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**Application for Credit Transfer and Recognition of Prior Learning (RPL)**

**CREDIT TRANSFER**

|  |  |
| --- | --- |
| Full name and title |  |
| Telephone |  |
| E-mail |  |

|  |  |
| --- | --- |
| University of Worcester course applied for |  |
| Proposed commencement date |  |

Proposed part(s) of University of Worcester course that you are applying for recognition of prior learning

|  |  |  |  |
| --- | --- | --- | --- |
| **Undergraduate** | | **Postgraduate** | |
| Year 1 |  | PG Cert |  |
| Year 1 and 2 |  | PG Dip |  |
| Specific modules only |  | Specific modules only |  |
| Other (give details) |  | Other (give details) |  |

There are separate application forms relating to the nature of the RPL claim you wish to make. Please check below that you are using the correct form. On occasion applicants make claims in relation to two or all three types of RPL in which case you will be advised about the forms to complete.

|  |  |  |
| --- | --- | --- |
| **Type of RPL** | **Process** | **Tick** |
| Credit transfer (ie you have a HE qualification from a UK HE institution) | Complete **this form**. |  |
| Recognition of certificated learning  (ie you have qualifications achieved through professional or employment based learning, but this is not credit rated) | Contact the Admissions Office/ Research School to arrange for you to discuss making a claim with the relevant admissions tutor. |  |
| Recognition of experiential learning  (ie you wish informal learning from personal study, work and experience to be recognised) | Contact the Admissions Office/ Research School to arrange for you to discuss making a claim with the relevant admissions tutor. |  |
| Please note that you can seek advice at any stage of making a claim for credit transfer or RPL, by contacting the:  Admissions Office -   * email - [admissions@worc.ac.uk](mailto:admissions@worc.ac.uk) * tel - 01905 855111 * post - University of Worcester, Henwick Grove, Worcester WR 2 6AJ   Research School -   * email - [research@worc.ac.uk](mailto:research@worc.ac.uk) * tel - 01905 542182 * post - University of Worcester, Henwick Grove, Worcester WR 2 6AJ. | |  |

**Credit transfer application**

Please provide the following information about the HE qualification you wish to be recognised as partial completion of the UW course you are applying for.

|  |  |
| --- | --- |
| **Title of qualification** |  |
| **Date qualification achieved (or expected to be achieved)** |  |
| **Level and number of credits awarded** |  |
| **Awarding body** |  |
| **Institution where studied for qualification** |  |
| **List of modules and credits (or copy of transcript)** |  |
| **Please note if your application is successful you will need to provide your HE transcript as evidence of achievement. In some cases applicants may be invited to provide additional information and/or meet with an admissions tutor to discuss the claim.** | |

Please forward the completed form, (together with a copy of the transcript of your completed study if available) to the University of Worcester Admissions Office/Research School.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For office use**  The above application for credit transfer has been assessed and it is recommended that credit be transferred against the modules and/or course stages listed below   |  |  | | --- | --- | | Title of UW course |  | | Stages of course for which credit can be transferred |  | | Modules against which credit can be transferred |  | | Advice/feedback to applicant (please use this section to indicate the reasons for your recommendation) |  | | Name and signature of admissions tutor |  | | Date: |  | | Name and signature of course leader |  | | Date: |  |   Admissions Office/Research School   |  |  | | --- | --- | | Applicant notified |  | | Transcript received |  | | Entered on Student Record |  | |

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