ADMISSIONS POLICY AND PROCEDURES

PLYMOUTH MARJON UNIVERSITY

ADMISSIONS POLICY AND PROCEDURES

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1   INTRODUCTION

1   The Admissions Policy and Procedures document provides the framework for admissions practice across the University. It seeks to reflect the core values of Plymouth Marjon University and aligns with the revised UK Quality Code for Higher Education ensuing a reliable, fair and inclusive admissions system.

2   The Admissions Policy and Procedures document contains the:

- **Admissions Policy** stating the aims and intentions of the University in relation to the admission of students and interviews;
- **Procedures** stating the means, by which, those aims and intentions are to be achieved.

3   There are also instructions and guidance available to staff in order to support the implementation of this Policy and its Procedures. These are updated regularly and circulated to staff within the University to ensure institutionally coherent practice and implementation.

4   Please refer any enquiries to admissions@marjon.ac.uk or telephone 01752 636890.

2   ADMISSIONS POLICY

2.1 Principles

1   The University values and seeks diversity in its student community in line with the institutional 'Marjon Growth Plan 2019-2025 – Phase 2: Centred on Student Success'. The Plan identifies the development of a values-driven learning community in which we seek to support the holistic well-being of every student and staff member.

2   The University welcomes applications from motivated candidates from all backgrounds and recognises that student potential is not solely limited to formal academic qualifications. The University particularly welcomes applications from those whose backgrounds are under-represented within the higher education sector, generally, and the institution's own demographic, specifically. Consistent with this approach, the University is committed to recognising academic and also alternative, relevant, records of achievement for each applicant.

3   The University strives to effectively recognise and harness the potential of its applicants to succeed in their chosen programme of study. The Policy and Procedures operate to support students in this objective, at each stage of the admissions process, as part of the development of a more holistic approach to the student journey, consistent with the Strategic Plan.

4   The University is committed to promoting equal opportunities for all students and consequently recognises that higher education is enriched by a diverse student body that is reflective of the wider community, inclusive of students from the worldwide community. The University assesses, therefore, all applications, whether part-time or full time, in an equitable way.

5   The Admissions Policy aims to be fair to all applicants and to meet the obligations derived from relevant legislation and University policy. The

pertinent legislation is listed in Appendix 1 and manifest in the relevant University Strategies, Policies, Procedures and Schemes listed in Appendix 2.

2.2   Aims

1   The aims of the Admissions Policy are to ensure that:

- applicants are treated fairly, with respect and are given equal consideration
- the overall balance of the student population reflects that of the wider community
- applicants are appropriately supported and guided through the process
- sound decision making by applicants and the University is assured
- the University's strategic objectives are recognised
- the University is committed to providing a quality applicant experience.

2.3   Admissions criteria

1   The admission of any student is determined by the assessment of the applicant's potential to successfully complete and benefit from their proposed programme of study, as evidenced by academic, personal, professional and other relevant criteria.

2   Individual programmes of study may specify entry and include subject specific elements. These are established in accordance with the requirements of specific programmes. The University seeks to accommodate part-time provision wherever possible, although details may vary according to programme; further information is available on the University's website.

3   No candidates are excluded from entry to a University programme as a consequence of the following protected characteristics: age, disability, gender or gender reassignment, race, religion or belief and sexual orientation.

4   Applications from candidates with disabilities are judged on the basis of the criteria described above, subject to professional practitioner requirements where they apply. All applicants being offered a place are sent a letter from the University's Disability and Inclusion Advice Service (DIAS), via Admissions, inviting the applicant to discuss support needs, in advance of the commencement of the programme.

5   Applications from candidates with criminal convictions are carefully considered. Applicants must, upon request, provide full details of any convictions. A criminal record is not necessarily a bar to admission and each case is considered on an individual basis, dependent upon the nature of the offence and the requirements of the programme. The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardise the security, safety or reputation of the University or its community, whether or not the particular programme is accredited by a Professional, Statutory or Regulatory Body (PSRB).

2.4 Authority and responsibility

1   The University's admissions process is governed by this Admissions Policy and the associated Procedures. These in turn represent the University's regulatory framework for admissions practice.

2   The authority to admit a student to a particular programme of study ultimately resides with the University Secretary and Registrar. The authority to undertake academic decisions is normally devolved to the Admissions Team who normally accepts the advice of the relevant Programme Leader. The responsibility for non-academic decisions is normally devolved to the Registry & Compliance Manager.

