



## INFORMATION ON RECOGNITION OF PRIOR LEARNING (RPL)

You may apply for recognition of previous learning you have completed, either through **formal** study or through **non-formal** methods, such as life experience, work experience, on-the-job training, or teaching yourself. The official definitions of these two methods can be found in the [Recognition of Prior Learning Regulations](#)

Full paper descriptors for the papers listed on your pathway may be available on Canvas, otherwise please contact your programme administrator for further information.

### RECOGNITION OF *FORMAL* PRIOR LEARNING (RFPL):

To apply for recognition of formal prior learning please return the following to [your faculty or programme team](#)

1. A completed Application For Recognition of Prior Learning (see above);
2. **Copy** of your academic results; (as a result of the COVID-19 restrictions)
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\$100.00** administration fee for credit from external study only. (RPL applications from international students and Credit for study undertaken at AUT is processed free of charge).

Payment of the administration fee for RPL can be done online by visiting the Arion Website: <https://arion.aut.ac.nz>

For alternative methods of payment please visit the AUT Website: <http://www.aut.ac.nz/study-at-aut/fees-scholarships-and-finance/paying-your-fees>

### RECOGNITION OF *NON-FORMAL* PRIOR LEARNING (RNPL):

Note: Students should not use the above application form when applying for recognition of their non-formal learning. To apply for Recognition of Non-formal Prior Learning refer to <http://www.aut.ac.nz/study-at-aut/apply-to-aut/recognition-of-prior-learning>

### ALL RPL APPLICANTS SHOULD NOTE THE FOLLOWING IMPORTANT POINTS:

- Applications will not be processed in full until the administration fees are paid in full.
- Administration fees 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.
- Applications for credit should be made as early as possible once the Offer of Place is accepted, and no later than the end of the first teaching week in the semester for which credit is sought. This will allow appropriate time to process your application and adjust enrolment (if required).
- Prior formal learning must normally have been undertaken within five years of the first date of enrolment into the programme for which credit is sought, or within such other time as may be specified in the programme regulation.
- Approval given for credit will remain valid for a period of 12 months. If you do not enrol within this period then credit granted for RPL in this programme is removed from your academic record.
- If your RPL application is successful, and as a result you will not be enrolled full-time, this may affect your eligibility to receive student loans and/or allowances. Please contact Study Link for further details.

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