**Application Form for Credit Transfer and Recognition of Prior Certificated Learning against Academic Credit**

*This application form can be used for:*

*Credit Transfer is the process of recognising/transferring the credit and/or qualification, which is defined in the QAA Quality Code, achieved by a student from one course to another course. This may include instances where a student transfers from one Leeds Beckett University course to another or where the student transfers in to Leeds Beckett University from another higher education provider.*

*Or:*

*RPCL is the process for assessing and awarding credit for learning that has been previously accredited or certificated through a training provider but has not led to an award or qualification which is defined in the Quality Assurance Agency (QAA) Quality Code.*

**Applicants are advised to contact the relevant Course Director/ Admissions Tutor before completing the form.**

**Postgraduate Applicants – please note that if you are in receipt of a Postgraduate Loan you are expected to complete your course in full, ie not request any RPL. Please check the website** [**www.gov.uk/postgraduate-loan**](http://www.gov.uk/postgraduate-loan) **for more details.**

**Section A – for completion by the Applicant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.Applicant Name:** | |  | | **2.Applicant ID/ Student No:** |  | | |
| **3.Course Title and entry level:** |  | | | | | **4.School:** |  |
| **5.Location of intended study:** | | |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6.Name of previous awarding institution:** | |  | **7.Country of previous study:** | |  |
| **8.Name of qualification awarded:** |  | | **9. Date of award:** |  | |
| **10. Is the award older than 5 years:** |  | | | | |

|  |  |  |
| --- | --- | --- |
| **11.Leeds Beckett Module Title:** | **Level** | **Credit Points** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***(Please add additional rows to the table below as required)***

|  |  |  |  |
| --- | --- | --- | --- |
| **11a. Leeds Beckett Module Title:** | **12. Leeds Beckett \*Level/Module Learning outcomes:**  ***\*Please delete as applicable*** | **13.Evidence of prior achievement of learning outcomes:** | **14.Assessor Comments:**  *(to be completed by University staff)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **In order for your application to be considered for approval you must attach:** | **Attached (Y/N)** |
| **15.Course documents which describes your previous course contents (ie, Module/Unit specifications)** |  |
| **16.Evidence from the awarding institution of your confirmed results (ie, transcript)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **17.Student Signature:** |  | **18.Date:** |  |

**Section B – for completion by University staff**

|  |  |
| --- | --- |
| **1.Date submitted to Student Admissions/International Office Admissions/ School Administration Team** |  |

**2.International Office: Where international qualifications apply, please confirm details of equivalency and institutional reputation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.Name of Academic Assessor:** | |  | **4.Job Title/Role:** |  | |
| **5.Signature:** |  | | **6.Date of assessment:** | |  |

|  |  |
| --- | --- |
| **7.Full application recommended for approval to RPL Approval Board?** | Yes / No |
| **7a.If the application, in full or part, is not recommended to the RPL Approval Board, please indicate which part of the application is rejected and state the reasons below:** | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.Chair of RPL Approval Board:** |  | | **9.Date of meeting:** |  |
| **10.Chair signature:** |  | **Full RPL application approved by RPL Approvals Board?:** | | Yes / No |
| **11a.If the application, in full or part, is not approved by the RPL Approval Board, please indicate which part of the application is rejected and state the reasons below:** | | | | |
|  | | | | |

|  |  |
| --- | --- |
| **12.Date processed application submitted to - Student Admissions/ International Office Admissions:** |  |
| **13.Date processed application submitted to - School Administration Team:** |  |

|  |  |  |
| --- | --- | --- |
| **Please return your completed Application Form and supporting evidence to:** | | |
| **UK/EU applicants:**  The Student Admissions Team  515 Carnegie Pavilion  Leeds Beckett University  Headingley Carnegie Stadium  Kirkstall Lane  Leeds  LS6 3DP | **International applicants:**  [internationaloffice@leedsbeckett.ac.uk](mailto:internationaloffice@leedsbeckett.ac.uk) | **Partner institution applicants:**  Please return to the student admissions team (or equivalent) at the institution you wish to study at |