course application.

Distance Learning students are required to submit their RPL application at least one semester (12 weeks) prior to the start of the module they are requesting RPL for.

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 £160. Both the handling fee and RPL fee must be paid online at the link below.
http://www4.rgu.ac.uk/finance/forms/page.cfm?pge=100850

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
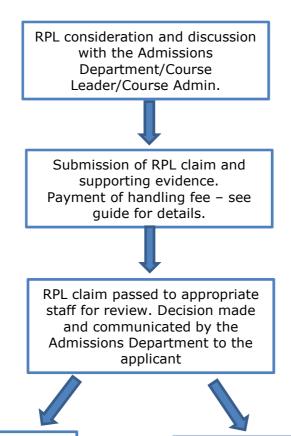
will be required to pay the RPL fee of £160 per 15 credit module. Applicants are required to formally accept the approval of RPL and course place in writing to the Admissions Department.

ODL Students
Online Distance 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

RPL consideration and discussion with the Admissions Department/Course Leader/Course Admin.

↓

Submission of RPL claim and supporting evidence.
Payment of handling fee – see guide for details.

↓

RPL claim passed to appropriate staff for review. Decision made and communicated by the Admissions Department to the applicant

↓   ↓

RPL claim rejected. Applicants to contact appropriate staff member for further discussion if required.

RPL claim successful. Applicant pays RPL fee for each approved 15 credit module, CT to appear on future course transcripts. FT applicants accept the course offer and RPL approval from the Admissions Department. ODL students to accept RPL approval with Course Administrator.