**EXEMPTION REQUEST FORM**

**Request for Exemption based on Recognition of Prior Learning or Higher Education Credit Transfer**

**SECTION A: to be completed by the applicant/student**

**Please note that it is the responsibility of the applicant/student to demonstrate that they have recently achieved the defined Learning Outcomes associated with the Module(s)/Level(s) for which exemption is required; failure to demonstrate this achievement will result in the requested exemptions(s) not being granted. Any information provided may be verified by the University.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name** |  |  | **I am an applicant to Northumbria University (please indicate your status below) (✓):** | | |
| **Date of Birth** |  | **Newcastle** | **London** | **Amsterdam** |
| **Northumbria ID** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Northumbria University Module(s) or Level(s) from which exemption is requested** | | | |
| **Module Code (or Programme Level )** | **Module/Block Title or Programme Name (if Level exemption)** | **Level** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please indicate the basis of your exemption request:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credits claimed:** | | |  |
| **Level** | **Recognition of Higher Education Credit** | **Recognition of Prior Certificated Learning** | **Recognition of Prior Experiential Learning** | **Total credits claimed:** |
| **Level 4** |  |  |  |  |
| **Level 5** |  |  |  |  |
| **Level 6** |  |  |  |  |
|  | **Please complete Section B** | | **Please complete Section C** |  |

**SECTION B: to be completed by the applicant/student seeking exemption based on Recognition of Higher Education Credit (RHEC) and/or Recognition of Prior Certificated Learning (RPCL).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exemption on the basis of RHEC and/or RPCL** | | | | | | |
| **Awarding Institution** | **Country** | **Module Title(s) and Code(s) on transcript or Award and Title** | **Year awarded** | **Credits (as stated on transcript)\*** | **Level (as stated on transcript)\*** | **Grade or Mark (as stated on transcript)\*** |
| ***e.g. X University*** | ***UK*** | ***Module 1…*** | ***2016*** | ***20*** | ***4*** | ***60%*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| * **or expressed in terms of equivalence to UK Credit Values**   **Please attach the relevant official transcript and all relevant module/course information to allow equivalence of learning outcomes to be checked; failure to do so will delay the processing of your request.** | | | | | | |

**SECTION C: to be completed by the applicant/student seeking exemption on the basis of Recognition of Prior Experiential Learning (RPEL).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exemption on the basis of RPEL** | | | |
| **Start date** | **End date** | **Explanation of Basis for exemption.**  Please provide the name of the evidence being used to support your claim and its reference. | **Evidence Portfolio Contents**  *References from work and portfolio demonstrating prior achievement of the Northumbria required Learning Outcomes* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Please attach evidence of experience to allow an assessment of achievement of the required learning outcomes as specified below; failure to do so will delay the processing of your request.**  **Portfolio:**   1. **Curriculum Vitae.** To support a claim for credit it is sometimes useful to supply a CV. This gives those considering the claim a better understanding of an applicant’s work experience and education. 2. **Reflective Statement(s).** The reflective statement describes an individual’s relevant experience and reflects on how their learning from that experience allows them to meet the required learning outcomes of the Level(s) or Module(s) for which they are claiming credit. The statement should be written in line with the learning outcomes being claimed against (i.e. module/level learning outcomes) and should be as concise as possible. 3. **Evidence.** Evidence should be provided which supports directly the experience and learning from that experience which is highlighted in the reflective statement(s). | | | |

**SECTION D: to be completed by the Admissions Office (for applicants)**

**What is the basis of the exemption request (see RPL Policy):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credits claimed:** | | |  |
| **Level** | **Recognition of Higher Education Credit** | **Recognition of Prior Certificated Learning** | **Recognition of Prior Experiential Learning** | **Total credits claimed:** |
| **Level 4** |  |  |  |  |
| **Level 5** |  |  |  |  |
| **Level 6** |  |  |  |  |

**Type of exemption (Graded/Ungraded) permitted under the Exemptions Policy:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ungraded Exemption** | x |  | **Graded Exemption** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position:** |  |
| **Printed Name:** |  | **Date:** |  |

**SECTION E: to be completed by the Programme Leader/Faculty Academic Staff Member**

**Evaluation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Credits claimed:** | | |  | |
| **Level** | **Recognition of Higher Education Credit** | **Recognition of Prior Certificated Learning** | **Recognition of Prior Experiential Learning** | **Total credit awarded:** | **Credit(s) to complete:** |
| **Level 4** |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |

|  |
| --- |
| **Comments (optional in the case of successful applicants):** |

**Outcome:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exemptions Granted:** | | | **Exemption on the basis of recognition of:** | | |
| **NU Module Code (or Programme Level)** | **NU Module Title or Programme Title** | **Credits** | **Higher Education Credit** | **Prior Certificated Learning** | **Prior Experiential Learning** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position:** |  |
| **Printed Name:** |  | **Date:** |  |

**For RPCL or RPEL Assessment only:**

**Agreement of the Chair of the Faculty Education Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chair Signature:** |  | **Date:** |  |
| **Chair Name:** |  |  |  |

**SECTION F: to be completed by the Admissions Office (for applicants)**

**Applicant/Student has been notified of the Exemption decision and all relevant information has been entered into SITS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position:** |  |
| **Printed Name:** |  | **Date:** |  |