



Division for the Student Experience

RECOGNITION OF PRIOR LEARNING PROCEDURE

Introduction

1. The University policy and procedures for the recognition of prior learning have been reviewed in line with the QAA's UK Quality Code for Higher Education published in June 2024.
2. An application may be made for exemption from modules on University undergraduate courses based on the Recognition of Prior Certificated Learning (RPCL).
3. An application may also be made for exemption on a small number of postgraduate courses based on RPCL or on the basis of experience, known as Recognition of Prior Experiential Learning (RPEL), which may include professional development or employment-based awards.
4. The application procedure set out below is designed to ensure that the degree aims are achievable and that the academic standards of the University award are maintained. See also the [Student Transfer Process](#).

Definitions

Recognition of Prior Learning (RPL)

5. A generic term covering the exemption of a student from a module/s on taught courses at the University on the basis of prior achievement of the relevant learning outcomes.

Recognition of Prior Certificated Learning (RPCL)

6. An application may be considered for exemption from modules on an undergraduate or postgraduate taught course at the University based on credit or an award made by the University of Sussex, another HE provider or an international institution.
7. The process set out below ensures that the credit or award gained is taken into consideration in relation to the course requirements and the higher education qualifications framework.

RPEL: Recognition of Prior Experiential Learning (RPEL)

8. An application may exceptionally be considered for exemption from modules on a small number of postgraduate taught courses at the University, based on evidence of learning which may have been formally assessed through professional development

or employment- based awards, but did not result in credit or award being made by a UK Higher Education degree-awarding body, in accordance with the relevant higher education qualifications framework.

9. The process set out below ensures that the level of the learning gained through experience, rather than the experience itself, is considered in relation to the course requirements and the higher education qualifications framework.

Advanced Standing

10. Advanced Standing is the term used to record credit on a student record which has resulted from Recognition of Prior Certificated Learning (RPCL) or Recognition of Prior Experiential Learning (RPEL).

Double Counting

11. Double counting refers to the awarding of credit for the same learning to two (or more) separate qualifications at the same level. In effect, providing two qualifications 'for the price of one'. The University does not consider double counting to be educationally desirable or defensible and so will not permit RPL to be used for that purpose.
12. Credit towards an honours degree would normally only be awarded in respect of a sub-degree award or qualification which the student has obtained, or for a sum of credits that has not led to an award. Once an honours degree has been awarded it cannot provide credit towards another honours degree.
13. Credit towards a Master's degree would normally only be awarded in respect of an intermediate award or qualification already obtained, or a sum of credits that has not led to an award.

Note: If a student already has a Master's degree, any use of credit from this towards another Master's degree is considered double counting of credit. A student may "top up" credit from a Postgraduate Certificate or Diploma to a Master's, but cannot use learning, which has already contributed to one Master's degree towards another Master's degree.

14. Credits may not normally be used to count towards a second qualification which is both at the same level and in a similar subject to the first e.g. a student who has been awarded a BA Honours in History would not be able to count credits at levels 5 and 6 from this programme towards a second BA Honours in History and Politics.
15. Credit Transfer of credits to count towards a second qualification at a higher level may be allowed, as long as this does not exceed the maximum number of credits allowed by RPL. For example, a PG Certificate awarded previously by University of X or another UK awarding body may, if approved by the Faculty/School, be counted towards a Master's degree award

