

Recognition of Prior Learning application form

Please do not use this form if you are applying to an apprenticeship programme – you will be asked to undertake a Skills Scan instead.

Applicant to complete

How we can contact you

Name:

DMU P Number (if current/past DMU student):

Email address:

Your proposed or current study details at DMU

Title of DMU programme you are studying or wish to apply for:

The DMU module(s) you are seeking exemption from studying

Titles and module codes of the DMU module or modules you are seeking exemption from studying, if known.

Your RPL request

To help us understand your request, please give details of how you meet the criteria for exemption from studying a particular module or modules. Please include the following information:

- Evidence of achievement of previous credit matching the content of the module(s):
 - Outline module content from previous modules studied
 - Records of achievement, e.g. transcripts; award certificates; Higher Education Achievement Report (HEAR); diploma supplement

Or

- Evidence of prior non-credit bearing learning or experiential learning matching the content of the module(s), for example:
 - Certificates of professional development/work-based learning awards
 - Portfolio of evidence supporting the claim of experiential learning
 - Curriculum Vitae (CV)

Declaration

I declare that, to the best of my knowledge, all the information given here and on any accompanying documentation is correct. I understand the implications of submitting a fraudulent application as outlined in the DMU Recognition of Prior Learning [guidance](#).

Signed: Date:

Please submit this form to admissions@dmu.ac.uk

DMU academic member of staff to complete

Form received on: (date)

Decision made on: (date)

Applicant/student informed on: (date)

Entered onto SAP student record system (if applicable) on: (date)

Outcome:

The student will:

- not claim any module exemption
- claim admission by advanced standing
- claim RPL for module(s)
- claim RPEL for module(s)

Brief rationale for approval/non-approval

(if credit is being accepted which has been awarded at another institution, please include the name of the institution and the date and details of the credit awarded)

Information for unsuccessful applicants

An applicant or student may appeal against a decision to reject an RPL application by contacting the faculty's Associate Dean (Academic) within 10 university working days of the



rejection being confirmed. The staff member who dealt with the application can provide the relevant name and contact details. The applicant/student should clearly state the grounds on which the appeal is being made. The decision of the Associate Dean (Academic) is final.