3   All University staff responsible for taking admissions decisions discharge that responsibility in accordance with the University Admissions Policy and

Procedures. This responsibility also encompasses those staff, at approved partner organisations, where any responsibility for admissions has been delegated by means of an agreement between the University and the partner.

2.5   Support and Review

1   The University is committed to ensuring that all staff responsible for taking admissions decisions undertake regular training and receive appropriate updates.

2   All University staff, students and applicants have access to the Admissions Policy and Procedures, which is published upon the University's website as a part of the Academic Strategies and Policies Framework.

3   The University Admissions Policy and Procedure document and its operation are reviewed annually.

3 PROCEDURES

3.1 Principles

1   This document provides the procedural guidance for all aspects of the admissions process and is available to University staff, students and applicants through the University's website.

2   The University recognises the value of diversity in the student community and is committed to widening participation to achieve this end. It will, through the application of these policies and procedures, seek to encourage a broad range of applicants and give each the opportunity to present their achievements and potential through the application process.

3.2 Information to Applicants

1   The University endeavours to offer appropriate information and support to both potential and actual applicants, enabling them to make informed choices and decisions at the relevant stages of the admissions process utilising a variety of media.

2   The University annually provides accurate and up-to-date material on its academic and support services (eg Accommodation, Library and IT provision) requirements, inclusive of entry requirements, fees and student regulations, to all enquirers and applicants at key stages in the admissions cycle.

3   Specific application information is made available to enquirers and applicants by the University through the Universities and Colleges Admissions Service (UCAS) (and other equivalent service providers where applicable), the University prospectus, hard copy materials, the University website and other electronic means inclusive of digital fora.

4   The University develops and provide a range of interactive events, including Applicant Days, Open Days, recruitment fair engagement and a contemporary online presence. The University's focused approach will evolve a portfolio of interactive opportunities for potential applicants.

5   The University provides, either upon request or via online resources available on the website, access to externally published information on University performance, in addition to its own Admissions Policies, Procedures and supporting documentation.

6   The University ensures that updates to decisions (inclusive of decisions taken in response to written requests for deferred entry), and/or programmes upon which decisions have been made, are communicated to prospective students at the earliest opportunity.

7   The University makes available to applicants all relevant information relating to registration, induction and orientation at the appropriate point in the cycle in order to support their effective integration into the life of the University.

3.3   Entrance Requirements

1   The University determines its entry requirements and selects students in accordance with policies and procedures that are founded on the principles of consistency, equity, fairness, transparency and excellent customer service.

2   The admissions requirements for programmes of study are stated in the University's Regulations for Academic Awards (Section 8 in the Student Regulation Framework). Applicants who are not able to provide the evidence listed in those regulations will provide evidence in a form appropriate to demonstrate the acquired knowledge, understanding and skills necessary to succeed on their proposed programme of study.

3   Changes to policy or entry criteria are approved by the senior university authority and communicated within the University and beyond at the appropriate point in the admissions cycle, in a timely manner for all applicants to fully consider.

4   Programme Leaders determine specialist entry criteria such as interview and portfolio requirement in accordance with the needs of the programme and make explicit and transparent the purpose and reason for the variation.

5   The University's Regulations for Academic Awards permits admission with credit and states the limits of credit allowed towards an award of the University. Applicants seeking admission with credit will follow the procedures described in this policy. The Admissions and Registry teams are notified of the outcome of each case considered, including a statement of any modules contributing to a programme from which the candidate may be exempted.

6   The University normally responds to applications within ten working days of receipt of an application. The appropriate parties are notified if it is evident that this commitment is likely not to be met.

7   Admissions decisions are communicated to applicants through either UCAS or directly by letter or other permanent format. An offer from the University contains details of academic and other conditions or confirmation of an offer where an applicant is pre-qualified.

8   The Admissions Team will provide feedback, upon written request, to any rejected applicant.

9   The University will only use personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (GDPR)/UK Data Protection Act 2018. Personal data provided to the University will be used solely for the purpose or purposes outlined in any fair processing notice in a transparent manner at the time of collection or registration where appropriate, in accordance with any preferences expressed. If asked by the police, or any

other regulatory or government authority investigating illegal activities, we may need to provide your personal details. The University may share applicant data with programme delivery partners where the partner is directly involved in the admissions process. All such third parties are prohibited from further processing an applicant's personal information, beyond this specific purpose, and they are required to maintain the confidentiality of this information. The University does not disclose sensitive personal information without the explicit consent of the applicant. For further information on this policy, please contact admissions@marjon.ac.uk or telephone 01752 636890.

