

Accreditation of Prior Learning Policy

1. Definitions

Accreditation of Prior Learning (APL) involves giving recognition for substantial and significant learning through the award of credit and/or exemption from a module or modules on a taught course at Queen Mary.

Accreditation of Prior Certificated Learning (APCL) involves giving credit for prior learning at higher education (HE) level that has been formally assessed and certificated, including in the form of credits awarded, but has not previously been recognised for the award of a qualification in the UK HE Qualifications Framework.

Accreditation of Prior Experiential Learning (APEL) involves giving credit for prior learning gained through experience, where this has been assessed by academic staff at the university and met the relevant requirements for recognition.

Credit Transfer involves the recognition of credits obtained at another HE provider, including in the form of a lower level qualification, towards the requirements of a Queen Mary programme leading to the award of a higher level qualification in the UK HE Qualifications Framework. Internal credit transfer allows credit gained on a particular programme to contribute towards the requirements of a different programme.

2. Accreditation of Prior Learning Policy

2.1 APCL

Applications for APCL will be considered only at the point of admission.

APCL will be granted by the Dean for Education, on the recommendation of the academic admissions selector or programme lead. Each application for APCL will be considered on its individual merits on provision of relevant documented evidence. The decision to award credit is a matter of academic judgement.

Credit may be given for the whole or part of the learning and/or experience that has been submitted with an application for APCL. Credit will be given only for whole modules that were completed successfully at the first attempt; credit will not be given for parts of modules nor for credit achieved as a result of a resit examination or a condoned pass. Credit will not normally be given for modules which have been completed as part of an exit award made following failure to progress or failure to obtain the intended award. Credit will only be given where the learning submitted demonstrates achievement of relevant learning outcomes at the appropriate level; credit may be given for higher level study, but will not be given for lower level study in the relevant subject.

APCL will normally be granted for certificated learning that has taken place within the five years prior to the intended start of study at Queen Mary. Exceptions will only be made where there is demonstrable evidence that credit obtained outside the five year period has maintained its currency; in assessing currency, the Dean will make reference to any changes to curriculum and additional information supplied by the applicant, for example, relevant professional experience that has built on the certificated learning in question.

APCL will not be granted for:

- a. dissertation or project modules;
- b. core modules that must be completed for accreditation purposes or recognition by professional statutory and regulatory bodies.

2.2 APEL

Applications for APEL will normally be considered only at the point of admission to postgraduate programmes only. Applications for recognition of experiential learning will be considered only on an exceptional basis on provision of significant, substantial and documented evidence.

APEL will be granted by the Dean for Education, on the recommendation of the academic admissions selector or programme lead. Each application for APEL will be considered on its individual merits. The decision to award credit is a matter of academic judgement.

Credit may be given for the whole or part of the experiential learning that has been submitted with an application for APEL. Credit will only be given where the experiential learning demonstrates achievement of relevant learning outcomes at the appropriate level.

While there is no formal limit on the period of time that has elapsed since the relevant experiential learning has taken place, the Dean for Education will take into account how recently the learning took place in reaching a decision to award credit for APEL

APEL will not be granted for:

- a. dissertation or project modules;
- b. core modules that must be completed for accreditation purposes or recognition by professional statutory and regulatory bodies.

2.3 Credit transfer

2.3.1 *Applications for credit transfer at the point of admission*

Applications for credit transfer at the point of admission will be subject to Queen Mary's regulations on 'Advanced Standing'.

Credit transfer will be granted by the Dean for Education, on the recommendation of the academic admissions selector. Each application for credit transfer will be considered on its individual merits. Credit will be given only for whole modules and/or lower level qualifications that were completed successfully at the first attempt. Credit will not normally be given for modules which have been completed as part of an exit award made following failure to progress or failure to obtain the intended award. Credit will only be given where the learning submitted demonstrate achievement of relevant learning outcomes.

2.3.2 *Applications for credit transfer from students enrolled at Queen Mary or its partner institutions*

Credit transfer may be permitted for enrolled students wishing to transfer from one Queen Mary programme to another, for example, transfer to the second year of a different programme on completion of the first year in a different subject.

