



Title: Recognition of Prior Learning Procedures

Code: GU-PR02RLP

Version: 3.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments
of Recognition of Prior Learning Policy

1. Purpose

This document sets out the procedures whereby informal prior learning is recognized by Gulf University in order to provide admission to prospective students who have acquired skills and knowledge through life and work experiences. The document also sets out the procedures whereby Gulf University enables credit transfer such that students do not need to duplicate learning formally acquired from other programs within the university or from other accredited institutions.

2. Scope

These procedures apply to prospective students who wish to have their prior learning recognized for admission in programs offered at GU.

3. Acronyms

BQA	Education and Training Quality Authority
HEC	Higher Education Council
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning

4. Definitions

Recognition of Prior Learning: It is important to recognize that learning can occur outside of a formal qualification, in order to increase progress pathways and access to higher education. Such learning can be used as a means of obtaining access to a qualification despite formal educational qualification requirements not being met. RPL requires expert assessment of evidence for equivalency.

5. Procedure Details

5.1 Application for Recognition of Prior Learning for Admission

5.1.1 Prospective students who do not formally meet the admission criteria set for a particular program at Gulf University but who believe they meet these criteria by virtue of life and work experience shall submit their application in writing to the Unit of Admission and Registration.

- 5.1.2 The prospective students shall submit with their application a detailed account of their informal learning experience in ways that allow the University to determine their readiness for admission.
- 5.1.3 Evidence required shall be submitted with the application in the form of certificates, letters of reference, work experience logbooks.
- 5.1.4 Prospective students can seek assistance in preparing their RPL application from the university Academic Advisor.

5.2 Evaluation of Application for Admission by RPL

- 5.2.1 The Admission Committee shall send the application for admission by RPL including all evidence to the relevant Dean.
- 5.2.2 The Dean and relevant Head of Department shall act as expert assessors or, where necessary, appoint assessors who are experts in the relevant field of study.
- 5.2.3 The expert assessors shall evaluate the application for equivalence with the normal admission criteria and shall assess the prospective student's readiness for study.
- 5.2.4 The Dean and relevant Head of Department shall ensure that the evaluation process is undertaken in a thorough, fair, and transparent manner.
- 5.2.5 The College Council shall approve the results of the evaluation; shall inform the Admission Committee of the final decision.
- 5.2.6 The Admission Committee shall capture the approved decision in the Student Records followed by sending them to Unit of Admission and Registration, who shall inform the prospective student of the decision.

5.3 Appeal Process

- 5.3.1 Once the prospective students are informed by the Unit of Admission and Registration of the decision regarding their application for RPL, they have ten days in which to appeal such decision.
- 5.3.2 All appeals shall be made in writing to the Unit of Admission and Registration.
- 5.3.3 On receiving such an appeal, the Unit of Admission and Registration shall inform the relevant Dean who reviews the entire process.
- 5.3.4 The Dean shall seek the services of an additional expert assessor to re-consider the application and relevant documentation as necessary.

5.3.5 The Dean shall report his/her findings to the College Council to take the final decision.

5.3.6 The Unit of Admission and Registration shall inform the prospective student of the appeal final decision.

6. Responsibilities

Prospective students are responsible for:

- Following this document appropriately.

Unit of Admission and Registration is responsible for::

- Implementing this document appropriately.

University Admission Committee is responsible for:

- Implementing this document appropriately.

Heads of Departments are responsible for:

- Ensuring that all faculty members are fully informed of this document.
- Appropriate implementation of this document.

Deans are responsible for:

- Ensuring that all faculty members and prospective students follow this document.
- Ensuring that this document is appropriately implemented.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies

- Admission Policy
- Recognition of Prior Learning Policy

8. Related Procedures

- Admission Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations