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# Recognition of Prior Learning

**(Credit Transfer and Experiential Learning)**

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## Recognition of Prior Learning (Credit transfer and experiential learning)

Recognition of Prior Learning is the overarching term for a **process which allows applicants to apply for exemption from some parts of a programme** through the recognition of their learning from previous experiences and achievements.

The purpose of this policy is to enable the University to assure itself that credit awarded through the recognition of prior learning procedure is comparable to that achieved by a student undertaking Cardiff University module(s) or stages of a programme.

This policy defines the types and quantities of prior learning (accredited and experiential) that may be considered for advanced entry to a Cardiff University programme including research programmes. The policy also recognises students returning to Cardiff University with an interim award wanting to continue their study at a later date.

In all cases, the policy outlines that applicants must apply for any recognition of prior learning (credit transfer and experiential) **at the point of application to a programme** and cannot be considered after a student has enrolled, except in the case of an internal programme transfer.

If, as part of the application for the recognition of prior learning, gaps in knowledge, skills, and experience are identified, the applicant will not be permitted exemption of credit for advanced entry to a Cardiff University programme.

This policy should be read in association with:

- [Cardiff University Academic Regulations](#)
- Cardiff University's admissions policies including [Period of Relevance for Previous Academic Qualifications Policy](#)
- [Education Partnership Policy](#) (articulation agreements)
- [Guidance for Boards of Studies](#)

### Exclusions from the Policy

Where Professional, Statutory and Regulatory Body requirements place specific restrictions or limitations on the recognition of prior learning (accredited and experiential) this policy does not apply. The admissions requirements for these programmes will be set out clearly in the programme information.

It is expected that where students have used External Credit Transfer for entry via RPL, student progress is discussed by the appropriate Board of Studies to ensure the external credit covers the core/required knowledge, skills, and learning taught in the current approved Cardiff University programme.

The policy does not apply to the PhD by Published Works, to Higher Doctorates, or to MRes (Master of Research) programmes.

## Definitions of the types of Recognition of Prior Learning (RPL) at Cardiff University

<b>Recognition of Prior Learning (RPL)</b>	
<p>RPL is the overarching term for a <b>process which allows students to apply for exemption from some parts of a programme</b> through the recognition of their learning from previous experiences and achievements. It is broken down into the following sub-sets below:</p>	
<b><u>External Credit Transfer (ECT)</u></b>	<b><u>Experiential Prior Learning (EPL)</u></b>
<p>A sub-set of RPL: <b>Certification</b></p> <p>ECT is prior learning that has been formally assessed and certificated by a recognised higher education institution (HEI).</p> <p>ECT can be granted for exemptions from <b>individual modules</b> or where the applicant has completed <b>a full stage/year of certified learning at another HEI in a cognate programme</b> e.g., Certificate of Higher Education, Postgraduate Certificate etc.</p> <p>If there are gaps in learning, the applicant may be permitted to use <a href="#">individual modules only</a>.</p> <p>The maximum number of external credits that an applicant can transfer to a Cardiff University taught programme is listed in <a href="#">Table 1</a>.</p> <p>As External Credit Transfer cannot be used for parts of modules, <a href="#">Experiential Prior Learning</a> may be used to strengthen the application for using External Credit Transfer if there are gaps in learning.</p>	<p>A sub-set of RPL: <b>Experience</b></p> <p>EPL is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which is capable of being evaluated usually through a portfolio of evidence.</p> <p>EPL can only be granted for individual modules in line with the total number of credits in <a href="#">Table 1</a>.</p> <p>Where a combination of external credit transfer and experiential learning is being used, applicants can only be exempt from the thresholds outlined for external credit transfer. The threshold for experiential learning cannot be used in addition to the threshold for credit transfer.</p> <p>As <a href="#">Experiential Prior Learning</a> cannot be used for parts of modules, it may be used to strengthen the application for using External Credit Transfer if there are gaps in learning.</p>