Credit transfer will be granted by the Dean for Education on the recommendation of the academic programme lead for the programme which the student wishes to join. Each application for credit transfer will be considered on its individual merits. Credit will be given only for whole modules and/or lower level qualifications that were completed successfully at the first attempt. Credit will only be given where the learning submitted demonstrates achievement of relevant learning outcomes. Students transferring to the second or subsequent year of a programme on successful

completion of the first or previous year of a different programme at Queen Mary will be required to complete any modules that are core or compulsory for the programme they are joining.

2.3.3 Applications for credit transfer from graduates of Queen Mary wishing to progress to a higher level qualification

A Queen Mary graduate who has successfully completed a Queen Mary Postgraduate Certificate or Postgraduate Diploma (as the intended award) may be admitted with APL to a programme leading to the associated Postgraduate Diploma or Masters degree. A period of 12 months must normally elapse between the award of the lower level qualification before registration for the Postgraduate Diploma or Masters. In such cases, a student will study only the elements of the programme yet to be completed for the Postgraduate Diploma or Masters award and the amount of academic credit to be taken will be reduced accordingly. The award regulations will take account of all marks and modules taken during both registration periods.

2.4 Maximum credit awarded

The maximum credit awarded following successful applications for APL is set out in the table below. This information is provided for the guidance of applicants for APL and the maximum credit volumes specified below do not constitute an entitlement.

Award	NQF level	Maximum credit given through APL	Minimum credits to be taken at Queen Mary	Total credits for award
MRes Economics and MRes Finance (taken over two academic years)	7	120	120	240
Masters	7	60	120	180
Postgraduate Diploma	7	30	90	120
Postgraduate Certificate, except PGCert in Academic Practice and PGCert in Teaching and Learning in HE	7	15	45	60
Postgraduate Certificates in Academic Practice and Teaching and Learning in HE	7	30	30	60
Graduate Diploma	6	30	90	120
Graduate Certificate	6	15	45	60
Integrated Masters	6	240	240	480
Bachelors	6	120	240	360

2.5 Rules for progression and award

Where credit has been awarded for APL the amount of academic credit to be taken at Queen Mary will be reduced accordingly. The progression and award regulations will take into account only those modules taken at Queen Mary during the period of registration for the award. Where a student is

admitted to a programme leading to an integrated Masters or a Bachelors degree, the weighting of years studied at Queen Mary will be adjusted.

2.6 Certification

Transcripts for students admitted with APL will indicate the volume and level of credit that has been granted.

3. Procedure

Applicants wishing to apply for APL should contact Queen Mary Admissions in the first instance, by e-mail to adm-mgrs@qmul.ac.uk. The Admissions team will advise the applicant as to the information and supporting documentation that will be required before the application can be considered. On receipt of complete information, the following steps will be taken:

- a. Initial assessment by Admissions to determine if the application meets the general requirements of the APL policy
- b. Where appropriate, Admissions refers the application for APL to the academic admissions selector for detailed scrutiny
- c. The academic admissions selector will determine whether the applicant has studied relevant material and met learning outcomes equivalent to that which would otherwise have been covered through study at Queen Mary
- d. Where appropriate, the academic admissions selector will recommend approval of APL to the Dean for Education in the relevant Faculty
- e. The Dean for Education will make the final decision on the application for APL.

4. Appeal

Applicants who are not satisfied with the outcome of the assessment of an application for APL are advised to refer the *Admissions Appeals and Complaints Policy*

[http://www.arcs.qmul.ac.uk/media/arcs/policyzone/Admissions-Appeals-and-Complaints-Policy-\(final\)-October-2017.pdf](http://www.arcs.qmul.ac.uk/media/arcs/policyzone/Admissions-Appeals-and-Complaints-Policy-(final)-October-2017.pdf).

Students enrolled on a Queen Mary programme who are not satisfied with the outcome of the assessment of an application for credit transfer are advised to refer to the student appeals and/or complaints policies <http://www.arcs.qmul.ac.uk/students/student-appeals/>.

5. Fees

Where an applicant is admitted with APL, the fee for the programme of study will normally be adjusted to reflect the proportion of study at Queen Mary. An administration fee may be charged for consideration of an APL application.

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