Applications for undergraduate courses

Application process for credits achieved at another institution

16. Prospective students may make an application to stage 2 (year 2) via UCAS with Recognition of Prior Certificated Learning (RPCL), based on 120 credits (or equivalent) previously achieved in stage 1 (year 1) of a course at another institution. A prospective student may apply to stage 1 where they do not meet the course entry requirements but have completed a Foundation Year at another institution.
17. Individual student applications for exemption in the following instances will not normally be considered:
 - Direct entry into the final year
 - Requests for partial exemptions of stage 1 or stage 0.
18. The University will permit admission to the final year of a degree programme through Recognition of Prior Certificated Learning where this forms part of an approved Articulation Agreement with a recognised partner and where approved quality assurance processes have confirmed curriculum alignment. In such cases, up to 240 credits of certified prior learning may be awarded. A degree will be conferred where the final 120 credits of a UG degree are taken and satisfactorily completed at the University of Sussex.
19. Where a student is permitted to top-up a qualification, the lower award is 'subsumed' into the higher award made by the University on conferring that award in accordance with the Framework for Higher Education Qualifications and the Sussex Academic Framework. There is no requirement for a student to 'hand-in' the certificate for the lower award in these circumstances.
20. The procedure set out below must be followed to ensure equity in the consideration of applications, that the course aims remain achievable and to ensure that academic standards are maintained.
21. Applications are considered firstly by the Faculty in accordance with the criteria set out below and secondly by Admissions to ensure that the course entry requirements are met (including the achievement of grades in study prior to stage 1 that are in line with the course offer level). Faculty recommendations will be made to Admissions for sign off.
22. Application decisions must be completed in advance of the start of the course.
23. In recommending an application for exemption from stage 1, the Faculty must consider the following:
 - a) Credit volume and level requirement: The Faculty must ensure that 120 credits have previously been achieved (including 90 credits at level 4). The Faculty/School must ensure that the student registers for the required credit volume at the University following the approval of an application for exemption.

- b) The course requirements: the Faculty must ensure that the prior learning undertaken will enable the student to engage with stage 2 of the course and to achieve the degree aims. A mapping process should be carried out to ensure that the prior learning undertaken enables the learning outcomes of the exempted core modules to be met, where this is appropriate
 - c) Timeframe requirements: A University award must be made based on credit and learning achieved within a reasonable timeframe. Credit achieved within 5 years of the start of the new course may be considered.
24. The procedure set out above may also be followed to consider an application to stage 1 with RPCL based on 120 credits (or equivalent) previously achieved at Level 3 in a Foundation Year at another institution. (Prospective students who do not achieve 120 Level 3 credits in a Foundation Year at another institution may apply via UCAS for a Foundation Year at the University of Sussex, or to stage 1 of a course where they have met the course entry requirements.)
 25. Some disciplines and/or Professional, Statutory and Regulatory Bodies (PSRBs) will not permit Recognition of Prior Certificated Learning.
 26. This procedure does not apply to validated awards at partner institutions.
 27. Where an agreement is in place with a partner institution to allow direct entry into stage 2 of an associated course/s, the procedures set out here do not apply.
 28. For accepted applications, Student Data and Records will record Advanced Standing on the candidate record.
 29. Marks achieved on credit imported will not be recorded on the candidate record or the University transcript and will not contribute to progression/award.

Applications following permanent withdrawal or departure with an exit award

30. All candidates applying to return to the University must:
 - a) complete a Criminal Convictions declaration
 - b) not apply for re-entry until after three years have elapsed where they have been disqualified from the University for academic misconduct
 - c) not apply for exemption from part of a stage of study (only applications for a full stage of study will be considered)
 - d) not apply to a course at the same level where they have already achieved the main award (excluding exit award)
 - e) include in the personal statement a summary of what has changed to indicate how they will achieve the degree aims on this occasion. For example, a candidate applying to return after health-related issues should provide confirmation from a medical practitioner that their circumstances would not inhibit them from engaging with study.
 - f) sign a Learning Agreement on return to study at the University