<p><a href="#">Internal Credit Transfer</a> – current Cardiff University students</p>	<p><a href="#">Experiential Prior Learning</a> (EPL) for Internal Credit Transfers– current Cardiff University students</p>
<p>Internal Credit Transfer for current Cardiff University students is when a student requests to transfer to another programme within or outside their current School.</p> <p>Students will not be permitted to transfer in their final year of study.</p>	<p><a href="#">Experiential Prior Learning</a> cannot be used for Internal Credit Transfers by current Cardiff University students.</p>
<p><a href="#">Internal Credit Transfer</a> – former Cardiff University students</p>	<p><a href="#">Experiential Prior Learning</a> (EPL) - former Cardiff University students</p>
<p>Internal Credit Transfer for former Cardiff University students is where a student has left Cardiff University and asks to re-join the same programme at a later date (time limits permitting).</p> <p>There is no credit threshold for the acceptance of internal credit transfer for former Cardiff University students.</p> <p>Mapping of the curriculum will ONLY be required when:</p> <ul style="list-style-type: none"> <li>• The current programme or parts of the programme have substantially changed through revalidation.</li> <li>• There have been new/additional PSRB requirements that were not present in the student's original modules/programme.</li> <li>• The credit structure of the programme has changed</li> </ul>	<p>Where a student has left Cardiff University with an interim qualification and has gained <b>additional relevant skills and knowledge, through experience</b>, additional EPL should be evaluated in line with the process for <a href="#">Experiential Prior Learning (EPL)</a>.</p> <p>As Experiential Prior Learning cannot be used for parts of modules, it may be used to strengthen the application for using <a href="#">Internal Credit Transfer</a> if there are gaps in learning due to a change in the programme.</p>

<ul style="list-style-type: none"> <li>• The programme previously studied has been discontinued.</li> </ul> <p>If there are gaps in learning because of changes to the programme, the former Cardiff University student may be permitted to use any individual modules that map to the current approved, published, Cardiff University programme only.</p> <p>The school cannot apply for an individual student variation after the student has accepted the offer because there are gaps in learning.</p>	
<b>Recognition of Prior Learning for Advanced Entry to Research Programmes</b>	<b>Experiential Prior Learning (EPL) for Advanced Entry to Research Programmes</b>
<p>Prior Learning for advanced entry to Research Programmes may be permitted if an applicant has already completed learning of a standard judged equitable with the Cardiff University research programme.</p> <p><a href="#">Transferring from another HEI</a></p> <p><a href="#">Recognition of exceptional preparedness due to previous research/research/professional experience (PhD only)</a></p>	

## External Credit Transfer (ECT) (individual modules)

Applications for External Credit Transfer (ECT) *may* be considered, at the discretion of Cardiff University, where:

- There is space on the programme concerned.
- We are satisfied that the credit gained elsewhere adequately maps to the learning outcomes and credit level of the Cardiff University modules they are intending to replace (ECT cannot be used for exemptions from parts of Cardiff University modules).
- The applicant can provide a verified transcript of modules.
- The learning has been completed **within the last five years** (in line with the [Period of Relevance for Previous Academic Qualifications Policy](#)) at the point that the new programme is due to start.
- The applicant has achieved **the full pass mark** for all modules concerned and **credit has not been achieved via a condoned (compensated) pass**.
- Credits for modules awarded through ECT are included in the [total number of credits for the Intended Qualification](#) e.g., 360 for an undergraduate Honours Degree or 180 credits for a master's degree.
- Credits awarded via ECT **from outside Cardiff University will be excluded from the calculation of the award classification**.

## External Credit Transfer (ECT) for a full stage/year of study (including articulation agreements)

When considering applications for external credit transfer for a full stage/year of study, the same process should be used as outlined above for [individual modules](#). In addition to the above, careful consideration must be given to the modules studied and how they map to the full stage/year of the Cardiff University programme. It is not an accumulation of unrelated individual modules/credit that total a full stage/year of study e.g., a mixture of a range of modules that add up to 120 level 4 credits, or 60 level 7 credits.

If there are gaps in learning, the applicant may be permitted to use [individual modules](#) for initial entry to the programme only but will not be granted exemption for a whole stage/year.

