6.e. Recognition of Prior Learning

Subject	Students	Effective From	Sep - 2011
Policy #	6.e.	**Latest Revision**	Jun - 2024
Title of The Policy	Recognition of Prior Learning	**Next Review**	Dec - 2024
Responsible Entity	Colleges Councils, Admission and Registration Unit	**Policy Pages**	4

Definitions	**Recognition of Prior Learning (RPL):** RPL regulations apply to all forms of recognition of prior learning, including transfer of academic credit and admission with advanced standing and to the recognition of experiential or non-classroom-based prior learning (see Standard 6.4, 6.5 and annex 20).
Purpose	The purpose of this policy is to set academic standards on the educational qualifications of transferred students and to study the recognition of prior learning (in-line with 2019, CAA standards, #6.4, 6.5, and annex 20) experience of students who have acquired significant learning through work and life, which may be equivalent to some University courses. This includes credit transfer of courses taken in an accredited program (formal learning) and informal learning, and non-formal learning.
Scope	Students appliying to the University.
Statement	The objective of "Recognition of Prior Learning" is to assess the education and learning experience of newly enrolled students at the time of joining AAU and determine if they may receive credit based on their current level of knowledge, skills and competencies. It is an educational initiative that provides newly enrolled students with an opportunity to identify, demonstrate and gain recognition for what they already know and can do. It allows students to obtain credit for university-level knowledge and skills gained outside the classroom and/or through other educational programs. RPL uses valid, rigorous assessment methods consistent with AAU mission and goals to ensure that learning worthy of credit has taken place. Some of the advantages of RPL are that it: • validates appropriate learning gained through work and life experiences; • identifies areas of competence and areas requiring further study; • reduces time and expense to acquire a degree; • allows for more appropriate learner placement in programs; • increases accessibility to a broad range of learners; and • provides an important service for the community
Procedures	• For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level

learning.

- The student should apply for RPL during the first semester in which the students join AAU.
- The maximum CR.H. that can be transferred are 50% of the total credits from Undergraduate programs and 25% of the total credits from the graduate programs for the program at AAU irrespective of the formal or informal learning.
- Approval of RPL credit must occur prior to the student's enrolment in the program.
- The AAU colleges who intake students based on the RPL grounds will comply to the CAA 2019 standards #6.5.
- Transferred credits are not used in calculating the student's CGPA at AAU.
- For every course that has been successfully recognized against prior learning experience, a grade of 'RPL' (Recognition of Prior Learning) shall appear on the transcript. For all such courses, the course classification will be coded as Prior Learning.
- Unsuccessful applicants have the right of appeal (within one month after the decision) to the College Dean, who will transfer the applicant's appeal to an Appeal Committee. The Committee shall review appeal and make recommendation. The decision of the Appeal Committee will be final.

- The RPL policy does not apply on remedial courses.
- When a student applies to join Al Ain University, the Admissions and Registration Department provides suffecient information about the RPL policy, including:

a. information for students about how to apply for RPL, who to contact for further information concerning the process, who to contact for support in preparing their application, and information about timelines, appeals processes and fees;
b. advice to students as to the nature of the RPL assessment process, the kind of evidence that can be used, the forms in which it can be presented, and, where appropriate, guidelines as to what is considered sufficient and valid evidence;
c. information about administrative processes for receiving RPL applications, administering assessments, recording results, advising students of the outcome, and administering appeals processes.

- A student shall complete a "recognition of prior learning" application providing the details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant. The complete application form, along with all supporting documents and evidence as well as receipt of the processing fee, shall be submitted to the "Admission and Registration" Unit . the supporting evidences should include the following criteria:
  a. The evidence provided by the student seeking RPL credit must directly

relate to the competency, unit, module, course, or qualification for which credit is sought.

b. The evidence must show that the student has the knowledge, skill or competency for which recognition and credit is sought.

c. The evidence must demonstrate that the student has achieved all of the learning outcomes of the course/module/unit for which credit is sought. Partial recognition is not acceptable.

- In filling the form, the applicant can get assistance from his/her academic advisor.
- The "Admission and Registration" Unit shall forward the application form along with supportive documents to the College Dean.
- At the college level, a recognition of prior learning committee is formed..

- **The Committee shall determine the assessment tools for assessing prior learning of the applicant. The evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases the student has to sit for and pass a challenge exam for each course he/she is asking to be waived. the challenge exam may take several forms as follow:**

a. examinations or tests that are used by the college to assess the achievement of learning outcomes or qualifications in its own programs, modules, courses, or units;

b. a portfolio of evidence which includes documents such as qualification certificates, official transcripts of previous study, official job descriptions or statements of duties and responsibilities, letters of reference from employers detailing a student's relevant skills and experience, or samples or statements of work performed;

c. direct observation of demonstrations of the skill or competence;

d. reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which

the student is enrolling;

e. reviews of courses/units/modules taken at another provider, to demonstrate achievement of learning outcomes or qualifications 0f the provider's own

programs, modules, courses, or units;

f. combinations of any of the above.

- The Committee can ask the applicant to submit other documents or evidence, as required.
- When the applicant has been assessed, the Committee shall complete an Assessment Evaluation form and submit it to the HOD. This form will list all the courses for which credit has been granted. It shall also list separately the courses for which the applicant requested the credit but no credit was granted by the Committee.

	• The HOD, after approving the recommendations of the Committee, will provide the Assessment Evaluation form to the College Dean. The HoD can ask the Committee to explain its recommendations and the reasons behind its decisions, as well as to reconsider its recommendations, and provide justification for their final decision. • The Dean will submit the Assessment Evaluation form to the "Admission and Registration" unit, who informs the student.
Recent Changes	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy). June 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).