

## STAFF, STUDENTS, FEES AND ASSESSMENT

### 4.7 TRANSFER OF CREDIT FOR PRIOR LEARNING (APL)

- I. Students may apply for credit transfer (Accreditation of Prior Learning – APL) from previous successfully completed study at another educational institution. The maximum amount of credit that can be transferred must not exceed 50% of the total value of credit required for an award. Credit transfer is normally allowed for first year (level 4) undergraduate studies only. Transfer of credit for second year (level 5) undergraduate studies may be given in exceptional circumstances. Credit transfer is not usually permitted for postgraduate studies.
- II. Students applying for APL must submit their request prior to the commencement of study. Students who have already commenced their studies cannot retrospectively apply for APL.
- III. Students must submit evidence of prior learning in the form of award certificate(s) and transcript(s). Additional information required for the consideration of awarding APL are details of course/module syllabi and assessment methods.
- IV. The collaborative partner should assess the evidence submitted giving consideration to:
  - Subject content and knowledge
  - Volume of Learning
  - Level of Learning
  - Evidence of achievement
  - Currency of the student's knowledge in relation to the requirements of programme
  - Restrictions imposed by Professional or Statutory Bodies, if applicable.
- V. If it is decided there is a case for credit transfer, the documentation, completed Credit Transfer Form (4.7.1) along with the findings of the consideration by the collaborative partner must be submitted to the Collaborations Department at the University of Buckingham for approval. The decision of the Head of Collaborations is final.