## Combining External Credit transfer and Experiential Learning

Where a combination of external credit transfer and experiential learning is being used, applicants can only be exempt from the thresholds outlined for external credit transfer in [Table 1](#). The threshold for experiential learning cannot be used in addition to the threshold for credit transfer.

As External Credit Transfer cannot be used for parts of modules, [Experiential Prior Learning](#) may be used to strengthen the application for using External Credit Transfer if there are gaps in learning.

## Approval and sign off.

Further information on the procedure for assessing External Credit Transfer is outlined in the RPL procedure under the heading external credit transfer.

It is expected that where students have used ECT for entry via RPL, student progress is discussed by the appropriate Board of Studies to ensure the external credit covers the core/required knowledge, skills, and learning taught in the current approved Cardiff University programme.

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## Articulation Agreements

We use Articulation Agreements to target recruitment opportunities from institutions (and countries) into specific programmes. These arrangements are subject to formal agreements between Cardiff University and the partner institution where each Cardiff University School has agreed that all students who satisfy the academic criteria are automatically entitled (on academic grounds) to be admitted with external credit transfer to a specific year of a Cardiff University programme.

Full details of the education governance arrangements for articulation agreements can be found in the [Education Partnership Policy](#) with a summary below:

- **Standard articulation agreements:** external credit transfer for entry into year 2 only of a Cardiff University undergraduate degree.
- **Non-standard articulation agreements:** approved on an exceptional basis only with a partner that has been **discussed and agreed with the International Partnership Team**. External credit transfer can only be used for entry to the final year of an approved Cardiff University 3-year undergraduate programme.

Schools cannot use a non-standard articulation agreement for advanced entry into the dissertation stage of postgraduate taught programme.

Applications to use external credit transfer for both standard and non-standard articulation agreements will only be considered, where:

- The articulation agreement is with a partner that has been discussed and agreed with the International Partnership Team.
- Students will study the approved Cardiff University programme, not a modified version of the same programme.

## **Mapping the partner curriculum to the approved Cardiff University programme.**

In order for students to successfully transfer, a mapping exercise must be completed to ensure the curriculum at the partner appropriately covers the core/required knowledge, skills, and learning taught in the approved Cardiff programme.

The mapping exercise will be completed by the school with support from the [International Partnership](#) and [Education Partnership](#) Teams.

## **Modified versions of approved Cardiff University programmes**

If students are required to study a modified version of the approved Cardiff University programme, this will be considered a new programme and will need **full approval** as outlined in the [programme approval procedure](#).

Schools must be aware that when Cardiff University makes an offer of a place to a prospective student and the offer is accepted, the **contract is binding**. We have agreed to reserve a place and allow the student to enrol on **the approved, published, programme** (subject to meeting the entry requirements).

If students are required to study a modified version of the programme, they cannot receive an offer of a place to the approved programme. This may be considered a breach of [consumer protection law](#).

## **Approval and sign off articulation agreements.**

The education arrangements for an articulation agreement (via a mapping process) will be reviewed and approved by the Education Partnership Sub-Committee before they are signed, and applicants can be admitted to the programme.

Further information on the entry route for standard and non-standard articulation agreements are outlined in the RPL procedure under the heading articulation agreements.

## Experiential Prior Learning (EPL) for entry to taught programmes.

Experiential Prior Learning (EPL) may be considered for advanced entry to a taught Programme or Research Masters, at the discretion of Cardiff University, where:

- There is space on the programme concerned.
- We are satisfied that the experience adequately maps to the learning outcomes of the Cardiff University modules they are intending to replace (ECT cannot be used for exemptions from parts of Cardiff University modules).
- The applicant can provide evidence of completing the experiential learning at the appropriate level.
- The experiential learning has been completed in line with the [Period of Relevance for Previous Academic Qualifications Policy](#).
- Credit awarded through EPL counts towards the [total credits required for the qualification](#) and is recorded as 'complete', but it is not graded and does not contribute to the final classification.

