**Application for Approved Prior Certificated Learning,**

**Credit Transfer or Advance Standing**

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| Before you apply please refer to the [APCL policy](http://www.hope.ac.uk/media/gateway/staffgateway/documents/APCL%20policy%20Nov18.pdf) and ensure you have read the information about applications for the transfer of UK Higher Education credit and the recognition of prior learning on the University [webpages](http://www.hope.ac.uk/gateway/staff/governance/academicquality/accreditationofpriorlearning/) about procedures for making an application and the nature of evidence required to support a claim. |

1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Title |  | | |
| 1. Surname |  | | |
| 1. Forename(s) |  | | |
| 1. Date of Birth |  | | |
| 1. Nationality |  | | |
| 1. Country of Birth |  | | |
| 1. Date of Entry to UK (if your country of birth is not UK or EU) |  | | |
| 1. Home Address |  | | |
| 1. Correspondence Address (if different) |  | | |
| 1. Telephone number | Home:  Mobile:  Work: | | |
| 1. Email Address |  | | |
| 1. Residential Category | UK/EU National | |  |
| Settled in the UK | |  |
| EEA or Swiss National | |  |
| Refugee/Humanitarian Protection | |  |
| Child of a Turkish Worker | |  |
| Overseas | |  |
| Other | |  |
|  | | Yes | No |
| 1. Do you need a visa to study in the UK? | |  |  |
| 1. Do you hold a current UK Visa? | |  |  |
| 1. Have you ever studied in the UK? | |  |  |
| 1. Are you currently studying in the UK? | |  |  |
| 1. Do you require additional learning support as a result of a disability / long term illness or condition? | |  |  |
| 1. Do you have any criminal convictions? | |  |  |
| 1. Have you ever had a Visa application for the UK refused? (if yes, please give full details) | |  |  |

1. **Details of the Programme at Liverpool Hope to which you wish to apply for Application for Approved Prior Certificated Learning, Credit Transfer or Advance Standing**

|  |  |  |
| --- | --- | --- |
| Title of the Liverpool Hope Programme for which Credit is being sought |  | |
| Department Name |  | |
| How many Credits are being sought? |  | |
| 1. When do you expect to commence studies at Liverpool Hope? | Proposed Month/Year of Entry | |
| What level of study does the application for Credit relate to: | Undergraduate  Part of Level C (Year 1) |  |
| Undergraduate  All of Level C (Year 1) |  |
| Undergraduate  Part of Level I (Year 2) |  |
| Undergraduate  All of Level I (Year 2) |  |
| Undergraduate  Part of Level H (Year 3)[[1]](#footnote-1) |  |
| Postgraduate  Part of Level M |  |
| What is the status of your application to Liverpool Hope?   * I am already registered as a Liverpool Hope student and applying for Credit Transfer/Advance Standing * I have not yet applied to Liverpool Hope * I have applied to Liverpool Hope but not yet received an offer of a place * I have received an offer of a place and I have accepted the offer (undergraduate only)   *Delete as appropriate* | | |

1. **Details of Prior Learning**

If you are applying for Prior Certificated Learning please complete section 3a.

If you are applying for Credit Transfer or Advanced Standing, please complete section 3b.

1. **Prior Certificated Learning Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Previous Institution /Training Provider |  | | | |
| Dates of Attendance (month/year) | From | | To | |
|  | |  | |
| Details of the Modules / Courses completed | Level of Award / Course / Module | Title | | Credit Value |
|  |  | |  |
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|  |  | |  |
| Qualification obtained  *(Including level of qualification and grade/ mark as appropriate)* |  | | | |
| **\***Please list here the evidence that you are providing to Liverpool Hope in order to assure the University about your previous learning experience/s | Please list the information here and append the full documentation with your application. | | | |

***\* You must provide as evidence an official transcript/letter which identifies the level, credit value and grade achieved; mark sheets are insufficient. You should also provide additional documentation about the curriculum you have followed (such as course handbooks) etc.***

**3b. Credit Transfer or Advance Standing (*only applicable for Modules/Programmes studied at Liverpool Hope University*).**

|  |  |
| --- | --- |
| Details of the Liverpool Hope University programme that you wish to transfer |  |
| Number of credits for which Credit Transfer/Advance Standing is being sought |  |
| Module(s) at Liverpool Hope against which the credit is being sought |  |

1. **Referee**

Please provide details of your nominated referee

|  |  |
| --- | --- |
| Name and Title |  |
| Institution |  |
| Address |  |
| Telephone Number |  |
| Email address |  |

1. **Supporting Documentation / Submission Checklist[[2]](#footnote-2)**

|  |  |
| --- | --- |
| **Before submitting your application please ensure that you have:-** | **YES/NO** |
| * Provided Curriculum details of the subjects studied at your former intuition /training provider for which Credit is being sought (*Such as: Course handbooks, module descriptions, course syllabus etc).* |  |
| * Provided authorised academic transcript(s) |  |
| * Provided certificates (if an award was conferred) |  |
| * Provided details of the marking scheme used by the institution/training provider |  |
| * Completed all sections of the application form |  |
| Your application for credit transfer/ APCL should be submitted to the APCL Coordinator[[3]](#footnote-3) in the academic department to which you wish to apply.  Applications and supporting documentation should be received by the APCL Coordinator in the relevant academic department as early as possible and prior to the date of enrolment on the chosen programme of study. Applications will be considered and you will be notified of the decision as soon as practicable and before the start of any relevant modules. The department will notify you in writing of the University’s decision. | |

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| **Applicant Declaration**  I certify that the information I have provided in this form is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of Liverpool Hope University.  By signing this application I also confirm that:  I have not previously had studies terminated or been excluded from a previous University and  I have not been the subject of proven academic misconduct.  Signed:  Name in Capitals:  Date: |

1. Exceptionally, APCL applications into Level H (year 3) will be considered on a case by case basis by either a Special Cases Panel or, where appropriate, by the Associate Dean International, the Subject nominated representative and the Dean (where the applicant is from a recognized international partner and an extensive mapping exercise has taken place). [↑](#footnote-ref-1)
2. You are responsible for ensuring that all evidence and supporting material is submitted in English. Translations into English must be certified with original documents available on request. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)