Application form for credit transfer based on Recognition of Prior Credit (RPC)

UCAS applicants with “point of entry” (e.g. applying directly to year 2 or 3 of the programme), should follow the standard UCAS procedure and **should not use this form**.

Before completing this form, please read the Guidance for completing the recognition of prior credit at the end of this form and, if any further help is required, contact the Admissions Office at [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk) (applicants) or the Programme team (current students) to schedule a meeting or consultation with a relevant member of academic staff. To contact the Programme team, please use the ‘Ask a question’ tab on the [Surrey Support portal](https://support.surrey.ac.uk/). Choose the ‘My Surrey Hive Team’ and your query will then be allocated to the relevant administrator.

**SECTION A. Details of RPC claim (to be completed by the applicant/student)**

**A1. Personal and programme information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name and Surname |  | | Applicant ID/ Student URN | |  | Date of submitting this form\* | |  |
| Programme title (in full) |  | | | | | | | |
| Your start date (or intended start date) |  | Mode of study (Full-Time / Part-Time) | |  | Programme Leader name (if known) | |  | |

\* by submitting this claim, you confirm that this is your own work; the University reserves the right to use any existing mechanisms to detect possible plagiarism (for example, Turnitin UK).

|  |  |
| --- | --- |
| **If you are requesting credit exemption for:**   * **individual modules: complete section A2.** * **entire level(s) of study: complete section A3.** * **entire level of study + individual module(s) for another level of study: complete sections A2 and A3.** | **Once completed, send this form and scanned (electronic) evidence to support your claim to:**   * **All applicants:** [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk) * **Current students:** Please use the ‘Ask a question’ tab on the [Surrey Support portal](https://support.surrey.ac.uk/). Choose the ‘My Surrey Hive Team’ and enter your URN and RPC/RPL application in the subject title. |

**A2. Requesting RPC against academic credit for individual modules (add additional rows if required):**

|  |  |  |  |
| --- | --- | --- | --- |
| **A2. Module(s)/Level for which exemption is requested\*:**  **(**[**see relevant programme specifications**](https://www.surrey.ac.uk/subjects)**)**  \*where required, also include module learning outcomes | | | **What type of evidence is used for claiming credit exemption on the basis of RPC:** |
| Module(s) title and code | No. of credits | Level of study | Describe the type of evidence, e.g. original certificates, transcripts and awards and attach scanned copies of this documentation to the application form |
|  |  |  |  |
|  |  |  |  |

**A3. Requesting RPC against academic credit for the entire level(s) of study:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A3. Programme of study (full title)** | **FHEQ Level and the number of credits** | **Please state the FHEQ level descriptors for the programme you are claiming exemption against.** [Programme specification can be found here](https://www.surrey.ac.uk/subjects). | **Describe the type of evidence, e.g. original certificates, transcripts and awards and attach scanned copies** |
| [E.g. BA in English Literature] | [E.g., FHEQ Level 4 – 120 credits] | [*Insert* level descriptors here: e.g., HE Certificate for Level 4; HE Diploma for Level 5, [FHEQ Level descriptors could be found here](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)] |  |

**SECTION B. RPC claim decision outcome (to be completed by academic members of staff)**

**B1. Evidence accepted** as representative of prior credit (in relation to the module(s)/programme learning outcomes.

[if the claim is rejected – go to section B2 below]

|  |  |
| --- | --- |
| Programme title |  |
| Total number of credit exemption awarded and level(s) of study |  |
| Module(s) title and module(s) credits against which the exemption claim was made successfully.  NB. Where exemption credit was previously achieved at Surrey University (by former Surrey students): also indicate marks previously gained for each of those modules that are being transferred to a new programme of study  (insert additional rows if required) |  |
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|  |

**B2. Further evidence required/ Evidence rejected**: please note here what additional type of evidence is required, OR provide reasons and describe how applicants/students may change their approach in describing supporting evidence, etc for future credit exemption claims.

**B3. Signature / date of the decision (to be completed by an academic member of staff)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Admissions Tutor or RPC Assessor’s title and name (print name) |  | Signature (electronic where possible) |  | Date when the RPC decision is made |  |

**SECTION C. RPC claim record keeping (to be completed by admin members of staff)**

|  |  |  |  |
| --- | --- | --- | --- |
| **RPC decision outcome sent to the RPC claimant on:** | | **RPC decision outcome is recorded in SITS on:** | |
| **Date** | **Completed by [enter name]:** | **Date** | **Completed by [enter name]:** |
|  |  |  |  |

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| --- | --- |
| |  | | --- | | **Guidance for Completing the Mapping Tool for the recognition of prior credit (RPC)** |   The applicant or student should ensure that all presented evidence is appropriate to the programme or module(s) for which the credit exemption claim is being made. The academic decision to accept or reject RPC claims is the outcome of the assessment process of the submitted evidence. Please note that the presented evidence for RPC claims will be assessed against the following criteria:   * **Currency of learning**. All claims will normally be made with reference to formal learning which has taken place less than five years prior to submission of the RPC claim.Academic staff can choose to recognise formal or certified learning from an earlier point provided they are satisfied as to its equivalence and currency. * **Detail**. Applicants and current students must use only the relevant claim form (*Application form for the recognition of prior credit (RPC) )* is used and that all fields completed appropriately for the amount of credit being claimed and the range of supporting evidence is sufficient. * **Level**. All RPL/RPC claims should be appropriate for the specific credit exemption claimed. The standard University claim form (*Application form)* requires provision of cross-reference to an existing module(s) or level(s) of study of the programme:   + In cases where exemption is sought against ***individual modules***, claimants (applicant/students) must include in Section A2 of the application form all module learning outcomes for University of Surrey modules and cross-reference these against supporting evidence.   + In cases where exemption is sought against ***a whole level(s) of study*** (for example, 120 credits at FHEQ Level 4), claimants (applicant/students) must include in Section A3 of the application form the programme learning outcomes that have been previously achieved and how these are relevant to the University of Surrey programme of study. * **Authenticity**. RPC claims must be the claimant’s own work and the University has the right to use any existing mechanisms to detect possible plagiarism (for example, Turnitin UK).   It is essential that evidence is provided of both theoretical and practical learning where relevant. This can be broken down into specific pieces of evidence which meet the criteria of the individual outcomes or presented as more generalised evidence which demonstrates achievement of a module or part of a programme of study. It is acceptable to use the same piece of evidence more than once if it demonstrates the achievement of more than one outcome.  The evidence should be brief whilst ensuring that enough information is provided to clearly demonstrate achievement of the appropriate module or programme learning outcomes. Use of abbreviations and acronyms should be avoided. If numbers or codes are referred to in relation to previous programme learning outcomes, then a full explanation of these should be provided – it may be helpful to provide a copy of any previous programme transcript’s and refer to this within the mapping tool.  When citing evidence to support your application please reference as per the University of Surrey referencing guidelines - here is the link: <http://www.surrey.ac.uk/library/learning/informationskills/referencing.htm>  **All supporting evidence for the credit exemption claims must be scanned and sent together with this application form as an attachment to an e-mail. RPC claimants (applicants/students) may be requested by Faculty/AI staff to present original certificates/transcripts, where necessary, in order to progress the claim**. **All evidence that is submitted as hard copy should be placed securely in a folder.** All applicants/students submitting RPC claims that are based on previously achieved academic credit abroad (i.e. not in the UK or EU Higher Education Institutions), must contact Faculty academic members of staff before submitting their claims. |