**Credit Transfer:** **Application Form**

**Recognition of Prior Certificated Learning** **(RPCL)**

If you have already achieved a Degree / credits or taken a break in study following completion of a GLLM programme and wish to transfer your credits, please complete this form.

**Things to know before getting started:**

* Your credits must be the same level as the course you are applying for e.g., Level 4 credits cannot be used against level 6 modules.
* Your credits must be less than 10 years old, from the date on your transcript to now. For example, if you completed a Degree in 1999 you cannot transfer these credits.
* All previous modules must cover the same learning outcomes as the modules on the Grŵp Llandrillo-Menai course you want to join, this information is available in the Programme Specification.
* You can only transfer whole modules once.
* Modules must be of comparable standard and content to those modules studied at Grŵp Llandrillo-Menai.
* Once transferred in, any assessment grades from your previous study will not count towards your final award classification. Only assessment grades from the modules to be undertaken will be considered.
* All applicants must discuss any transfer request with the programme leader in the first instance. Those who do not meet the criteria may be able to transfer credits using their work experience. Please refer to the RPEL guidance (Recognition of Prior Experiential Learning) available at www.gllm.ac.uk/hepolicies

The Programme Leader can assist you in completing this form. Your application must be accompanied by supporting evidence, including degree certificates and an academic transcript, your application will then be reviewed by the Credit Transfer Panel.

You may be asked to provide a syllabus of prior study that describes the academic content of the course and the learning outcomes, this must be provided in either English or Welsh.

**How many credits can be transferred:**

* Honours Degree (3 years) 240 credits *(remaining credits to be pursued should be at level 6)*
* Honours Degree (Level 6 only) 60 credits
* Foundation Degree 120 credits
* Certificate HE 60 credits

**Who do I send it to:**

Please send your completed form and evidence to the GLLM Programme Leader. If you have any questions regarding the process, please contact the Quality Assurance Coordinator: Emily Jakeman at e.jakeman@gllm.ac.uk

The approval Panel will review your application and contact you via email to confirm the outcome.

If your application is declined you may submit an appeal to the Quality Assurance Coordinator. Within 10 working days of receipt of the appeal a new Panel may convene to review the appeal. Decisions of the appeal panel will be communicated to the applicant within 5 working days

**Application Form:** Please complete all sections of the form below, and over the page

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| Student Details | |
| **GLLM ID (if allocated)** |  |
| **Surname** |  |
| **Forename/s** |  |
| **Address (in full)** |  |
| **Email** |  |
| Date of Birth (DD/MM/YYYY) |  |

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| **Programme Details** | |
| **GLLM Programme applied for** |  |
| **Campus** |  |
| **Date of entry** |  |
| **Level of entry** |  |
| **Year of entry (Part Time only)** |  |

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| Prior Study | | | | | | |
| **Title of prior qualification** (in full) |  | | | | | |
| **Institution of prior study** (in full) |  | | | | | |
| **Dates of study** (DD/MM/YYYY) | From:  To: | | | | | |
| **Mode of study** | Full Time / Part Time | | | | | |
| **Was the scheme of study completed?** | Yes / No | | | | | |
| **Module Comparison:** List previous modules studied and compare to the GLLM modules from which you seek exemption | | | | | | |
| **Prior Study** | | | | **GLLM Programme** | | |
| **Subject/ Module** | **Level** | **Result** | **Credits** | **Module** | **Level** | **Credits** |
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| **Total Previous Credits Gained:** | | |  | **Total Credits to be Exempt:** | |  |

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| **GLLM programme:** Please insert the modules still to be undertaken to gain the award applied for | **Level** | **Credits** |
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| **Total:** | |  |

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| Programme Leader comments in support of the application: |
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| **Programme Learning Outcome Mapping**  Mapping of learning experience to the programme learning outcomes by Module  For applicants who are transferring credits from a GLLM programme you do not need to complete this section if your Programme has not changed.  Note for tutors:   * if the previous programme has since been re validated this section will need to be completed * the description of the intended programme learning outcomes are in the validation document * enter x in each box to indicate the learning experience has been mapped to the following programme learning outcomes: |

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| **Title of Previous Modules and Credit Value** | **Current GLLM Programme Learning Outcomes**  ***(these are in the Validation Document)*** | | | | | | | | | | | | | | | | | |
| **Subject Knowledge and Understanding** | | | | | | | **Cognitive Skills** | | | | | | **Subject Specific Skills** | | | | |
| **A1** | **A2** | **A3** | **A4** | **A5** | **A6** | **A7** | **B1** | **B2** | **B3** | **B4** | **B5** | **B6** | **C1** | **C2** | **C3** | **C4** | **C5** |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(Enter module title and credit value here)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Form Completed by:** |  |
| **Date:** |  |