- g) note that in accordance with Admissions policy, students returning to the University following permanent withdrawal will not be entitled to apply for University accommodation
 - h) note that the current terms and conditions will apply upon return to the University.
 - i) note that if accepted, registration restrictions may be applied, for example, a limitation on the period of study
31. The following applications will not normally be approved but may exceptionally be considered by the Director for the Student Experience (or nominee):
- a) An application to restart a stage where the candidate has already had two academic years to complete the stage of study
 - b) An application to repeat a stage that has already been passed
 - c) An application for readmission to stage 3
32. The above applications may exceptionally be approved based on evidence that the candidate is likely to achieve the degree aims. This could be because the candidate's circumstances have improved, for example, recovery following health issues or support being in place for a condition that was previously unsupported.
33. All decisions to re-admit a candidate within these procedures are made under the delegated authority of the Chief Operating Officer.
34. The following apply to applications for readmission with recognition of Prior Certificated Learning:
- a) An application for readmission to stage 2 of the same course or a new course title after a period of Permanent Withdrawal, or departure with an exit award, should be made to Student Data and Records where a student has completed and passed stage 1. An application for readmission to stage 1 may be made where the student has passed the foundation year.
 - b) The application will be considered by the Faculty in accordance with the criteria set out above in para 23 and para 30.
 - c) Recommendations from the Faculty will be subject to sign off by Admissions to ensure that the current course entry requirements are met and to arrange for the course registration fee to be raised for the remaining stages of study.
 - d) Student Data and Records will confirm the decision on the application to the student.
 - e) Student Data and Records will reinstate the modules previously taken on the candidate record.
 - f) Where the application is not accepted, the student may apply via a UCAS application to Admissions. In these circumstances, marks from credits already achieved will not be retained for progression/award purposes upon return.
 - g) Where an application is accepted, the student must rescind any previous exit award made. Marks achieved prior to permanent withdrawal on modules that are reinstated will be used for progression/award.

35. The following apply to applications for readmission without Recognition of Prior Certificated Learning:
- a) An application for readmission to start in stage 1 (or stage 0) of the same course or a new course title after a period of Permanent Withdrawal, or departure with an exit award, should be made via UCAS to Admissions, where a student did not complete and pass stage 1 (or stage 0) or the applicant does not wish to import credits achieved previously.
 - b) In these circumstances, marks from credits already achieved will not be retained for progression/award purposes upon return.
 - c) The application will be considered by the Faculty in accordance with the standard admissions process.

Confirmation of outcome of application

36. Decisions are made via a two-stage process as set out above to ensure that the course entry requirements are met.
37. Decisions are based on academic judgement.
38. The outcome of an application must be provided in writing in advance of the start of the course.
39. The University will inform the applicant of the decision and arrange for the course tuition fee to be raised in all cases.
40. There will be no appeal against a decision to not accept an application for exemption, as such decisions are based on academic judgement.
41. A fraudulent application for recognition of Prior Certificated Learning will be considered in accordance with the University's Admissions policy.

Applications for postgraduate courses

Application process for credits achieved at another institution

42. Prospective students may make an application to PG Admissions for Recognition of Prior Certificated Learning (RPCL), based on credits previously achieved or Recognition of Prior Experiential Learning (RPEL), based on experience or professional/employer-based awards.
43. Applications may only be considered for the following postgraduate courses:
- MA Education (part-time only; please see additional points in paras 51 – 52 and para 53 below)
 - MA English Language Teaching
 - PG Dip Psychological Therapy
 - MSc Psychological Therapy
 - MA Social Work

PG Dip Social Work
 PG Dip Social Work (Step Up to Social Work)
 PgDip Leadership, Management & Supervision
 MA Leadership, Management & Supervision
 PgDip Effective Management
 MA Effective Practice
 PgDip Practice Education
 MA Practice Education
 Online Distance Learning Courses.

44. The procedure set out below must be followed to ensure equity in the consideration of applications, that the course aims remain achievable and to ensure that academic standards are maintained.
45. Applications are considered firstly by the Faculty, in accordance with the criteria set out below, and secondly by Admissions to ensure that the course entry requirements are met. Faculty recommendations will be made to Admissions for sign off, with Academic Quality and Partnerships (AQP) copied in to check that applications are in line with RPL Procedure.
46. Application decisions must be completed in advance of the start of the course and reported to the Faculty Education Committee.
47. In recommending an application for RPCL, the Faculty/School must consider the following:
 - a) Credit volume requirement: The Faculty/School must ensure that the student registers for the required credit volume at the University following the approval of an application for exemption. Exemption may be granted for whole modules only (e.g. a 20-credit module can only be used as RPL for one 15-credit Sussex module, rather than 15 plus 5 credits of another 15-credit module). Applications for exemption may be considered as follows for credit achieved at another HE provider:
 - A maximum of 50% of the credits required for the new course may be imported from another HE provider (for example 90 level 7 credits not used for a previous award may be imported to a masters)
 - credit achieved on a dissertation/project may not be imported
 - a maximum of 50% of the credit previously used for an award may be imported, subject to a maximum of 50% of the credits required for the award being imported (for example 60 level 7 credits used for a PG Dip may be imported to a masters)
 - Marks achieved on credit imported will not be recorded on the student record or the University transcript and will not contribute to classification.
 - b) Credit level requirement: The Faculty must ensure that any exemption recommended is based on evidence of prior learning at the level of the exempted module/s.
 - c) The course requirements: the Faculty must ensure that the prior learning undertaken will enable the student to engage with the course and to achieve the

