

RECOGNITION OF PRIOR LEARNING PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

1. PURPOSE

This Procedure has been developed to support British University Vietnam’s Academic & Student Operation Department in general & Admission Office in particular, to manage the Recognition of Prior Learning request from undergraduate applicants.

2. SCOPE

This Process is applied when undergraduate applicants to Staffordshire University and British University Vietnam own programmes request for their prior learning to be recognized at the application stage.

3. DEFINITIONS

a. Abbreviations

Definitions of abbreviations used throughout the policy and related references are as follows:

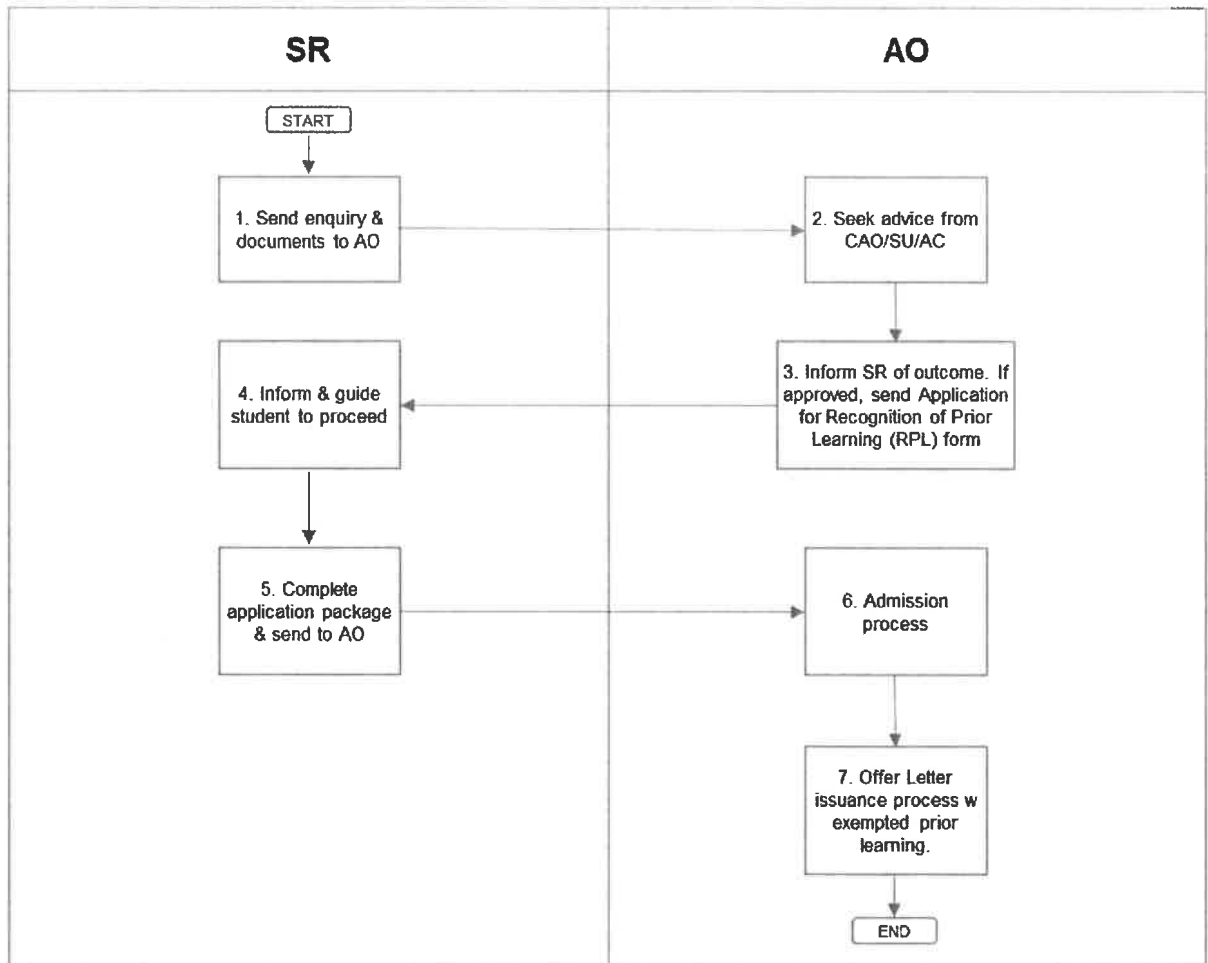
Abbreviations	Definitions
SU	Staffordshire University
BUV	British University Vietnam
CAO	Chief Academic Officer
HASO	Head of Academic & Student Operations
PL	Programme Leader
ML	Module Leader
MD	Module Descriptor
SR	Student Recruitment
AO	Admissions Office

b. Terminologies

Terminologies	Definitions
Recognition of Prior learning	<p>is where BUV accepts a previous qualification as meeting the learning outcomes (or covering the syllabus) for a course or module, so students don't need to take it as part of their degree.</p> <p>This reduces the number of courses (and the length of time) required to complete the degree.</p>

4. PROCEDURES

a. Flowchart







b. Roles & Responsibilities

Step	Process Activities	Output	PIC
1	Send enquiry & documents to AO		SR
2	Seek advice from CAO/SU/AC		AO
3	Inform SR of outcome. If approved, send Application for Recognition of Prior Learning (RPL) form		AO
4	Inform & guide student to proceed	Application for Recognition of Prior Learning (RPL) form	SR
5	Complete application package & send to AO		SR
6	Admissions process		AO
7	Offer Letter issuance process with exempted prior learning.		AO

5. APPROVALS

- i) Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.
- ii) Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- iii) This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
 19/8/2022 Tran Duc Trung Academic Compliance Manager	 19/8/2022 Hoang Phuong Yen Admissions & Course Office Manager	 19/8/2022 Ta Ha Lan Head of Academic and Student Operations	 19/8/22 Tony Summers Deputy Chief Academic Officer	 23/8/22 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Application for Recognition of Prior Learning (RPL) form	Hard Copy	AO	5 years

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
04/2022/AO/BUV-ASO	Recognition Of Prior Learning Procedure

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