# UR Device OutlineRecommendation for Recognition of Prior EXPERIENTIAL Learning (RPEL)

Unit name goes here

## Section 1:

**For applicants applying through UCAS, this section will be completed by the Admissions Office.**

**Current University of Reading students will need to complete this section and return the form to their Support Centre/ Henley School office.**

|  |
| --- |
| Personal details |
| Name | Click here to enter text. |
| Applicant ID  | Click here to enter text. |
| Email Address | Click here to enter text. |
| Programme(s) applied for | Click here to enter text. |
| Please cross only one box | [ ]  I request exemption from the whole of Part 1 of the undergraduate programme(s) listed above |
| I request exemption or credit transfer in relevant modules in the listed programme(s) above[ ] exemption [ ]  credit transfer  |

|  |
| --- |
| Student Declaration |
| I enclose original or authenticated copies of all material supporting my application, including any relevant assessment(s) and, where available, the grade(s) achieved.  |
| Signature |  |
| Date | Click here to enter a date. |

## Section 2: To be completed by the Admissions Tutor or Programme Director as appropriate

I recommend that the applicant named above be granted exemption and/or credit transfer as below:

|  |  |  |
| --- | --- | --- |
| Exemption from:(Please cross as appropriate) **Or**  | [ ]  The whole of Part 1 of the undergraduate programme(s) |  [ ]  Modules in Part 1 of the undergraduate programme(s)Give details below |
| [ ] Credit transfer in respect of the following Part 2 or postgraduate modules Give details below |

|  |  |  |
| --- | --- | --- |
| **University of reading exempted modules** | **ASSESSMENT(S) SUBMITTED for RPEL** | **mark obtained (if required)** |
| **Code** | **Title** | **type** | **content**  |
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| Declaration |
| I confirm that I have fully reviewed original or authenticated copies of all material submitted in support of this application and that, where appropriate, I have set and marked a relevant assessment. I confirm that, in my opinion, this material justifies the exemption(s) stated above. |
| Signature |  |
| Date | Click here to enter a date. |

## Section 3: To be completed by the School Director of Teaching and Learning

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| recommendation |
| I support the above recommendation and forward it to the Centre for Quality Support & Development for consultation with the Teaching and Learning Dean (for HBS, please forward to the School Office). | [ ]  |
| I do not support the above recommendation on the grounds below, and I am returning it to the Admissions Office to notify the applicant: | [ ]  |
| Click here to enter text. |

|  |
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| Declaration |
| Signature |  |
| Name |  |
| Date | Click here to enter a date. |

Please forward this form to the Centre for Quality Support & Development (Senior Quality Support Officer) – or to the School Office for HBS programmes.

## Section 4: To be completed by the Teaching and Learning Dean

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| recommendation |
| I approve the above recommendation | [ ]  |
| I do not approve the above recommendation on the grounds below | [ ]  |
| Click here to enter text. |

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| Declaration |
| Signature |  |
| Name |  |
| Date | Click here to enter a date. |

Please return the form to the Admissions office who will process the form and inform the applicant (Note: for requests from current students, please forward to the relevant Programme Manager in the Support Centres / Henley School office).

The Admissions team will forward the form to the relevant Programme Manager in the Support Centres / Henley School office who will liaise with the Exams team to update the student’s records. Where an assessment of PEL is undertaken and an applicant successfully meets the criteria, a numerical mark will not be assigned to the module. The applicant will be assigned a pass grade for the module and the module will not be included in the calculation of progression or the degree classification. .

## Checklist in respect of applicants

1. **Checklist for applicants requesting direct entry into Part 2 of an undergraduate programme or exemption from selected Part 1 modules or credit transfer for Part 2 or postgraduate modules**

|  |  |  |
| --- | --- | --- |
| checklist |  |  |
| Process | Completed by | Name | Date |
| Admissions Office to forward application and any additional information to Admissions Tutor/Programme Director | Admissions Office |  | Click here to enter a date. |
| Admissions Tutor/Programme Director to review RPEL application For all requests set appropriate assessment in collaboration with SDTL/T&L Dean. | Admissions Tutor/ Programme Director |  | Click here to enter a date. |
| Assessment marked by two internal markers (one of whom is not the Admissions Tutor/Programme Director)In cases where programmes are accredited, please include the marks for assessments so that the student’s record can be updated to include this information | Two internal markers |  | Click here to enter a date. |
| School Director of Teaching and Learning to review and sign RPEL form | SDTL |  | Click here to enter a date. |
| CQSD (or HBS School Office) to review | CQSD/ HBS School Office |  | Click here to enter a date. |
| Teaching and Learning Dean to review in line with CQSD and approve/not approve | T&L Dean |  | Click here to enter a date. |
| CQSD (or HBS School Office) to forward completed form to Admissions Office | CQSD/ HBS School Office |  | Click here to enter a date. |
| Admissions Office to inform applicant of outcome of RPEL request and update relevant RISIS record, then forward to the Programme Manager in the Support Centre / Henley School Office | Admissions Office |  | Click here to enter a date. |
| Programme Manager in the Support Centre / Henley School Office to forward form to Examinations Office to update RISIS record in line with request. | Support Centre / Henley School office |  | Click here to enter a date. |
| Examinations Office to update student record:For direct entry to part 2: to show 120 credit exemption module at Part 1**For exemption from selected Part 1 modules or credit transfer for Part 2 of PGT modules: update the student’s records by entering a Pass grade for the module.****For all: include notes in SPR record (see Enrolment details on Tutor card) and Module exemptions (see Modules container on Tutor card).** | Examinations Office |  | Click here to enter a date. |
| Programme Manager in the Support Centre / Henley School Office to update module enrolment as required, on the applicant’s record, liaising with the School and Programme administration teams. | Support Centre / Henley School Office |  | Click here to enter a date. |