**Application Form for Admission through Recognition of Prior Learning (RPL)**

Admission through RPL describes the process for admitting students onto the ***start*** of an undergraduate or taught postgraduate course based on other qualifications and/or experience than those specified by the academic entry requirements in the admissions profile and programme specification for the course.

Please note, if you would also like to be exempt from part of a course you will also need to complete a separate application form for Recognition of Prior Experiential Learning (RPEL) and/or Credit Transfer/ Recognition of Prior Certificated Learning (RPCL).

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

**Section A – for completion by Applicant**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.Applicant Name:** | |  | | **2.Contact Details:** |  | | |
| **3.Course Title:** |  | | | | | **4.Faculty/School:** |  |
| **5.Location of intended study:** | | |  | | | | |

|  |  |
| --- | --- |
| **6. Course Entry Requirements:** |  |

|  |  |
| --- | --- |
| **7: Alternative Entry qualifications/experience (normally within last 5 years):** | |
| **Experience:** |  |
| **Training/ qualifications:** |  |
| **Other:** |  |
| **Additional comments to support your application:** |  |

|  |  |
| --- | --- |
| **8. Supporting evidence:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9.Student Signature:** |  | **10.Date:** |  |

|  |  |
| --- | --- |
| **11.Date Form submitted to Student Admissions/IO Admissions:**  **(For completion by University Staff)** |  |

**Section B – for completion by Course Leader/ Admission Tutor**

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| --- | --- | --- | --- | --- |
| **1.Evidence of equivalency between Course Entry Requirements and Alternative Entry qualifications/experience:** | | | | |
|  | | | | |
| **2.Name of Academic Assessor:** | |  | **3.Job Title/Role:** |  |
| **4.Signature:** |  | | **5.Date:** |  |

|  |  |
| --- | --- |
| **6. Application recommended for approval to Faculty RPL Approval Board?** | Yes / No |

**Section C – for completion by Faculty staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Chair of Faculty RPL Approval Board:** |  | **2.Date of meeting:** |  |
| **3.Chair signature:** |  | **4.Application approved by Faculty RPL Approvals Board?** | Yes / No |
| **4a.If No, please state the reason(s) below:** | | | |
|  | | | |

|  |  |
| --- | --- |
| **5.Date processed application returned to - Student Admissions/IO Admissions:** |  |

|  |  |  |
| --- | --- | --- |
| **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 |