3.4   Information to Staff

1   The University ensures that all staff, involved at each stage of the admissions process, are informed and clear about their roles and responsibilities and receive the necessary training and staff development to ensure they are both efficient and effective in their roles.

2   All staff with responsibilities for setting admissions criteria and decision making receive regular updates on relevant internal and external agency policies, procedures and guidelines. Staff with support or service responsibilities, are informed of admissions policies and procedures and are updated regularly on the relevant aspects.

3.5   Responsibilities of Applicants

1   The University expects applicants to be aware of their responsibilities in support of the effective operation of the application and admissions process. Such responsibilities include, amongst other things, an awareness and engagement with the relevant University regulations, requirements and procedures and the University's Terms and Conditions as provided by the University.

2   Applicants are made aware of the obligations placed upon them at each stage of the admissions process through engagement with the information specifically directed to them.

3   Applicants have the right to appeal against an outcome of a selection decision as referenced in 3.6.

4   After applicants accept an offer as either a Firm or Insurance place, they will have a 14 day period from the date of acceptance within which they can change their mind.

3.6 Appeals and Complaints

1   An applicant who is dissatisfied with any aspect of the application process to join the University should contact the Admissions team in the first instance, as an informal resolution of their complaint may be possible. If the applicant is dissatisfied with the informal response then they may write formally to the Registry & Compliance Manager, within twenty working days of receipt of the notification of the informal response. Applicants have no right of appeal against an Admissions decision made on academic grounds.

2   The letter or e-mail should be entitled 'Admissions Complaint' and should clearly state the reasons for the applicant's dissatisfaction and any potential outcome that would resolve the complaint.

3   If the formal response does not resolve the complaint, the applicant may appeal against an Admissions decision. The appeal should include new information about the application that was not available at the time of selection and/or evidence of a fault in the admissions procedure that has led to a potentially unsound decision.

4   The University Secretary and Registrar and a member of Senate will convene as an Adjudication Panel to investigate the complaint in such a way that all those involved in the complaint are given an opportunity to present their views. Where the University Secretary and Registrar is involved in the substance of a complaint, another member of Senate is nominated instead. At the discretion of the University Secretary and Registrar, this may involve face-to-face meetings. Where the Adjudication Panel deems a complaint to be without adequate substantiating evidence they may decide to reject it without further investigation.

5   The Panel meets as soon as is practicable and considers evidence concerning the complaint. If the applicant is invited to meet the Panel, s/he may be accompanied by a 'friend' who has a right to be heard only at such points during the proceedings as the applicant directs. Should the applicant choose not to attend, the Panel decides the outcome in the absence of the applicant.

6   The University Secretary and Registrar then informs the applicant in writing of the steps that were taken to investigate their complaint and the reasoned outcome.

7   The Panel may not change an admissions decision, but may return the application to the Admissions Team for reconsideration within the context of the new information.

8   The outcome of the Adjudication Panel's deliberation is issued to the applicant within thirty working days and is final.

9   An applicant making a complaint is not discriminated against in any way.

3.7 Monitoring

1   The University reviews its admissions activities annually in order to ensure that its policies and procedures operate effectively and continue to reflect sector good practice.

2   The Senior Management Team considers the operation and outcomes of the admissions arrangements, together with the Senate and the University's Regulations and Policy Review group..

3   The University only processes prospective student data in accordance with the EU General Data Protection Regulation (GDPR)/UK Data Protection Act 2018. The information contained in an application is used primarily for the purposes of processing the application. If an applicant is admitted to the University the information forms part of the student record.

4   The Admissions Team corresponds with the specific applicant only, regarding their application, unless the applicant provides explicit written permission for the University to engage with a third party (eg parent or guardian) or has indicated this on their UCAS application.

5   The University may share student data with a partner institution where this is necessary to deliver a course, collaboratively or jointly, between the University and the partner institution and/or where it is required to fulfil a contractual obligation to the student.

4   INTERVIEWS

4.1   Scope

1   This policy applies to all interviews conducted to assess the suitability of applicants for entry to programmes offered by the University and which result in a formal offer or reject decision on suitability to study on the programme at the University.

2   Informal meetings with University staff where prospective applicants can discuss the University's programmes, entry requirements and their suitability for selected programmes are not considered interviews within the context of this policy.

