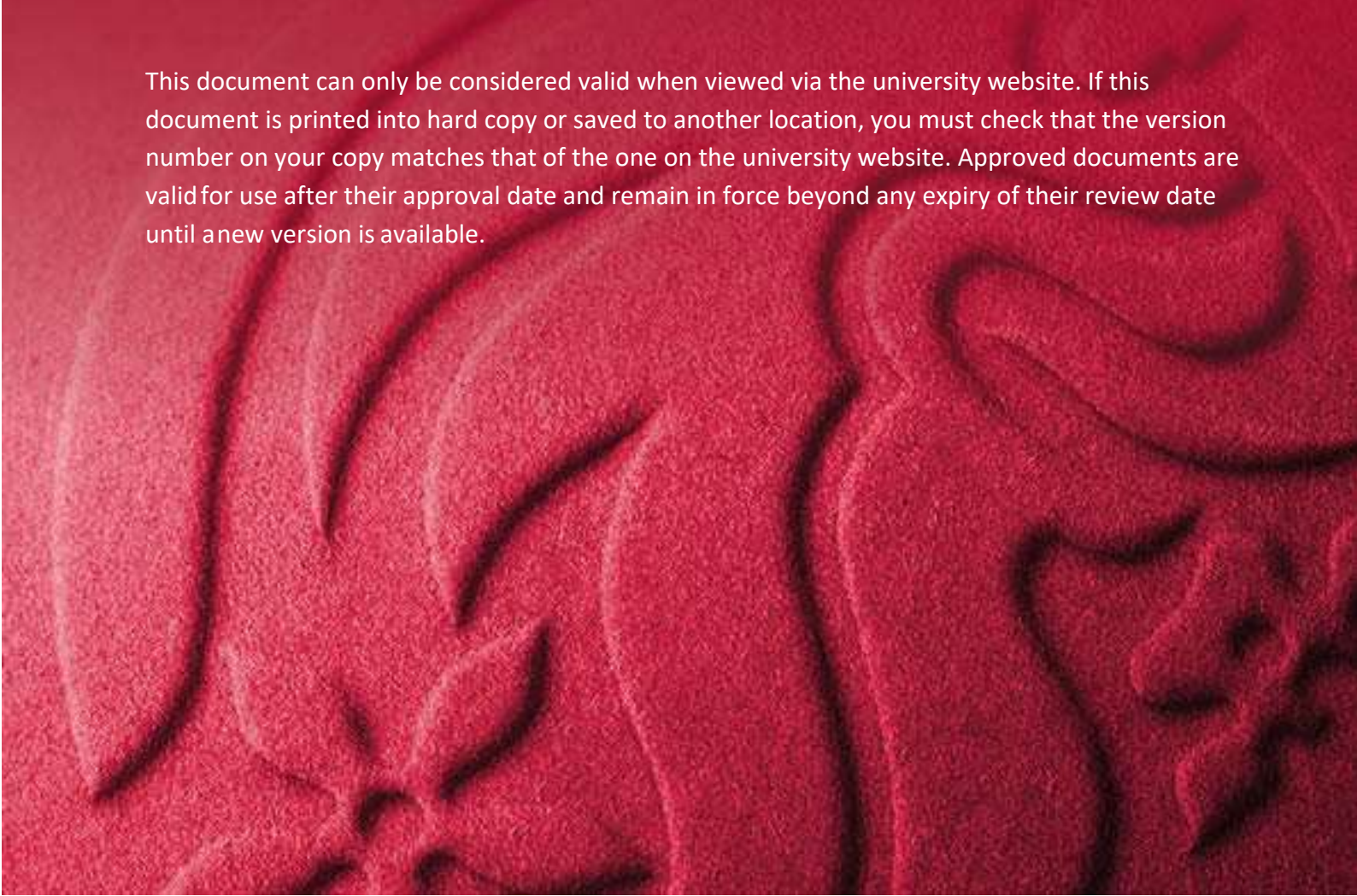
Recognition of Prior Learning and Credit Transfer Policy

Registry Services

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1. Introduction

1.1 Recognition of prior learning (RPL) and credit transfer facilitates the recognition of an applicant's or student's prior learning to grant them an exemption from studying one or more modules on their programme.

1.2 This policy explains the University's approach to RPL and credit transfer.

1.3 This policy should be read in conjunction with the associated procedures and guidance for RPL activities and the University's Academic Regulations.

2. Scope

2.1 The aim of this policy and its associated procedures is to guide decision making within the University with respect to the award of credit via RPL and credit transfer.