degree aims. A mapping process should be carried out to ensure that the prior learning undertaken enables the learning outcomes of the exempted core modules to be met, where this is appropriate.

- d) Timeframe requirements: A University award must be made based on credit and learning achieved within a reasonable timeframe. Credit achieved within 5 years of the start of the new course may be considered. In cases where credit from a previous award is being considered, only credit achieved within 5 years of the start of the course may be considered.

- 48. This Procedure does not apply to validated awards at partner institutions.
- 49. For accepted applications for exemption from a module/s, Student Data and Records will record Advanced Standing on the candidate record.
- 50. For RPEL applications, the procedure set out in paras 54 - 58 must also be followed.

Applications to import credit from the PGCE taken at Sussex or another institution

- 51. Applications may be made to import credit from the PGCE taken at Sussex or at another institution to the MA Education only.
- 52. Where a PGCE award has been made, 30 credits of the standard 60-credit requirement for a PG Certificate may be imported to the MA Education. The additional 30 credits required for the PGCE award may also be imported, accumulating to 60 credits which may be imported from the PGCE.

Applications to import credit from the PGCE taken at Sussex or another institution alongside a CPD module

- 53. Where a PGCE award has been made, 30 credits of the standard 60-credit requirement for a PG Certificate may be imported to the MA Education. The additional 30 credits required for the PGCE award may also be imported, accumulating to 60 credits which may be imported from the PGCE. In addition, 30 credits taken as CPD in the following year may also be imported, accumulating to 90 credits which may be imported to the MA. This may include a maximum of 30 credits at Level 6. Marks for the credits used for the PGCE award may not be reused towards the MA Education. Credit awarded for successful completion of the PgCert in Higher Education (60 credits at level 7) may also be imported to the MA Education.

Recognition of Prior Experiential Learning (RPEL) applications

- 54. In relation to applications for RPEL, Faculties must ensure that an appropriate assessment is used to assess the prior learning achieved, rather than the experience itself, and to assess how the learning achieved relates to the modules to be exempted. For example, an appropriate assessment could include a portfolio of evidence to demonstrate the learning achieved, a reflective account, a set assessment task and/or a structured interview.

55. Faculties must provide clear information on the assessment in a timely manner and must provide subject specific guidance where appropriate, for example, on portfolio preparation and any independent verification of evidence that is required.
56. Faculties must provide information on how prior learning will be judged in advance of the assessment including the marking criteria that will be used.
57. The applicant must demonstrate evidence in relation to the learning claimed:
 - a) There must be sufficient evidence to indicate that the learning is relevant and that it relates to the applicant's own achievements.
 - b) Evidence should also be provided in relation to the timeframe over which the learning has been achieved.
 - c) The evidence must verify that the prior learning is appropriate in relation to the modules to be exempted in terms of credit volume and level of learning outcomes.
58. In summary, the evidence provided by the applicant must satisfy the following criteria which must be taken into consideration in addition to the criteria set out in para 47 above:
 - a) Relevance: evidence must be provided that the prior learning that is being claimed is relevant to the modules to be exempted and/or course. The applicant must demonstrate a match in both level and learning achieved in relation to the module/s for which they are seeking exemption.
 - b) Sufficiency: applicants must provide sufficient evidence to demonstrate they have achieved the learning claimed.
 - c) Authenticity: applicants must provide sufficient evidence to demonstrate that the learning claimed relates to their own efforts and achievements.
 - d) Currency: A University award must be made based on learning achieved within a reasonable timeframe. Prior learning achieved within 5 years of the start of the course may be considered.
59. Feedback should be provided by the Faculty in relation to all RPEL applications for exemption, whether accepted or rejected.
60. Where an application has been accepted, feedback is intended to support the student with 'feed-forward' to future assessments.
61. Where an application has been rejected, feedback is intended to support the applicant in understanding the reasons for rejection in relation to any future study.
62. Student Records and Data will record Advanced Standing on the candidate record.