## Assessing Experiential Prior Learning

To assess Experiential Learning into RPL credit, the applicant will need to complete a portfolio of evidence with their application. The format of the portfolio may differ between schools, but it should cover the broad areas below:

- Relevant job descriptions / voluntary duties.
- Reflection on experiences relevant to the learning outcomes of the module(s).
- Dates of relevant employment.
- Employment / character references.
- Evidence of project and/or samples of work they have produced.
- Certificates of non-credited courses of study completed (together with a course syllabus or other explanatory information).
- When considering evidence, factors such as content, level/weighting, validity, and authenticity must be considered, along with how the evidence maps to the learning outcomes of the modules being considered for exemption.

## Combining Experiential Learning and External Credit Transfer in one application.

Where a combination of experiential learning and external credit transfer is being used, applicants can only be exempt from the thresholds outlined for external credit transfer in [Table 1](#). The threshold for experiential learning cannot be used in addition to the threshold for credit transfer.

As Experiential Prior Learning cannot be used for parts of modules, it may be used to strengthen the application for using [External Credit Transfer](#) if there are gaps in learning.

**Approval and sign off.**

Further information on the procedure for assessing Experiential Prior Learning is outlined in the RPL procedure under the heading experiential learning.

It is expected that where students have used ECT for entry via RPL, student progress is discussed by the appropriate Board of Studies to ensure the external credit covers the core/required knowledge, skills, and learning taught in the current approved Cardiff University programme.

**Table 1: Maximum number of credits an applicant can use for [external credit transfer](#) and [experiential learning](#) at Cardiff University.**

Cardiff University qualification (Intended award)	Cardiff University Credit required	Maximum External Credit Transfer Exemption	Maximum Experiential Learning Exemption
Certificate of Higher Education	120 credits <b>at level 4 or higher</b>	<b>Up to 60 credits</b> at level 4 or higher	Up to 30 credits <b>at level 4 or higher</b>
Diploma of Higher Education	240 credits ( <b>120 at level 4 or higher and 120 at level 5 or higher</b> )	<b>Up to 120 credits</b> at level 4 or higher	Up to 30 credits <b>at level 4 or higher</b>
Graduate Certificate	60 credits ( <b>20 at level 5 or higher and 40 at level 6 or higher</b> )	<b>Up to 30 credits</b> at level 5 or higher	Up to 20 credits <b>at level 5 or higher</b>
Graduate Diploma	120 credits ( <b>30 at level 5 or higher and 90 at level 6 or higher</b> )	<b>Up to 60 credits</b> at level 5 or higher	Up to 20 credits <b>at level 5 or higher</b>
Bachelor's Degree	360 credits ( <b>120 at level 4 or higher; 120 at level 5 or higher and 120 at level 6 or higher</b> )	<b>Up to 120 credits</b> at level 4 or higher, and 60 credits at Level 5 or higher.	Up to 30 credits <b>at level 4 or higher</b>
Integrated Master's Degree	480 credits ( <b>120 at level 4 or higher; 120 at level 5 or higher; 120 at level 6 or higher and 120 at level 7 or higher</b> )	<b>Up to 120 credits</b> at level 4 or higher, and <b>120 credits</b> at level 5 or higher.	Up to 30 credits <b>at level 4 or higher</b>
Postgraduate Certificate	60 credits ( <b>60 at level 7 or higher</b> )	<b>Up to 30 credits</b> at level 7 or higher	Up to 20 credits <b>at level 7 or higher</b>
Postgraduate Diploma	120 credits ( <b>120 at level 7 or higher</b> )	<b>Up to 60 credits</b> at level 7 or higher	Up to 30 credits <b>at level 7 or higher</b>
Master's Degree (Taught stages)	180 credits ( <b>180 at level 7 or higher</b> )	<b>Up to 60 credits</b> at level 7 or higher	Up to 30 credits <b>at level 7 or higher</b>

## **Internal Credit Transfers<sup>1</sup>: Current Cardiff University students.**

If a current Cardiff University student requests to transfer to another programme within or outside their current School, it is important to review the request in line with the principles for external credit transfer. This will ensure equity, fairness, and transparency of decision making based only on the modules the student has completed, passed, and been awarded credit.

