



UNIVERSITY COLLEGE DUBLIN

Application Form

Recognition of Prior Learning to be recognised towards the requirements of a UCD programme

When to complete this form:

This is not a programme application form. You should only complete this form if:

- a. You have applied for a place on a UCD programme, or
 - b. You have accepted a place on a UCD programme
- AND
- c. You would like to have prior learning recognised to count towards your UCD programme.

Submission timeframe:

Submit this form **as early as possible, preferably before you commence the relevant module/stage/programme**. An application for RPL relating to a particular module should be submitted before the third week of the semester in which the module is offered. Applications made after this date will only be accepted at the discretion of the Board governing your programme.

- This application for RPL may be submitted with your programme application. Please upload your completed form as part of your online application.
- Where you have been offered a place on a UCD programme of study, please submit your completed form, electronically or in hard copy, to your Programme/School Office.

Completing the form:

Before completing the RPL application form, please ensure you have read the *Recognition of Prior Learning Guide for Applicants* and the *Recognition of Prior Learning Academic Policy* (both can be accessed at <http://www.ucd.ie/registry/academicsecretariat/rpl.htm>) and that RPL applications to have prior learning recognised to count towards the credit requirements of your programme are accepted by the Board governing your programme.

- All applicants must complete Sections A (Personal Details) and B (Applicant Declaration).
- Please complete section 1/2/3 based on the type of prior learning you are applying to have recognised:
 - **Learning previously accredited at UCD:** please complete Section 1.
 - **Learning accredited at another Higher Education Institute:** please complete Section 2.
 - **Experiential learning:** please complete section 3.

Incomplete applications will not be accepted. As part of your application, you must complete the form and supply all required supporting evidence and documentation relevant to your application and sign the form as required. If you are submitting this form as part of your online application you can upload all supporting documentation to your application. A checklist is included at the back of the form to assist you.

Additional information:

- This is not a programme application form – to apply for a UCD programme of study please refer to www.ucd.ie/apply.
- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the UCD programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit based on prior learning that you may have transferred towards your UCD programme is determined by the Board governing your programme.
- Receipt of RPL credit for a UCD programme may disqualify you from being eligible for medals or prizes which are offered by the programme – for further information regarding this, check with the Programme Office.
- In some cases your application may not be successful or you may not receive RPL for the amount of credit for which you applied. In such cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application.
- UCD reserves the right to contact an institution or referee to verify information provided.

A. Personal Details			
Name		Student No. (where known) or Application No.	
Date of Birth		UCD Programme Title	
Phone number			
Email address		UCD Programme Start Date	
<p>Please tick which section you are completing.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learning previously accredited at UCD: please complete Section 1. <input type="checkbox"/> Learning accredited at another Higher Education Institute: please complete Section 2. <input type="checkbox"/> Experiential learning: please complete section 3. <p>Please give a brief outline of what you are requesting:</p>			

**Section 1 – application for credit to be transferred to my programme based on learning previously accredited at UCD.
Complete (i) or (ii).**

(i) Modular credit (normally learning previously accredited at UCD since 2006). Please insert additional rows as necessary.

Module Code	Module Title	Credit value of module	Grade	Academic session in which the module was passed (e.g. 2008/09)	Stage to apply module to	If applying to substitute this module for one of the new programme, please give name and/or code

(ii) Pre-modular learning (normally learning previously accredited at UCD before 2006). Please provide the result that you gained in each subject for every year that you completed in UCD and for which you are applying for recognition of prior learning.

Academic session e.g. 2003/2004	Subject/course and result	Subject/course and result	Subject/course and result

Please include any additional information regarding your application.

Section 3 – application for credit exemption based on experiential learning.

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your UCD programme, including which UCD modules you feel are possible equivalences and for which you are applying to have prior learning recognised.

- Information on learning outcomes and levels of learning can be found in the *UCD Level Descriptors* document at http://www.ucd.ie/registry/academicsecretariat/docs/leveld_g.pdf and information on module descriptors/programmes can be accessed at http://www.ucd.ie/students/course_search.htm.

Please attach all required supporting documentation (e.g. CV, references, etc.) and if you would like to get further information on applications based on prior experiential learning, the relevant Programme Office/School Office may be able to refer your query to the appropriate person in the first instance.

Future learning plan and the role of RPL in this

What is your main reason for considering third level education now and how best would RPL contribute to this?

Life/work experience, including experience and skills gained through volunteerism/care work

This would include key learning and skills achievements.

Education details: second level and any subsequent education and training courses undertaken, including work-related training.

Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

B. Applicant Declaration

I confirm that I have read the *Recognition of Prior Learning Academic Policy and Recognition of Prior Learning Guide for applicants* (available at http://www.ucd.ie/registry/academicsecretariat/docs/rplstudents_g.pdf) and consulted the checklist at the back of this form and I understand the possible implications of receiving credit towards my UCD programme e.g. in relation to professional accreditation.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the University involved in determining and implementing my request and I understand that UCD may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful or I may not receive RPL for the amount of credit I applied for. In such cases, I understand that I am responsible for all assessments associated with the modules on my programme and therefore should register for, attend and participate in the module(s) until I have been informed of the outcome of my application.

Print name:

Signed:

Date:

C. FOR INTERNAL OFFICE USE ONLY

1. Received by the Programme/School Office

Office:

Date:

Signed:

Print name:

2. Decision of the Programme Board (File Copy)

Application approved: YES NO

Decision (including amount and type of credit awarded):

Date of decision:

Delegated Authority:
Date Registry informed of
the approved credit
exemption (File copy)

Checklist for applicants when making a recognition of prior learning application

- Have you filled in your personal details?
- Have you completed the relevant sections?
- Have you signed the form (for online submissions, please type your name in the space provided for your signature)?
- Have you read the *Recognition of Prior Learning Guide for applicants* (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rplstudents_g.pdf)?
- Have you read the *Recognition of Prior Learning Academic Policy* (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rpl_p.pdf)?

Applicants requesting credit exemption based on **learning accredited at another Higher Education Institute** i.e. not UCD – have you attached the following supporting documents?

- An official transcript of results, and
- A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module(s)/programme(s).

Applicants requesting credit exemption based on **experiential learning** – have you attached the relevant supporting documents? These may include:

- Your CV
- References
- An official syllabus or outline of education/training undertaken
- Other