4.2   Selection

1   For the majority of programmes, the University does not require candidates to be interviewed as part of its recruitment process.

2   All partnerships will ensure that selection procedures for interviewing prospective students are consistent with this policy.

3   In some cases (eg professionally accredited programmes) the University will interview applicants where there is a legal and/or regulatory requirement, or it is considered to be the most appropriate method of assessing suitability.

4   Where candidates are known to staff in a personal capacity, the staff member will not be involved in the selection process and will declare any interest at the outset.

4.3   Criteria

1   Those involved in drawing up interview criteria or assessing candidates will have completed appropriate equality and diversity training.

2   Appropriate selection criteria and assessment methods will be documented and agreed in advance. Criteria and assessment methods used will be consistent with the University's Admissions Policy.

3   The processes, criteria and nature of assessment will be made available to all applicants who are to be interviewed. Where appropriate, information will be published and available prior to application. More detailed information will be supplied to those invited to an interview. If using any form of selection 'test' it will be made clear to all applicants why and how the test is being used.

4   The questions, that all applicants will be asked, will be agreed in advance to ensure that everyone has the same opportunity to express themselves. Applicants will not be asked different questions based on their personal circumstances. The questions will need to be formed according to the agreed selection criteria and focus upon the attributes required.

5   Candidate may not be asked about medical conditions or disabilities or any criminal offences.

4.4   Scheduling

1   Interviews should be scheduled as flexibly as possible in order to minimise the chance of applicants being unable to complete this part of the selection process. This should include, where possible, providing adequate notice (usually at least two weeks and ideally more to applicants who have to travel from overseas) when inviting an applicant to an interview; an alternative interview date should be offered to applicants (if requested) where possible.

2   All undergraduate applications received by the UCAS annual deadline of 15th January will need to have been interviewed by the end of April to meet the UCAS institutional deadline, subject to any change in the UCAS deadlines.

3   If the University cancels or postpones an interview, applicants will be offered a revised interview date. If the applicant fails to attend an interview, without informing the University in advance, the University reserves the right not to provide a revised interview date.

4.5   Alternative Methods

1   The University may conduct remote interviews if appropriate (eg via Skype or other digital fora) or telephone for international applicants who may not be able to travel to the campus. Remote interviews should follow the same principles and guidance as onsite interviews.

4.6   Age Appropriate and Gender Balance

1   Interviews should normally be conducted by a minimum of two trained interviewers and, where possible, have an appropriate gender balance. Interviewers should try to ensure that they are not alone with the candidate at any time. It is essential that at least one member of the interview panel has received recruitment and selection training, as offered by the University.

2   If a candidate is under 18 years of age at the time of interview, arrangements will ensure that two members of staff are present or that shared interview facilities are used. This includes interviews conducted using digital fora.

4.7 Expenses

1   The University does not refund the costs applicants may incur when travelling to an interview.

4.8 Additional Requirements

1   Applicants will be asked, prior to interview, if they have any additional requirements, whereupon appropriate arrangements will be put into place. Staff are expected to co-operate with these arrangements to ensure that all individuals have an equal opportunity at interview stage.

4.9 Identification

1   Procedures should be in place to verify the identity of the interviewee for both onsite and remote interviews using photographic identification documents

4.10 Appropriate Conduct

1   Interviewers should:

- avoid overly-aggressive questioning or joking familiarity at interviews, and should avoid behaviour that may frighten, embarrass or demoralise the applicant

- not enter into discussion about the equivalence of qualifications with applicants (queries about the equivalence of such qualifications should be noted and then discussed with the Admissions Team)

- not refer to choices made at other Higher Education Institutions, ensure that they follow agreed procedures for keeping a record of the interview

- not enter into discussions about criminal offences or medical history or disabilities. If these topics arise, the interview should prevent the conversation from developing further and advise the applicant to contact the Admissions team.

4.11 Confidentiality

1   Documents relating to individuals will be held in the strictest confidentiality and in accordance with the EU General Data Protection Regulation (GDPR)/UK Data Protection Act 2018. Application forms will not be copied or information shared with anyone outside of the selection process. Interviewers will be provided with the relevant information by the Admissions Team and will return all documents once the review has taken place.

4.12 Interview Decisions

1   Following the interview, the outcome will be communicated to the applicant by the Admissions Team as quickly as possible (normally within 10 working days). If there is to be any delay in communicating a decision (for example if all interviews are conducted before decisions are communicated) the applicant will be notified.