CPD applications

63. A candidate may apply to register on individual modules on a stand-alone basis, where this is standard practice for the discipline, and has been approved by the University.

64. The maximum registration period on a campus based stand-alone module is one academic year, thereby not allowing a repeat cycle on the module, with the exception of return from temporary withdrawal where the maximum registration period is two academic years to enable a restart of the module.
65. The maximum period of registration on the ODL CPD module 'Understanding and Engaging in Trauma Informed Practice' is one year and 8 months, which includes a repeat cycle.
66. Registration on a dissertation on a stand-alone basis is not permitted, as the student must register on the masters course.
67. The process set out below should be followed to ensure that the CPD modules taken at the University form part of the validated course structure, or can be mapped to the validated module learning outcomes.
68. Modules taken at other institutions may not be considered.
69. Applications for courses are considered firstly by the Faculty, in accordance with the criteria set out below, and secondly by Admissions to ensure that the course entry requirements are met. Faculty recommendations will be made to Admissions for sign off.
70. Application decisions will be reported to the Faculty Education Committee.
71. In reviewing an application for exemption based on modules previously taken at the University, the Faculty must consider the following:
 - a) Credit volume requirement: The Faculty must ensure that the student registers for the required credit volume following the approval of an application for exemption. Exemption may be granted for whole modules only (e.g. a 20-credit module can only be used as RPL for one 15-credit Sussex module, rather than 15 plus 5 credits of another 15-credit module). Applications for exemption must be considered as follows:
 - credit achieved on a dissertation/project may not be imported
 - a maximum of 50% of the credit previously used for an award at the University may be imported (for example 60 level 7 credits used for a PG Dip may be imported to a masters).
 - Alternatively, a previous award may be rescinded in order that all the credits are used towards the new award (for example, a PG Dip may be rescinded and all the credits imported to a masters providing the criteria are met)
 - Marks achieved on credit imported will be used for classification, provided they have not been used towards another award at the University
 - b) Credit level requirement: The Faculty must ensure that any exemption recommended is based on evidence of prior learning at the level of the exempted module/s.
 - c) The course requirements: the Faculty must ensure that the prior learning undertaken will enable the student to engage with the course and to achieve the degree aims. A mapping process should be carried out to ensure that the prior

learning undertaken enables the learning outcomes of the exempted core modules to be met, where this is appropriate. Modules must be taken sequentially in accordance with the course structure. The module/s taken during a year of study must be passed before registration on modules in a further year of study. Exceptionally, registration may be permitted for a further year of study on a different module where the cycle of assessment has been exhausted and the credit not achieved, provided the maximum registration period has not been exceeded and that this only occurs on one module.

- d) Timeframe requirement: CPD modules achieved within the last 5 years may be considered. A student must register on an award once 60 credits that form part of the course structure have been achieved (PG Cert, PG Dip or masters). Candidates may apply to transfer from one award to the next prior to the award being made in order that all the credits achieved can be considered for the new award.

- 70. Once registered on the award the following timelines apply:
 - PG Cert – award made simultaneously upon registration once 60 credits achieved (student may not be registered before award is made)
 - PG Dip – maximum period of registration on the award is five years and the award must be made within 7 years from when the first imported module was taken at the University
 - Masters - maximum period of registration on the award is two years (four years for PT) and the award must be made within 8 years from when the first imported module was taken at the University
 - The Progression and Award Board may make a recommendation for an Absurd Outcome for an award to be made where these timeframes have been exceeded.
- 71. Applications for exemption must be completed in advance of the start of the course.
- 72. For accepted applications for exemption from a module/s, Advanced Standing will be recorded on the record where the module has already been used towards an award at the University. Where the module has not been used towards an award, the module and mark achieved will be added to the new course record.