2.2 The policy applies to all provision within the University's taught academic portfolio that leads to the award of credit, including apprenticeships and technical education, credit-bearing short courses and taught academic provision delivered at DMU Leicester, DMU London, DMU Dubai, and in collaborative with UK and Transnational Education (TNE) collaborative partners. Research degrees are not covered by this policy.

3. Glossary

3.1 **Recognition of Prior Learning (RPL)** – a process for assessing and recognising prior certificated or experiential learning for academic purposes, often leading to the award of credits that can be counted towards the completion of a programme of study.

3.2 **Recognition of Prior Certificated Learning (RPCL)** – prior learning (such as professional development or work-based learning awards) which is at higher education level but has not led to the award of credits of qualifications positioned within the Framework for Higher Education Qualification of UK Degree-Awarding Bodies (FHEQ).

3.3 **Recognition of Prior Experiential Learning (RPEL)** – prior learning gained outside education of training systems.

3.4 **Credit Transfer** – a mechanism which enables credit awarded by a higher education awarding body to be recognised, quantified and included towards to credit requirements for a course delivered by another higher education provider and/or between courses offered by a higher education provider.

3.5 **Advanced Standing** – a mechanism of credit transfer through which credit is awarded for an entire level of study, allowing student entry into a higher level of the programme. Often progression agreements and articulation agreements recognise partner institution programmes as appropriate for entry with advanced standing to DMU programmes.

3.6 **Midlands Credit Compass** – a credit transfer facility set up by Midlands Enterprise Universities to support students wishing to transfer between participating universities in the Midlands.

4. Responsibilities

Academic Board

4.1 The University's Academic Board is responsible for overseeing the scholarly activities of the University. This responsibility includes oversight of procedures for the award of qualifications and academic titles, oversight of the academic standards and quality of the University's taught academic provision, and oversight of the content of the University's curriculum.

Academic Quality Committee

4.2 The University's Academic Quality Committee is responsible, on behalf of Academic Board, for overseeing the implementation of the University's Recognition of Prior Learning and Credit Transfer Policy and monitoring the observance of RPL and credit transfer procedures.

Academic Quality Services

4.3 The University's Academic Quality Services team are responsible for the development and maintenance of the Recognition of Prior Learning and Credit Transfer Policy and its associated procedures.

Assessment Boards

4.4 The University's Assessment Boards are responsible for the ratification of credit awarded via RPL and credit transfer.

Faculties and branch campuses

4.5 The University's faculties and branch campuses are responsible for managing RPL and credit transfer procedures and assessing applications for RPL and credit transfer.

Note: collaborative partner roles and responsibilities for managing recognition of prior learning and credit transfer procedures will be articulated in the relevant service level agreements.

5. General principles/Policy statements

Applications for RPL and credit transfer

5.1 Applications for RPL and credit transfer may be made at the point of admission or during the student's period of registration with the University. Applications for RPL and credit transfer must be made prior to commencement of the relevant module for which exemption is being sought.

5.2 Students wishing to transfer to or from universities which are members of the Midlands Credit Compass should make their application as outlined on the Midlands Credit Compass web page.

5.3 Applications for RPL and credit transfer will be assessed by the relevant faculty or branch campus teams to determine whether the learning is suitable for recognition. The prior learning and achievement may subsequently lead to the award of DMU credits and exemption from certain modules.

5.4 RPL and credit transfer can only be used to grant exemption from studying whole modules, not parts of modules.

5.5 Credit awarded via RPL and credit transfer will be ratified by the relevant Assessment Board.

Volume of credit permitted via RPL and credit transfer

5.6 Students must gain a minimum volume of credit at the University in order to get a DMU award. These requirements are set out in the table below and affect the maximum volume of credits that can be awarded via RPL and credit transfer:

Award	DMU credit required	Maximum RPL / credit transfer permitted
Master's degree	60 level 7 credits	120 level 7 credits. This may include a 6-credit dissertation / project module
Postgraduate diploma (PgDip)	60 level 7 credits	60 level 7 credits
Postgraduate certificate (PgCert)	30 level 7 credits	30 level 7 credits
Integrated master's degree with year placement	120 level 6 credits 120 level 7 credits	120 level 4 credits 120 level 5 credits
Honours degree with year placement	120 level 6 credits	120 level 4 credits 120 level 5 credits
Honours degree	120 level 6 credits	120 level 4 credits 120 level 5 credits
Level 6 Top-up Honours degree	120 level 6 credits	None
Graduate diploma (GradDip)	120 level 6 credits	None
Non-honours degree	60 level 6 credits	120 level 4 credits 120 level 5 credits
Graduate certificate (GradCert)	60 level 6 credits	None
Foundation degree (FdA/FdSc)	90 level 5 credits	120 level 4 credits 30 level 5 credits
Diploma of higher education (DipHE)	90 level 5 credits	120 level 4 credits 30 level 5 credits
Higher National Diploma (HND)	90 level 5 credits	120 level 4 credits 30 level 5 credits
Higher National Certificate (HNC)	60 level 4 credits	60 level 4 credits
Certificate of higher education (CertHE)	60 level 4 credits	60 level 4 credits
University Certificate of Professional Development (UCPD)	30 credits	30 credits