2   Communications with applicants following an interview will be coordinated by the Admissions Team.

3   Decisions to offer a place or not will be based upon whether the individual has the appropriate skills/experience/qualifications to enable them to be successful.

4   Decisions should not be influenced by any factors such as medical conditions or disabilities. Should the applicant make data of this nature known, the interviewer should inform them that a note can be recorded on file; it will not be taken into account in terms of the decision to offer. It may be appropriate to suggest a further meeting, following the offer, if the applicant would like to discuss, for example, potential adjustments required to the programme/placements etc. Criminal offences should not be discussed at all.

5   Formal records of the interview are collated and securely stored by the Admissions Team. These records should then be destroyed in accordance with the statutory requirements of the Data Protection Act 2018, consistent with the University's Record Retention Schedule.

4.13 Feedback

1   Feedback is available to all candidates and any interview records compiled are subject to the EU General Data Protection Regulation (GDPR)/UK Data Protection Act 2018. Any written notes from interview can be requested by applicants. It is important that care is taken in the wording of such notes and that any record is appropriate.

2   Requests for feedback should be made in writing, by the applicant, to the Admissions Team.

3   The University may be required to amend any of the above recommendations in line with new legislation and good practice.

5   ADMISSION WITH CREDIT

5.1 Scope

1   Applicants to the University may apply for initial entry or accelerated entry
through the accreditation of prior certificated learning and/or experiential
learning. Applicants may apply for non-standard entry based on the
recognition of their prior learning. Applicants to the University may also apply
for advanced entry to a programme through Accreditation of Prior Learning.
Please refer to the Student Regulation Framework, Section 8.6.1.

5.2 Accredited Prior Certificated Learning (APCL)

1   This is the process, through which previously assessed and certificated
learning is considered and, as appropriate, recognised for academic purposes.

2   Applicants who have accumulated credits on a programme of study at another
educational institution or delivered under an accreditation agreement with the
University or another educational institution, may be admitted to an
appropriate programme of study with remission of the credits already gained
up to the limits stated in the University's Student Regulations Framework.

3   The applicant will submit certificated evidence of the credits awarded, together
with any back up documentation required to enable the University to verify the
credit levels and the curriculum studied, usually a transcript.

4   Evidence of certificated learning will normally be provided by a Higher
Education Institution (HEI) and meet the UK Quality Code for Higher
Education requirements.

5   The credit must:

- be authentic

- be relevant to the subject route

- have sufficient currency

6   Where minor elements of the University programme have not previously been studied or adequately covered, the Programme Leader may require the applicant to undertake bridging work to satisfy the required knowledge base for a particular module.

5.3 Accredited Prior Experiential Learning (APEL)

1   APEL is the process through which learning achieved outside education or training systems is assessed and, as appropriate, recognised for academic purposes.

2   The following criteria will be used to make judgements about entry to undergraduate programmes on the basis of APEL. These criteria have been drawn from a variety of professional sources. It is possible to express these criteria in a variety of forms, but underlying them all should, as a minimum requirement, be the cognitive skills necessary to undertake a programme of higher education, and the willingness to work hard individually and in groups to develop academic potential.

3   The ability to

- think critically and creatively

- work autonomously

- work and learn collaboratively

- reflect on one's own learning

- construct a coherent and logical argument based on sound evidence, both verbally and in writing

- handle stress and criticism and cope with change

- manage time

- work systematically over time, on a task to produce a substantial, coherent product or artefact. This can refer to an extended essay, project, multimedia assignment or other relevant substantial activity.

4   It is the applicant's learning from past experience and not the experience itself that is being assessed. Evidence, therefore, must clearly indicate that learning relevant to general criteria shown above has taken place and will be an academic judgement by the Programme Leader.

5   Evidence of this learning will normally be through submission of a portfolio and can be demonstrated in a variety of ways, for example:

- written reflection on the experiential evidence listed in the portfolio;

- oral assessment with an experienced assessor;

- examination of an authentic product of the student eg essay, project, video, artefact, etc;

- direct observation of student performance – giving a lecture, contributing to a seminar, coaching etc;

- indirect witness testimony as to a student's skill, competence, knowledge and understanding;

- references, line manager's report, testimonials;

- a specific task set by the assessor to supplement the existing portfolio.

