APPLICATION FOR RECOGNITION OF FORMAL* PRIOR LEARNING

+ Note – if you are applying for recognition of **non-formal** prior learning, see instructions on second page.

PERSONAL DETAILS:

PROGRAMME OF STUDY: Please indicate the AUT programme/qualification for which you are seeking credit.

Date:

Entered on Arion: _____

Reported to Exam Board: _____

NAME:	STUDENT ID:	
		Programme Code
ADDRESS:		
		Name of Programme/Qualification
TELEPHONE:	EMAIL:	

Paper Code and Title of the AUT paper you are seeking credit for	Prior Learning – Paper Code and Title of equivalent paper(s) you have passed and wish to have	Year subject	Name of Institution	Name of Qualification	Evidence Provided	OFFICIAL USE ONLY		
If you don't know the paper code or title, leave this blank.	considered for academic credit towards the above programme	passed			J	Credit Type	Level/Points (of unspecified credit)	Approved/ Declined
STUDENT DECLARATION:								
I have enclosed: Copy of my academic results (including description of the grading system used).						Name:		
A description of all subjects completed including learning outcomes, level and hours.					Signatura			

Payment of NZ\$100.00 administration fee (for credit from non-AUT qualifications only).

1. I declare 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.

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

Student Signature:_____

Date: _____



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 ofcharge).

Payment of the administration fee for RPL can be done online by visiting the Arion Website: <u>https://arion.aut.ac.nz</u> For alternative methods of payment please visit the AUT Website: <u>http://www.aut.ac.nz/study-at-aut/fees-scholarships-and-finance/paying-your-fees</u>

RECOGNITION OF NON-FORMAL PRIOR LEARNING (RNPL):

Note: Students should <u>not</u> 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 <u>http://www.aut.ac.nz/study-at-aut/apply-to-aut/recognition-of-prior-learning</u>

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 m a d e 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.