You will need to ensure you consider and document all decisions based on the following:

- Students can only transfer to a different programme within Cardiff University within the first 2 weeks of the academic year.
- After the first 2 weeks of the academic year: If a student wants to transfer to a different programme within Cardiff University, they will usually have to wait to start the new programme in the following academic year (deferred transfer).

Any requests to allow students to transfer beyond the first two weeks of the academic year will require an exemption from this policy. This must be presented and signed off by the Chair of ASQC.

### **Undergraduate programme transfers**

In addition to the principles outlined above, undergraduate students will not be permitted to transfer in their final year of study. This follows the principle that we do not consider external credit transfer for entry into the final year of Cardiff University taught programmes.

Any requests to allow students to transfer in their final year of study will require an exemption from this policy. This must be presented and signed off by the Chair of ASQC. A key consideration will be programme structure, design, and delivery in addition to assurance of degree integrity as outlined in the Institutional Expectations.

### **Joint and single honours programme transfers.**

Students may request to make an internal transfer to/from one single/joint honours programme to another single/joint honours programme at the end of level 4. This may be within the same school or in a different school.

In this scenario, it is important for the Director of Recruitment and Admissions (in the School the student wishes to transfer to), to assess the suitability of the internal transfer to ascertain if the student has the key knowledge, skills, and understanding that will allow them to be successful at level 5 on the new programme.

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<sup>1</sup> does not include students who are required to transfer to a standard programme after failing a year of study abroad/professional placement year.

As a minimum, the school the student wishes to transfer to must assess the following before any request is approved:

- Level 5 curriculum: What is the key knowledge, skills, and understanding a student is expected to have when starting Level 5?
- Can the student evidence they have achieved this in their current level 4 curriculum? Any core/required content at level 4 will need careful consideration and how it maps. **Schools cannot agree to a transfer when there are gaps in learning.**
- If languages are involved, schools must ensure they have the appropriate knowledge skills, and understanding that is required on the programme the student is requesting to transfer to (rather than what they are transferring from).
- PSRB requirements: are there any specific external requirements that the student needs to have met? Does the school need to check with the relevant PSRB?
- Same programme, not a modified version of the same programme: If there are gaps in learning that will prevent them being successful in level 5, the student should not be permitted to transfer. If they are permitted to transfer, there can be no additional request for an individual student variation to compensate for those gaps.

## Postgraduate taught programme transfers

The principles outlined above for undergraduate students, apply to postgraduate internal transfers however, additional consideration should be given to the shorter duration of study at a higher intensity e.g., 1-year fulltime programme at FHEQ level 7.

Any requests to allow students to transfer beyond the first two weeks of the academic year will require an exemption from this policy. This must be presented and signed off by the Chair of ASQC. A key consideration will be programme structure, design, and delivery in addition to assurance of degree integrity as outlined in the Institutional Expectations.

Key areas that must be discussed, documented, and understood by the student before approval can be given:

- **International students on a Student Visa** must seek advice from [Student Advice and Money](#) before submitting a programme transfer request.
- **Financial implications on current/existing funding of changing programmes:** Students must check the [financial implications](#) of moving to a new programme or institution.
- **Sponsorship:** If students are sponsored, any change to the programme may have implications for finances. The University will write to the sponsor notifying them of the programme change. Students must discuss the implication of a transfer with the sponsor before the transfer can be finalised.
- **Future funding:** The number of years a student is entitled to full student funding is limited. Students must discuss the implications of transferring to another programme in line with guidance on [previous study rules](#).

The Student Advice and Money Team can advise students on all areas identified above and these will need to be **confirmed by the student** as part of the application process.

## **Approval and sign off.**

All requests for internal programme transfer for current Cardiff University students must be signed off by the Director of Recruitment and Admissions **in the School the student wishes to transfer to** as they will be assessing the suitability of the internal transfer.

Full details are outlined in the RPL procedure under the heading Internal Credit Transfers for current Cardiff University students.

## Internal Credit Transfer: Former Cardiff University students

Internal Credit Transfer (ICT) can be used for former Cardiff University students that are no longer studying at Cardiff but request to re-join the same programme at a later date (time limits permitting in line with the [Period of Relevance for Previous Academic Qualifications Policy](#)).

