Academic Unit Recognition of Prior Learning and Credit Transfer Statement

Newcastle University

SCHOOL OF ENGLISH LITERATURE, LANGUAGE AND LINGUISTICS

ALL POSTGRADUATE PROGRAMMES IN SELLL

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER 2025-26

SCOPE OF APPLICATIONS
The PROGRAMMES accept applications for:
a) Credit transfer (subject to DPD (Degree Programme Director) approval, after consultation with the Subject Heads and the Director of Education, if necessary)
b) Recognition of Prior certificated Learning (subject to DPD approval after consultation with Subject Heads and the Director of Education, if necessary. RPL may be assessed on evidence provided by the applicant and/or by a set assessment determined by the DPD)

RPL and credit transfer is available for a maximum of:
- 20 credits for PG Certificates
- 40 credits for PG Diplomas, Master's degrees, and the IPhD

Additional credits may be transferred at the discretion of the Postgraduate Dean (to a maximum of 30 for PG Certificates and 60 for PG Diplomas/Master's).

A credit transfer for dissertation or projects is not normally considered. Normally only learning within the last 3 years can be taken into account.

WHO TO APPROACH
The contact person in the first instance is the Postgraduate Administrator, Scott Burdon, who can be contacted at scott.burdon@ncl.ac.uk

WHAT EVIDENCE WILL BE REQUIRED:
Transcript showing level, credits and marks plus copies of syllabi. In some cases the DPD may ask to set an essay or ask to see a piece of written work.

WHAT ADVICE AND INFORMATION WILL BE GIVEN
Each applicant for RPL or credit transfer will be issued with the relevant module outline forms specifying learning outcomes and given an RPL/credit transfer application form.
Advice will be available from the relevant DPD and PGT Directors.

HOW RPL DECISIONS ARE MADE
Applications should be submitted via e-mail and will be considered by the relevant DPD. Applicants should hear the results of their application within 20 working days.

Credit Transfer and the Recognition of Prior Learning

Application for Credit Transfer or Recognition of Prior Learning (RPL)

Any student who wishes to apply for credit transfer or RPL should use this form, which should be returned to an appropriate and identified person in the academic unit. Before completing this form, students must read the Newcastle University guidelines AND speak with the named contact in his/her academic unit about the application process.

All students MUST complete Sections 1, 2, and 3.

In applications for RPL, Sections 4 and 5 should be completed by the relevant DPD. These sections can be left blank in applications for credit transfer.

All DPDs MUST complete Section 6, and academic units must keep the entire application on file, following the Return of Assessed Work policy.

Section 1 – Student Identification

Name:
Email:
Academic Unit:
Student Number (if already registered at Newcastle University):
Programme of study to which this application applies:
*Unit to which this application is submitted:

*Single Honours, PGT and PGR students should submit applications to the School/Institute that runs their degree programme. Joint Honours and Combined Honours students should submit applications to their Joint Honours tutor or the Combined Honours Centre rather than to the School offering the module(s) for which they are applying.

Section 2 – Credit Transfer vs. Recognition of Prior Learning

Based on the definitions, tick one of the following: External credit transfer, internal credit transfer, RPCL, or RPEL. If you are applying for more than one on the same application (i.e. credit transfer AND RPEL, for different modules), then you can tick more than one.

☐ <u>Internal credit transfer:</u> where credits or qualification(s) have been awarded by another programme at Newcastle University

☐ <u>External credit transfer</u>: where credits or qualification(s) have been awarded by another UK university

☐ <u>Recognition of prior certificated learning</u>: where credits or qualification(s) have been awarded by a non-UK university or institution

☐ <u>Recognition of prior experiential learning</u>: where you have previous experience (e.g. work experience) that maps onto the learning outcomes of a module

Section 3 – Newcastle University module(s) and Form(s) of evidence

In the template below, the student should list any module(s) for which he/she is seeking credit transfer or RPL. In the right-hand column, all available evidence should be listed: transcripts, module outlines or syllabi, assessed work, supporting statements from employers, etc. If a student is seeking credit transfer or RPL for an entire stage of a programme, all relevant modules should be listed separately. All evidence should be submitted with the application. An example is provided below.

Module Title	Module Code	Form of Evidence
Introduction to Linguistics	*LN001*	*University Transcript*

Student Signature: Date:

***

Section 4 – Assessment of RPL (does not need to be completed for applications for credit transfer)

In the template below, the DPD should specify what form of assessment will be required to assess the student's eligibility for RPL. The assessment must follow from the learning objectives of the module(s).

Module Code	Learning Objectives	Required Assessment

Section 5 – Record of Assessment and Feedback Return

Feedback on RPL assessment should be returned to students within 20 working days. For record-keeping purposes, academic units should complete this section after the decision has been made.

Module Code	Assessment Task Pass/Fail	Date of Feedback to Student

***

Section 6 – Record of Credit Transfer and/or RPL Granted

For each module code below, the DPD should record the final decision made as to credit transfer or RPL. If internal credit transfer has been granted, the mark should be noted.

Module Code	Internal/External Credit Transfer	RPL

DPD Signature: Date:

This form should be returned to the PG Administrator and, if appropriate, the relevant admissions team, so that the final decision can be recorded on the SAP student record.