Application following permanent withdrawal and departure with an exit award

- 73. All candidates applying to return to the University must:
 - a) complete a Criminal Convictions declaration
 - b) not apply for re-entry until after three years have elapsed where they have been disqualified from the University for academic misconduct
 - c) not apply for exemption from part of a stage of study
 - d) not apply to a course at the same level where they have already achieved the main award (excluding exit award)
 - e) include in the personal statement a summary of what has changed to indicate how they will achieve the degree aims on this occasion. For example, a candidate applying to return after health-related issues should provide confirmation from a medical practitioner that their circumstances would not inhibit them from engaging with study.
 - f) sign a Learning Agreement on return to study at the University.

- g) note that in accordance with Admissions policy, students returning to the University following permanent withdrawal will not be entitled to apply for University accommodation
 - h) note that the current terms and conditions will apply upon return to the University
 - i) note that if accepted, registration restrictions may be applied, for example, a limitation on the period of study
74. An application will not normally be accepted where a candidate has already had two academic years to complete a course. Such applications can exceptionally be approved by the Director for the Student Experience (or nominee), based on evidence that the candidate is likely to achieve the degree aims. This could be because the candidate's circumstances have improved, for example, recovery following health issues or support being in place for a condition that was previously unsupported.
75. All decisions to re-admit a candidate within these procedures are made under the delegated authority of the Chief Operating Officer.
76. The following apply to applications for readmission with Recognition of Prior Certificated Learning:
- a) An application may be made for readmission to the same course or a new course title after a period of permanent withdrawal or departure with an exit award.
 - b) Applications should be made to Student Data and Records in cases where credits have previously been achieved on a postgraduate course at the University.
 - c) The application will be considered by the Faculty in accordance with the criteria set out above in paras 47.
 - d) Recommendations from the Faculty will be subject to sign off by Admissions to ensure that the current course entry requirements are met.
 - e) Student Data and Records will confirm the decision on the application and the course tuition fee to the student.
 - f) In relation to credit achieved at the University, the following criteria apply:
 - There is no maximum number of credits that may be imported to the new course, provided the credits have not been used towards an award (for example 120 level 7 credits may be imported to a masters)
 - credit achieved on a dissertation/project may not be imported
 - a maximum of 50% of the credit previously used for an award may be imported, (for example 60 level 7 credits used for a PG Dip may be imported to a masters). Alternatively, a student may rescind a previous award made in order that all the taught credits may be used towards the masters.
 - Marks achieved on module/s that are imported to the new award will be used for classification, provided the credits have not already been used for an award
 - g) Where the application is not accepted, the student may apply via a PG application to Admissions. In these circumstances, marks from credits already achieved will not be retained for award purposes upon return and the candidate will be asked to rescind any exit award previously given.

77. Where an application is accepted, the student must rescind any previous exit award made, where appropriate, in order that marks previously achieved may be used for the new award. Student Data and Records will record Advanced Standing where marks have been used towards an award that is not being rescinded. The following apply to application for readmission without Recognition of Prior Certificated Learning:
- a) An application for readmission to the same course, or a new course title after a period of permanent withdrawal, or departure with an exit award, should be made to PG Admissions where credits have not previously been achieved on a postgraduate course at the University, where an application for readmission with Recognition of Prior Certificated Learning has not been accepted or the applicant does not wish to import credits achieved previously.
 - b) In these circumstances, marks from credits already achieved will not be retained for award purposes upon return.
 - c) The application will be considered by the Faculty/School in accordance with the standard admissions process.