**There is no credit threshold for the acceptance of internal credit transfer for former Cardiff University students** and applications may be considered at the discretion of Cardiff University, where:

- The learning has been completed in line with the [Period of Relevance for Previous Academic Qualifications Policy](#) at the point that the new programme is due to start unless there are specific programme requirements.
- The content of the current programme or parts of the programme has not substantially changed e.g., through revalidation or any PSRB requirements.
- The credit structure of the programme remains the same.

Credits accrued at Cardiff University will be included in the calculation of the award classification.

### Mapping to the current Cardiff University curriculum

Schools will be able to access the student records of former Cardiff University students to check the modules they successfully studied, passed, and the date credit was awarded.

If the school makes an offer of a place to a former Cardiff University student and the offer is accepted, the contract is binding. The school has agreed to reserve a place and allow the student to enrol on the current, approved, published, programme not the original programme the student studied.

Where there have significant changes to a programme, a [mapping exercise](#) must be completed by the school to ensure the curriculum covers the core/required knowledge, skills, and learning taught in the current approved, published, Cardiff University programme.

Mapping of the curriculum will only be required in the following circumstances:

- The current programme or parts of the programme have substantially changed through revalidation.
- There have been new/additional PSRB requirements that were not present in the student's original modules/programme.
- The credit structure of the programme has changed e.g., the postgraduate taught stage is non-standard (140 credits) and the dissertation stage has decreased (40 credits).
- The programme previously studied has been discontinued. Discontinued programmes cannot be reinstated as 'live' to accommodate former students.

**If there are gaps in learning because of changes to the programme**, the former Cardiff University student may be permitted to use any [individual modules](#) that map to the current approved, published, Cardiff University programme only.

The school cannot apply for an individual student variation after the student has accepted the offer because there are gaps in learning.

### **Combining Credit transfer and Experiential Learning**

Where Internal Credit Transfer (ICT) is being used for former Cardiff University students, it may be supplemented with additional experiential learning. As Experiential Prior Learning cannot be used for parts of modules, it may be used to strengthen the application for using Internal Credit Transfer if there are gaps in learning.

### **Approval and sign off.**

The RPL procedure details how the former Cardiff University student record will be managed to avoid duplication of records.

Where there have significant changes to a programme, the [mapping exercise](#) must be completed by the school to ensure the curriculum covers the core/required knowledge, skills, and learning taught in the current approved, published Cardiff University programme.

## Advanced entry to a Research degree programme

A research degree programme is centred on independent study and research, while including training to support the research student's academic work and their broader development as a professional researcher.

When undertaking a research degree programme, the student is expected to take responsibility for the progress and integrity of their academic work, their development as a professional researcher and, barring unforeseen and exceptional circumstances, for the submission of their final thesis within the period permitted for their degree and method of study.

Recognised Prior Learning (RPL) may be considered for advanced entry to a research degree programme where a student has already completed learning of a standard judged equitable with the Cardiff University programme. Applications may be considered, at the discretion of Cardiff University, in the following categories:

- to transfer study from another HEI,
- in recognition of exceptional experiential preparedness,
- to re-enter a Cardiff University research degree programme from which they had withdrawn.

When considering RPL for advanced entry to a research programme at Cardiff University, this policy applies to research degree programmes leading to the award of the following degrees:

- PhD (Doctor of Philosophy)
- MD (Doctor of Medicine)
- EngD (Doctor of Engineering)
- MPhil (Master of Philosophy)
- Doctoral Degrees by Examination and Thesis (Professional Doctorates) - dealt with in line with taught programmes.

**The policy does not apply to the PhD by Published Works, to Higher Doctorates, or to MRes (Master of Research) programmes.**

## Using Recognised Prior Learning for advanced entry to a research degree programme

### Transferring from another HEI

An applicant may request to transfer their candidature from another university. In the majority of cases this will be to accompany a lead supervisor who is taking up employment at Cardiff University. The requested transfer may be for another reason, such as the loss of supervision or facilities at the other university, and where a Cardiff University supervisory team is able to accept responsibility for supervising the completion of the research project.

