

## Accreditation of Prior Certificated Learning (APCL) application form

If you would like credit from a previous award-bearing course to be taken into consideration for exemption from modules of a programme of study at the University of Birmingham, please complete this application form in full. Please refer to the 'Guidelines for Students Making an Accreditation of Prior Certificated Learning (APCL) Claim' when completing this form.

Please also help us to ensure that we receive sufficient information and documentation to assess your claim by completing the checklist at the end of this application form. Failure to supply adequate evidence with your application will mean that we are unable to process your claim.

Please note that, unless there are exceptional reasons, we will not consider previous studies that are more than five years old for the purpose of APCL. If your studies are more than five years old please refer to the University's APCL Guidelines before making a claim.

Please attach a cheque for £25 to your application. Cheques should be made payable to the 'University of Birmingham'. **There is no charge if you only want qualifications obtained, or modules taken, at the University of Birmingham to be taken into consideration.**

If you are making an APCL claim on the basis of studies that are more than five years old please give reasons within Section C (approximately 500 words) why you believe your prior learning is still current for the purpose of credit transfer.

PLEASE NOTE THAT COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE THAT EXEMPTION WILL BE GRANTED

### Section A: Personal details

University ID Number

Title

First Name/s

Surname

Address

Postcode

Telephone No

Email

Programme of Study applied for/studying at Birmingham that you wish to claim credit towards

Month and year of entry

## Section B: Details of previous studies for which you are claiming credit

Please provide details of all previous studies that you wish to be considered for APCL, including any studies undertaken at the University of Birmingham. If you wish to claim for separate periods of study, then please complete a separate Section B of the application form for each period of study.

### 1. Course Details

Name and Address of the Institution where your previous studies were taken

  
  
  


Qualification

Course Title

Period of Study

From

       

To

       

Was the course completed?

Yes

No

Date Qualification Awarded  
(if the course was completed)

       

### 2. Completed Course Modules

Please list the title, credit value, level and date of completion of all modules undertaken as part of your previous studies below.

Please note that credit cannot be given for part of a module.

Module Title	Credit Value	Level of Study	Date Module Complete

### 3. Course Structure

Duration of Course (or duration of the module/s studied if the course was not completed)

years

months

Mode of Study

Full-time

Part-time

Distance

Level of Study (Please specify below)

Level C (Certificate)

For example, CertHE and first year Bachelors Degree level

Level M (Masters)

For example, PG Cert, PG Dip and Masters degrees

Level I (Intermediate)

For example, DipHE, Foundation Degrees and second year Bachelors Degree level

Level D (Doctoral)

Doctorates

Level H (Honours)

For example, AdCert, BPhil and Bachelor Degree (Honours)

Total Number of Credits Required  
for Award of Qualification



## Application checklist (Please tick the boxes on the right as applicable)

### Before you return your application for credit to Admissions please ensure that you have

Made an application for admission to a programme of study at the University of Birmingham prior to making this claim for credit transfer, and therefore have written your University ID number in Section A.

Included details of **all** previous studies that you wish to be considered for credit transfer, including any studies taken at the University of Birmingham.

Attached adequate supporting evidence of the successful completion of any previous **studies taken outside the University of Birmingham**. That is, certified copies of academic transcripts, degree certificates, and information about the course or module content.

Checked that your previous studies were taken at the same level as the University of Birmingham studies for which you are seeking exemption.

Attached a cheque for £25 (made payable to the 'University of Birmingham') as payment for the consideration of previous studies taken outside the University of Birmingham.

Included proof of any change of name if relevant.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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### Please return this form to:

The Admissions Manager (APL)  
Admissions Office  
C Block Aston Webb Building  
University of Birmingham  
Edgbaston  
Birmingham  
B15 2TT

UNIVERSITY OF  
BIRMINGHAM

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