6.e. Recognition of Prior Learning

Subject	Students	***Effective From***	Sep - 2011
Policy #	6.e.	***Latest Revision***	Feb - 2025
Title of The Policy	Recognition of Prior Learning	***Next Review***	Dec - 2025
Responsible Entity	Colleges Councils, Admission and Registration Unit	***Policy Pages***	3

Definitions	**Recognition of Prior Learning (RPL):**RPL regulations apply to all forms of recognition of prior learning, including transfer of academic credit and admission with advanced standing and to the recognition of experiential or non-classroom-based prior learning .
Purpose	The purpose of this policy is to set academic standards on the educational qualifications of transferred students and to study the recognition of prior learning experience of students who have acquired significant learning through work and life, which may be equivalent to some University courses. This includes credit transfer of courses taken in an accredited program (formal learning) and informal learning, and non-formal learning.
Scope	Students applying to the University.
Statement	The objective of “Recognition of Prior Learning” is to assess the education and learning experience of newly enrolled students at the time of joining AAU and determine if they may receive credit based on their current level of knowledge, skills and competencies. It is an educational initiative that provides newly enrolled students with an opportunity to identify, demonstrate and gain recognition for what they already know and can do. It allows students to obtain credit for university-level knowledge and skills gained outside the classroom and/or through other educational programs. RPL uses valid, rigorous assessment methods consistent with AAU mission and goals to ensure that learning worthy of credit has taken place. Some of the advantages of RPL are that it: • Validates appropriate learning gained through work and life experiences; • Identifies areas of competence and areas requiring further study; • Reduces time and expense to acquire a degree; • Allows for more appropriate learner placement in programs; • Increases accessibility to a broad range of learners; and • Provides an important service for the community
Procedures	• For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level learning. • The newly enrolled student should apply for RPL by submitting an RPL form (attached after this policy) at the time of joining AAU. • Approval of RPL credit must occur prior to the student's enrolment in the program. • The AAU colleges who intake students based on the RPL grounds will comply to the CAA 2019 standards #6.5. • Transferred credits are not used in calculating the student’s CGPA at AAU. • For every course that has been successfully recognized against prior learning

	experience, a grade of 'RPL' (Recognition of Prior Learning) shall appear on the transcript. For all such courses, the course classification will be coded as Prior Learning. • Unsuccessful applicants have the right of appeal (within one month after the decision) to the College Dean, who will transfer the applicant's appeal to an Appeal Committee. The Committee shall review appeal and make recommendation. The decision of the Appeal Committee will be final. • The RPL policy does not apply on remedial courses. • The maximum CR.H. that can be transferred are 50% of the total credits from Undergraduate programs and 25% of the total credits from the graduate programs for the program at AAU irrespective of the formal or informal learning. • When a student applies to join Al Ain University, the Admissions and Registration Department provides sufficient information about the RPL policy, including: ◦ Information for students about how to apply for RPL, who to contact for further information concerning the process, who to contact for support in preparing their application, and information about timelines, appeals processes and fees; ◦ Advice to students as to the nature of the RPL assessment process, the kind of evidence that can be used, the forms in which it can be presented, and, where appropriate, guidelines as to what is considered sufficient and valid evidence; ◦ Information about administrative processes for receiving RPL applications, administering assessments, recording results, advising students of the outcome, and administering appeals processes. A student shall complete a "recognition of prior learning" application providing the details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant. The complete application form, along with all supporting documents and evidence as well as receipt of the processing fee, shall be submitted to the "Admission and Registration" Unit. the supporting evidences should include the following criteria: 1. The evidence provided by the student seeking RPL credit must directly relate to the competency, unit, module, course, or qualification for which credit is sought. 2. The evidence must show that the student has the knowledge, skill or competency for which recognition and credit is sought. 3. The evidence must demonstrate that the student has achieved all of the learning outcomes of the course/module/unit for which credit is sought. Partial recognition is not acceptable. • In filling the form, the applicant can get assistance from his/her academic advisor. • The "Admission and Registration" Unit shall forward the application form along with supportive documents to the College Dean. • At the college level, a recognition of prior learning committee is formed. • **The Committee shall determine the assessment tools for assessing prior learning of the applicant. The evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases the student has to sit for and pass a challenge exam for each course he/she is asking to be waived. the**

	challenge exam may take several forms as follow: ◦ Examinations or tests that are used by the college to assess the achievement of learning outcomes or qualifications in its own programs, modules, courses, or units; ◦ A portfolio of evidence which includes documents such as qualification certificates, official transcripts of previous study, official job descriptions or statements of duties and responsibilities, letters of reference from employers detailing a student's relevant skills and experience, or samples or statements of work performed; ◦ Direct observation of demonstrations of the skill or competence; ◦ Reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which the student is enrolling; ◦ Reviews of courses/units/modules taken at another provider, to demonstrate achievement of learning outcomes or qualifications 0f the provider's own programs, modules, courses, or units; ◦ Combinations of any of the above. • The Committee can request additional documents or evidence from the applicant as needed. • Once the applicant's evaluation is completed, the Committee will send its findings, including the courses for which credit has been granted and those for which credit was denied, to the Head of Department (HoD). • The HoD will review and approve the Committee's recommendations. If needed, the HoD may ask the Committee to clarify its recommendations, provide explanations, or reconsider specific decisions. • After approval, the HoD will forward the evaluation findings to the College Dean, who will ensure they are communicated to the "Admission and Registration" unit for informing the student.
Recent Changes	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-M.Sc. in Clinical Pharmacy). June 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering). February 2025: This policy has been revised & updated as per the AAU periodic review

جامعة العين
AL AIN UNIVERSITY

Admission and Registration Unit
Recognition Of Prior Learning (RPL) Form

وحدة القبول و التسجيل
طلب الإعتراف بالتعليم المسبق

Academic Year	----------	----------	العام الجامعي
Semester	----------	----------	الفصل الدراسي

Student's information		بيانات الطالب/ة
Student's Name	----------	اسم الطالب/ة
AAU ID	----------	الرقم الجامعي
College	----------	الكلية
Program	----------	البرنامج
Academic degree	❒ (Bachelor) البكالوريوس ❒ (Master) الماجستير	الدرجة العلمية
Previous qualification	❒ (High School) الثانوية العامة ❒ (Bachelor) البكالوريوس ❒ (Diploma) دبلوم متوسط ❒ (Master) الماجستير ❒ (Certificate) شهادة إنجاز	الدرجة السابقة
High School Score / Cumulative GPA	----------	نسبة الثانوية / المعدل التراكمي
Mobile NO.	----------	رقم الهاتف
E-mail	----------	البريد الالكتروني

Attachment	المرفقات
❒ **Official Transcript** ❒ **Certificates (achievements/training)**	❒ السجل الدراسي ❒ شهادات (إنجاز/تدريب)
❒ **Qualifications** ❒ **Training courses**	❒ خبرات/كفاءة ❒ دورات تدريبية

Student	الطالب/ة
Date ----------	تاريخ تقديم الطلب
Student Signature ----------	توقيع الطالب/ة

Admission and Registration Unit	وحدة القبول و التسجيل
Comments ----------	ملاحظات

Finance Unit	الوحدة المالية
Finance Stamp	ختم المالية

College	الكلية
Comments ----------	ملاحظات