# UR Device OutlineRecommendation for Recognition of Prior Learning (RPL)

Unit name goes here

## Section 1:

**For applicants applying directly through UCAS, this section will be completed by the Admissions Office.**

**Current University of Reading students will need to complete this section and return it to your Support Centre / Henley School Office (for HBS students) for the relevant programme/s.**

|  |
| --- |
| Personal details |
| Name | Click here to enter text. |
| Applicant ID  | Click here to enter text. |
| Email Address | Click here to enter text. |
| Programme(s) applied for | Click here to enter text. |
| Please cross only one box | I request exemption from the whole of [ ]  Part 1 [ ]  Part 1 and 2 Of the undergraduate programme(s) listed above |
| I request exemption or credit transfer in relevant modules in the listed programme(s) above[ ] exemption [ ]  credit transfer  |

|  |
| --- |
| Student Declaration |
| I enclose original or authenticated copies of transcripts or other evidence of modules taken at another institution and, where available, of the marks achieved in these modules.  |
| Signature |  |
| Date | Click here to enter a date. |

## Please note that your application cannot progress without original or authenticated copies of transcripts and, where required, of marks achieved in specific modules.

## Section 2: To be completed by the Admissions Tutor or Programme Director as appropriate

I recommend that the applicant named above be granted exemption and/or credit transfer as below:

|  |  |  |
| --- | --- | --- |
| Exemption from:(Please cross appropriate) **Or**  | [ ]  The whole of Part 1 of the undergraduate programme(s) |  [ ]  Modules in Part 1 of the undergraduate programme(s)Give details below |
| [ ] Credit transfer in respect of the following Part 2 or postgraduate modules Give details below |

|  |  |  |
| --- | --- | --- |
| **University of reading exempted modules** | **external modules offered for RPL** | **mark obtained (if required)** |
| **Code** | **Title** | **code** | **title**  |
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| Declaration |
| I confirm that I have performed the required module mapping for all modules/creditI confirm that I have fully reviewed original or authenticated copies of transcripts or other evidence taken at another institution clearly showing credit weighting and, where required, marks achieved in specific modules. |
| Signature |  |
| Date | Click here to enter a date. |

## Section 3: To be completed by the School Director of Teaching and Learning

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| recommendation |
| I support the above recommendation and forward it to the Centre for Quality Support & Development for consultation with the Teaching and Learning Dean (for HBS, please forward to the School Office). | [ ]  |
| I do not support the above recommendation on the grounds below, and I am returning it to the Admissions Office to notify the applicant: | [ ]  |
| Click here to enter text. |

|  |
| --- |
| Declaration |
| Signature |  |
| Name |  |
| Date | Click here to enter a date. |

Please forward this form to the Centre for Quality Support & Development, Senior Quality Support Officer – or to the School Office for HBS programmes.

## Section 4: To be completed by the Teaching and Learning Dean

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| recommendation |
| I approve the above recommendation | [ ]  |
| I do not approve the above recommendation on the grounds below | [ ]  |
| Click here to enter text. |

|  |
| --- |
| Declaration |
| Signature |  |
| Name |  |
| Date | Click here to enter a date. |

Please return the form to the Admissions office who will process the form and inform the applicant (Note: for requests from current students, please forward to the relevant Programme Manager in the Support Centres / Henley School Office).

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The Admissions team will forward the form to the relevant Programme Manager in the Support Centres / Henley School Office who will liaise with the Exams team to update the student’s records by entering the transferred credit and marks onto their electronic student record. Where an award has been imported (e.g. PGCert or CertHE), this should be indicated on the student’s record with an associated mark.

## Checklist in respect of applicants

1. **Checklist for applicants requesting direct entry into Part 2 of an undergraduate programme**

|  |  |  |
| --- | --- | --- |
| checklist |  |  |
| Process | Completed by | Name | Date |
| Admissions (for applicants) forward all information (including authenticated transcripts) to Admissions Tutor/Programme Director. (Note that for current students the Programme Manager in the Support Centre / Henley School Office will complete this step) | Admissions Office (or Support Centre / Henley School Office for current students) |  | Click here to enter a date. |
| Admissions Tutor/Programme Director to fully review RPL application and required module mapping | Admissions Tutor/ Programme Director |  | Click here to enter a date. |
| School Director of Teaching and Learning to review and to sign RPL form | SDTL |  | Click here to enter a date. |
| CQSD (or HBS School Office) to review module mapping | CQSD/ HBS School Office |  | Click here to enter a date. |
| Teaching and Learning Dean to review in line with CQSD and approve/not approve | T&L Dean |  | Click here to enter a date. |
| CQSD (or HBS School Office) to forward completed form to Admissions Office | CQSD/ HBS School Office |  | Click here to enter a date. |
| Admissions Office to inform outcome of RPL request and send form to Programme Manager in the Support Centre / Henley School office  | Admissions Office |  | Click here to enter a date. |
| Programme Manager in the Support Centre / Henley School Office to forward form to Examinations Office to update RISIS record in line with request  | Support Centre / Henley School office |  | Click here to enter a date. |
| Examinations Office to update student record:For exemptions to part 1: to show 120 credit exemption module at Part 1**For exemption from selected part 1 modules or credit transfer for part 2 or PGT modules: update the student’s records by entering the transferred credit and marks onto their electronic student record.****For all: include notes in SPR record (see Enrolment details on Tutor card) and Module exemptions (see Modules container on Tutor card).** |  Examinations Office |  | Click here to enter a date. |
| Programme Manager in the Support Centre / Henley School Office to update module enrolment as required, on the applicant’s record, liaising with the School and Programme administration teams. | Support Centre / Henley School Office |  | Click here to enter a date. |