A transfer of candidature may be approved where:

- the applicant meets the entry requirements for the Cardiff University programme, including the criteria for English Language that are applicable to new entrants; and
- the combined periods of fees-payable registration will equate to, or exceed, the minimum period permitted for the Cardiff University award; and
- the Head of School or their nominee is satisfied that the applicant has made sufficient progress to be able to complete the programme of research in the period of time proposed for the Cardiff University registration; and
- as appropriate, agreements concerning studentship funding, external (e.g. industrial) partnerships, the transfer and ownership of research data and intellectual property rights, and acknowledgments in publications arising from the research project are in place between the losing and gaining department/School heads; and
- for EngD applicants, the training components are shown to be equivalent to those included in the Cardiff University programme, and the industry host is in agreement with the transfer.

In order to determine adequacy of progress to date and an appropriate period of registration for the Cardiff University programme, the School is required to undertake a progress review meeting with the applicant before making an offer of admission.

Where the applicant applies to transfer **to accompany a supervisor**, the student may enter the Cardiff University programme in any year of study, subject to the agreement of the losing institution.

Where the applicant applies to transfer for a reason **other than to accompany the supervisor**, the student will be required to register and pay the required fee for at least 12 months for full-time study or 18 months part-time, regardless of the period of study previously undertaken at the other university.

While entry to the Cardiff University programme need not coincide with the anniversary of the original candidature, it can only be in accordance with one of the entry points permitted by Cardiff University Research Degree Regulations.

Where a student transfers from another university they will typically need to relocate. In addition, essential facilities for their research may not be immediately available. Therefore, there may be a break in study before the commencement of the Cardiff University programme, but this should not be more than 6 months.

**International students on a Student Visa** should be directed to International Student Support for advice before the transfer is finalised.

**Funded students** should be advised to discuss the implication of the transfer with their funder before the transfer is finalised.

## **Recognition of exceptional experiential preparedness**

An applicant may request to enter the second year of a full-time PhD programme, or the third year of a part-time PhD programme, where they can demonstrate exceptional preparedness for the doctoral study and for the particular research topic due to their directly relevant prior experience in the same academic field.

Advanced entry may be considered only where the applicant:

- holds a postgraduate Master's degree in a relevant field and/or has undertaken a minimum of 1 year (or part-time equivalent) supervised academic work in the same discipline as the proposed PhD; and
- can demonstrate a good and current understanding of the proposed PhD topic through their prior experience of working in the same field; and
- can demonstrate that they have a degree of prior learning equivalent to the initial training of the PhD programme, including the acquisition of research skills relevant to the project.

## **Approval and sign off**

Before approving an application for advanced entry, the Head of School or their nominee, along with the applicant's proposed lead supervisor, must agree a research plan which demonstrates the feasibility of completing the proposed PhD in the reduced period. RPL on the basis of exceptional experiential preparedness does not apply to MD or MPhil programmes because of their shorter durations, or to the EngD because of the essential training nature of this programme.

## **Readmission to a research degree programme**

A student who had previously been registered for a Cardiff University research degree programme and was withdrawn from that programme may apply to re-enter the programme with advanced standing.

Readmission to the programme may be considered only where:

- the School still has appropriate and available supervisory capacity, resources and facilities in place to support the student's project; and
- the time-frame for readmission is considered reasonable for the discipline, and the actual research project remains current, and
- the combined periods of fees-payable registration will equate to, or exceed, the minimum period permitted for the Cardiff University award.
- The student will be required to register and pay the required fee for at least 6 months of further full-time study or 12 months part-time, regardless of the period of study prior to their previous withdrawal.

In order to determine adequacy of progress to date and an appropriate period of registration for the Cardiff University programme, the School is required to undertake a progress review meeting with the applicant before making an offer of admission.

In accordance with the University's Admissions Policy, the University reserves the right not to consider an applicant for entry if they have previously been withdrawn from Cardiff University on academic grounds or due to submission of fraudulent documentation.

There is a separate Procedure for the Re-Registration of Former Research Degree Students for Examination. This allows a School to accept a thesis from a time-lapsed student for the purpose of examination only.