



Recognition of Prior Learning

Dear Student,

You may apply for recognition of both Formal and Non-formal Prior Learning. Formal prior learning is defined as study undertaken either within the University or at another institution prior to admissions to a programme. Non-formal learning is previously acquired learning based on life experience, work experience, on-the-job training, or teaching yourself. For further explanation see the Academic Calendar, General Academic Regulations, Part 4 –

http://www.aut.ac.nz/resources/students/student_services/admissions/autcalendar-2009-web.pdf

To apply for recognition of formal prior learning you must return the following to Academic Registry, Private Bag 92006, Auckland 1142:

1. The completed details on the reverse side of this letter
2. Certified copies of your academic results
3. A description of the grading system used for these results, plus a description of all subjects completed (*taken from the institution's official handbook/calendar for the appropriate year, or other appropriate official documentation*).
4. Payment of NZ\$72.00 administration fee (*for credit from external study only. Credit for study undertaken at AUT is processed free of charge*).

To apply for recognition of non-formal prior learning please go to The Career Centre website:

http://www.aut.ac.nz/students/student_services/career_and_leadership_development/rpl/

There is a NZ\$72.00 administration fee plus NZ\$10.00 per point per paper. Students should not use the form attached when applying for non-formal RPL.

Applicants should note the following important points:

- Applications will not be considered until the administration charges are paid in full.
- Charges are non-refundable regardless of the outcome of the application.
- If paying by cheque, it should be made payable to "AUT University".
- There may be limitations as to the amount and type of credit granted. Please refer to the current AUT regulations or contact the appropriate faculty office for further information.
- Charges for the National Qualifications Framework (and any unit standards that may be involved) will be invoiced separately.
- Applications for credit may not be processed once enrolment processes are completed or lectures commenced in the semester for which credit is sought.

Thank you for your application and we wish you every success in gaining recognition for your prior learning.

Yours sincerely

The Student Information Team

If you have any queries regarding this application please contact the Student Information Centre

Locations: Level 2 WA Building City Campus; AG Building North Shore Campus

Address: Academic Registry, Private Bag 92006, Auckland 1142, New Zealand

Telephone: 64 9 9219779, Facsimile: 64 9 9219985, Email: int.app@aut.ac.nz

Formal RPL Only

PERSONAL DETAILS

NAME:

STUDENT ID:

ADDRESS:

TELEPHONE:

PROGRAMME OF STUDY

Please indicate the programme for which you are seeking credit:

Programme Code:

Name of Programme:

PREVIOUS ACADEMIC HISTORY

| List subjects or qualifications you have passed and wish to have considered for academic credit | Year Gained | Name of Institution | Name of Qualification |
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STUDENT DECLARATION

1. I have enclosed:

- Certified copy of my academic results.
- A brief description of the grading system used for these results, plus a description of all subjects completed including learning outcomes, level and hours.
- Payment of NZ\$72.00 administration fee (*for credit from non AUT qualifications only*).

2. I declare that all the information supplied on this form and any attached information to be true and complete. I acknowledge that the University may decline my prior learning credit application if false information is supplied.

3. I understand that this application is subject to the academic regulations as specified in the current AUT Calender

Student Signature: _____

Date: _____

OFFICIAL USE ONLY

| AUT Paper Code | Credit Type | Points | Approved/ Declined | Assessor Name | Date | Entered on Arion by: (name/date) |
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