Confirmation of outcome of application

78. Decisions are made via a two stage process as set out above.
79. Decisions are based on academic judgement.
80. The outcome of an application must be provided in writing in advance of the start of the course.
81. The University will inform the applicant of the decision and arrange for the course tuition fee to be raised in all cases.
82. There will be no appeal against a decision to not accept an application for exemption, as such decisions are based on academic judgement.
83. A fraudulent application for Recognition of Prior Certificated Learning will be considered in accordance with the University's Admissions policy.

Online Distance Learning (ODL) applications

84. This procedure also applies to Online Distance Learning courses. This means that:
- a) an application to import RPCL to an ODL course may be made based on credit achieved at another HE institution, in line with paras 42 - 50 above and the specific credit related requirements in para 47a repeated below:
 - A maximum of 50% of the credits required for the new course may be imported from another HE provider (for example 90 level 7 credits not used for a previous award may be imported to a masters)
 - credit achieved on a dissertation/project may not be imported
 - a maximum of 50% of the credit previously used for an award may be imported, subject to a maximum of 50% of the credits required for the

award being imported (for example 60 level 7 credits used for a PG Dip may be imported to a masters)

- Marks achieved on credit imported will not be recorded on the student record or the University transcript and will not contribute to classification.

- b) An application may be made for readmission to the same course or a new course title (ODL or on campus) after a period of permanent withdrawal or departure with an exit award, in line with above and the specific credit related requirements in paras 57 and 58 repeated below:

In relation to credit achieved at the University, the following criteria apply:

- There is no maximum number of credits that may be imported to the new course, provided the credits have not been used towards an award (for example 120 level 7 credits may be imported to a masters)
- credit achieved on a dissertation/project may not be imported
- a maximum of 50% of the credit previously used for an award may be imported, (for example 60 level 7 credits used for a PG Dip may be imported to a masters). Alternatively, a student may rescind a previous award made in order that all the taught credits may be used towards the masters.
- Marks achieved on module/s that are imported to the new award will be used for classification, provided the credits have not already been used for an award
- (A candidate may not apply to a course at the same level where they have already achieved the main award (excluding exit award))

85. Students currently registered on an ODL course at the University may apply to transfer to a different ODL or campus-based course. Further details are provided in the Internal Transfer policy for postgraduate students.
86. An application may be made to import the University's CPD module 'Understanding and Engaging Trauma Informed Practice' into a course at the University. The criteria in paras 45 to 47 above will apply.

Visiting and Exchange applications

87. Visiting and Exchange students are registered on modules at the University, not an award bearing course.
88. Students may apply for admission to a course with Recognition of Prior Certificated Learning. Applications must be made via Student Data and Records, not via a UCAS or PG Admissions.
89. The application will be considered by the Faculty in accordance with the criteria set out in the relevant sections above that relate to undergraduate courses and postgraduate courses. This is to ensure that the modules taken form part of the validated course structure, or that the learning outcomes of the modules previously taken can be mapped to the module learning outcomes of the missed core modules, to enable the course learning outcomes to be achieved.

90. Admissions will review and approve the application, to ensure that the course entry requirements have been met. Student Data and Records will confirm the decision on the application and the course tuition fee to the student. The student will need to complete the fee status questionnaire separately.
91. Where an application is not accepted, the student may apply via the standard application process. In these circumstances, marks already achieved on the modules will not be retained for progression/award purposes.

Summary of approval route

Categories	Via Admissions	Via Student Data & Records
External UG with 120 credits in year 0 (level 3)	yes	no
External UG with 120 credits in stage 1	yes	no
External UG with fewer than 120 credits in stage 1 (or stage 0)	no	no
External UG with 240 credits in stages 1 & 2	yes	no
UG PWD return with 120 credits in stage 1/0	no	yes
UG PWD return without 120 credits in stage 1/0	yes	no
External PG RPCL or RPEL (designated awards)	yes	no
CPD credit from University of Sussex	yes	no
PG PWD with RPL	no	yes
PG PWD without RPL	yes	no

Review/Contact/References	
Title:	Recognition of Prior Learning Procedure
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Revision History:	July 2025
Next review date:	2026-27 (major)
Division:	Division for the Student Experience
Procedure owner:	Director for the Student Experience
Lead contact/author:	Deputy Director, Academic Services