Re-using credit via RPL and credit transfer

5.7 Credits from passed modules or lower awards may be considered for RPL in the form of credit transfer.

5.8 Credits may be re-used from previous DMU study or from a previous DMU award.

5.9 Any return to study through the RPL process will be at the discretion of the relevant faculty or branch campus teams and the currency of the credits already awarded.

5.10 Students who have previously withdrawn from DMU or an academic partner institution having achieved DMU credit and/or a DMU exit award may apply to return to complete their intended award through the RPL process. On achieving the intended award, any exit award certificate must be returned to the University and rescinded.

5.11 Students will not be required to return and rescind their certificate where the original award gained is a recognised professional qualification.

5.12 Students who have previously accepted a DMU aegrotat award may apply to return to complete their intended award through the RPL process. On achieving the intended award, the aegrotat certificate must be returned to the University and rescinded.

5.13 The normal constraints on maximum volume of credit permitted via RPL will not apply where students are returning to complete the same programme they were originally registered for and module marks from the previous DMU study will be carried forward.

5.14 Students who have previously withdrawn from DMU or an academic partner institution having achieved DMU credit and/or a DMU exit award may apply to return to complete a different programme at DMU or an academic partner institution through the RPL process. In such instances, the normal constraints on maximum volume of credit permitted via RPL will apply and module marks from the previous DMU study will not be carried forward.

5.15 Students who have been withdrawn from their study at DMU or an academic partner institution due to academic failure or misconduct may not apply to return to the same programme but may apply to return to a different programme after a minimum of two calendar years has passed since their original registration was ended. In such cases, credits may still be re-used from previous DMU study or from a previous DMU award but marks from the previous DMU study will not be carried forward.

5.16 Students returning to study a different programme will not be required to return or rescind any certificate previously awarded by the University.

6. Monitoring and review

6.1 This policy and its application will be monitored by the University's Academic Quality Committee and Academic Quality Services team. A full review of the policy will take place every three years with policy revisions considered and approved by the University's Academic Board.

7. Equality, Diversity and Inclusion

7.1 The University is committed to promoting equality, diversity and inclusion across all of its activities, including recognition of prior learning and credit transfer. Through this policy the University is committed to ensuring that all students have fair access to the

assessment and recognition of prior learning and achievement for module exemptions and qualification completion.

8. Sustainability

8.1 There are no policy-specific sustainability considerations or implications to note.

9. Related policies and standards/documentation

9.1 Office for Students (OfS) Regulatory Framework, particularly the B Conditions of Registration for quality and standards.

9.2 Quality Assurance Agency (QAA) UK Quality Code for Higher Education, particularly the Advice and Guidance for Assessment.

9.3 Quality Assurance Agency (QAA) Higher Education Credit Framework for England: Advice on Academic Credit Arrangements.

9.4 Skills England, as appropriate to the University's apprenticeship provision.

9.5 Professional, Statutory and Regulatory Body requirements, as appropriate to the University's professionally accredited and regulated provision.

9.6 Midlands Credit Compass, Midlands Enterprise Universities.

9.7 Internal procedures relevant to the implementation of this policy (see Appendix below).

9.8 Academic regulations for undergraduate programmes, as appropriate to the University's undergraduate provision.

9.9 Academic regulations for postgraduate programmes, as appropriate to the University's postgraduate provision.

9.10 Other internal policies relevant to the quality assurance of the University's taught academic provision can be accessed here on the University's website: Academic Quality Services

10. Appendix: List of Associated Procedures

10.1 This policy is implemented via the following associated procedures:

- Recognition of Prior Learning and Credit Transfer Procedure

11. Document and version control information:

Version control information heading	Details
Policy number	TBC
Owner	Deputy Director and Head of Academic Quality
Author	Academic Quality Services
Approved by	Academic Board
Date of approval of this version	24/06/2026
Next review date	Not to exceed 3 years after approval date
Version number	001
Applicable statutory, legal, or national best practice requirements	OfS Regulatory Framework, QAA UK Quality Code for Higher Education, Skills England, PSRBs
Equality impact assessment completion date	Not applicable
Data protection impact assessment completion date	Not required
Coverage	DMU Leicester, DMU London, DMU Dubai, and collaborative partners (including Transnational Education)