6   Registry will retain copies of any evidence presented in line with the University's retention schedule.

5.4   Decisions

1   Registry will submit the evidence to the Programme Leader.

2   The Programme Leader will complete the APL Mapping Form (Appendix 3) to demonstrate that module-specific learning outcomes have already been achieved to permit entry with credit to the University programme and list the modules to be exempted.

3   The Registry and Compliance Manager will consider and approve each such admission.

5.5   Charges for APL

1   The University reserves the right to charge at £50 per module to any applicant who does not progress after the review.

5.6   Grading

1   APL credit is awarded only at pass/fail level.

2   There is no opportunity for grading to take place unless the candidate takes the module(s) and completes the specific module assessments. In accordance with the University's Regulations for Academic Awards, grades obtained in certificated or uncertificated learning elsewhere will not be used in the calculation of the award classification or final grading at either undergraduate or postgraduate level.

APPENDIX 1

Relevant legislation

EU General Data Protection Regulation (GDPR), https://www.eugdpr.org/

The aim of the GDPR is to protect all EU citizens from privacy and data breaches in an increasingly data-driven world that is vastly different from the time in which the 1995 directive was established. Although the key principles of data privacy still hold true to the previous directive, many changes have been proposed to the regulatory policies; the key points of the GDPR as well as information on the impacts it will have on business can be found below.

Data Protection Act 2018 defines a legal basis for the handling of personal information relating to living people.

Freedom of Information Act 2000 creates a general right of access, on request, to information held by public bodies.

Rehabilitation of Offenders Act (1974) enables some criminal convictions to be regarded as 'spent' after a rehabilitation period. Certain professions and employments are exempt from the Act so that individuals are not allowed to withhold details of previous convictions in relation to their job when applying for positions in similar fields.

Human Rights Act (2018) the Act makes it unlawful for a public body to act in a way which is incompatible with the European Convention on Human Rights.

Equality Act (2010) the Act bans unfair treatment of people because of protected characteristics they have. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment

Safeguarding Vulnerable Groups Act (2006) allows for the vetting of people who work or seek to work with children or vulnerable adults, and for the barring those considered to be unsuitable for such work.

The Education (Fees and Awards) (England) Regulations 2007 state the legislation concerning tuition fees and the entitlement to student finance in England.

http://www.legislation.gov.uk/browse

APPENDIX 2

Relevant University Strategies, Policies, Procedures and Schemes

University documents are available on our website at

https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/

Equality and Diversity Scheme

www.marjon.ac.uk/about-marjon/diversity/

Widening Participation

https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/APP_2019-20_V1.pdf

Student Regulations Framework

https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework-2020-21-valid-september-2020/

Terms and Conditions

www.marjon.ac.uk/courses/terms-and-conditions/

Accredited Prior Learning

https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework-2020-21-valid-september-2020/

Compliance Policy

https://www.marjon.ac.uk/about-marjon/institutional-documents/academic-strategies-and-policies/

APPENDIX 3

APL Mapping Form

To be completed by the Programme Leader and forwarded with the evidence submitted to admissions@marjon.ac.uk. Please refer to the University's Admissions Policy and Procedures (Section 5) and Regulations for Academic Awards (Section 8.6)

Student Forename		
Student Surname		
Student Number		Applicant or Current Student
Programme Title		
Details of evidence provided:		
Previous certificated modules or experiential learning being used for APL	Marjon Modules against which the APL is being mapped with Learning Outcomes covered	
Total APL credits claimed and level		
Submitted by:		
Registry Approved:		
Date approved:		

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	Version 1.2 revised to take account of new APL policy, to MRSC 10 June 2010.
	Version 1.3 updated to take account of institutional restructuring, November 2010
	Version 1.4 incorporating minor amendments by MRSC.
	Version 1.5 to ADC for comment June 2012
	Version 1.6 annual update, approved by Academic Board 29 June 2012
	Version 1.7 annual update incorporating appeals and complaints procedure 21 May 2013
	Version 1.8 approved by APDC with further amendments on 9 July 2013
	Version 1.9 Consolidation of most recent suggested amendments in preparation for review by AQSC. Approved at AQSC 12, 8th June 2016: responsibility transferred to ADC from the start of the 2016-17 academic session.
	Version 1.10 approved by ADC with minor amendments, 31st May 2017.
	Version 1.11 annual update including minor amendments and GDPR compliance, approved by Academic Board, 1st June 2018.

	Version 1.12 revised to include APL coverage, approved at Senate on 10th April 2019 (Senate 18-04). Version 1.13 annual update including minor amendments