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Policy: **Recognition of Prior Learning**

Code: **06ST05**

Reviewed/ Revised: **15/07/2022**

Policy Owner: **Dean**

Target audience: **Faculty, Students, Admissions**

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**PURPOSE:**

This policy is developed to provide guidance on the requirements to obtaining Recognition for Prior Learning (RPL).

**SCOPE:**

This policy is relevant to all students, applicants, admissions, Programme managers, and Academic Services and Registry.

**DEFINITIONS:**

The UAE's National Qualifications Authority (NQA) defines RPL in line with the UAE Qualification Framework, as follows:

*"Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge has achieved outside the formal education and training system. This is assessed against the requirements of a recognised qualification in terms of outcomes to be achieved. Learners will be awarded credit when they have demonstrated that they have successfully met the learning outcomes and assessment criteria of a unit standard(s)."*

**POLICY STATEMENT:**

The policy defines the rules for RPL, and is linked to the Advanced Standing, and Credit transfer policies.

**RESPONSIBILITY:**

The Programme manager and the registrar are responsible for the implementation of this policy. The Programme Manager/Dean will up-date the policy as needed.

**IMPLEMENTATION OF THE POLICY:**

The guidelines for applicants seeking to join an academic programme at EAHM after accumulating academic credits from another Higher Education Institution are spelled out in the *Credit Transfer* and the *Advanced Standing* policies.

**Test out**

A RPL applicant may not receive credit with TO grades, unless a full RPL assessment has been conducted and approved by relevant committees as mentioned below.

The Registrar gathers and stores the students or applicants' evidence-based portfolio. The portfolio submitted will be initially evaluated by the relevant faculty member who will design and conduct relevant assessments and the final evaluation of assessment review findings will be presented to the Admissions Committee (if RPL applicant has submitted RPL application prior to enrolling) and Examinations Board. RPL cannot be awarded for more than 50% of the total programme credits and relevant RPL application fees will be charged as per the published 'schedule of fees and expenses' for that academic year of entry. Any RPL application must be submitted and processed prior to or within first term of study at EAHM. No RPL can be awarded for 4<sup>th</sup> level undergraduate courses. RPL (or also referred to as 'Test Out') assessment portfolio or activities should be processed as follows:

### Test Out for INTS202 – Undergraduate Internship (6 US Credits)

1. Applicant / student to submit request for RPL to the Admission (Applicant) / Academic Services and Registry (Student) Office;
2. Admission / Academic Services and Registry to put Applicant / student in contact with Director of Industry Relations (INTS202 faculty), who will collect any remaining documents for the evidence-based portfolio;
3. Applicant / student to submit copy of prior employment contract and curriculum vitae;
4. Applicant / student to submit copy of employment completion certificate with employment dates;
5. Applicant / student to submit contact details for previous line manager or human resources department contact;
6. Director of Industry Relations to contact previous employer to request for an anonymous evaluation / appraisal;
7. Applicant / student to submit a report addressing the INTS202 learning outcomes by reflecting on prior employment experience within 1 month from request;
8. Applicant / student to settle relevant test out fees;
9. Director of Industry Relations to review portfolio and provide his/her decision with recommendations and evaluation notes back to the Registrar along with the complete portfolio;
10. Registrar to include RPL request with evaluation decision at the earliest admissions committee (for applicants) and Examinations Board (for students) and issue a response letter back to the RPL applicant in writing, which is to be placed on the applicant / student file along with the evidence-based portfolio;
11. Once approved at the Examinations Board, Registrar to award TO grade for the course INTS202 on the students' transcript (exempted from taking this course);
12. Registrar to send applicant / student a copy of updated the programme plan with expected date of programme completion;

### Test Out for other Academic Courses

1. Applicant / student to submit request for RPL to the Admissions Office
2. Applicant / student to submit evidence-based portfolio to support application to the Admissions Office, which could include the following:
  - a. Curriculum Vitae
  - b. Course Outline / Syllabi
  - c. Programme / Diploma / Course certification and / or transcripts
  - d. Proof of Employment (for operational academic courses)
  - e. Other supporting evidence
3. Applicant / student to settle relevant test out fees;
4. Registrar to schedule student for test out examination either during retake exam week (week 2) or final exam week (week 12) and liaise with relevant faculty member to request for written examination documentation and / or schedule practical (operational) and / or oral examination.
5. Once assessment/s have been completed, the Registrar will contact the faculty member for the relevant grades (minimum 60% out of 100% to pass).
6. Registrar to include RPL request with examination response/s for approval at the earliest Examinations Board and issue a response letter back to the RPL applicant in writing, which is to be placed on the applicant / student file along with the evidence-based portfolio;
7. If approved at the Examinations Board, Registrar to award TO grade for the course/s on the students' transcript (exempted from taking course/s);
8. Registrar to send applicant / student a copy of the updated programme plan with expected date of programme completion.

No student may graduate from EAHM unless they have met the requirements as set out in the Catalogue, which is the official document stating the academic rules and regulations.

**ASSOCIATED DOCUMENTS:**

- Credit Transfer policy
- Advanced Standing policy
- Undergraduate Completion Requirements policy
- Student File

**MENTIONS:**

- Catalogue
- Schedule of Fees and Expenses

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.

**POLICY APPROVALS RECORD**

Policy Name:	<b>Recognition of Prior Learning</b>	
Policy Code:	<b>06ST05</b>	Formerly: EA/ACA/024
Date of first approval:	<b>24/06/2019</b>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
25/02/2020	
15/07/2022	<ul style="list-style-type: none"> <li>- Change the percentage of allowed RPL from 25% to 50% to adhere with the Standards</li> <li>- Changed the submission channel to Admissions Office</li> <li>- Change the policy owner to the Dean</li> </ul>