# Entering Exemption Credit & Prior Learning

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

#### Version Table

Revision	Description	Author	
01	Author	K Thierens	17/03/23

### 1. Summary and other guides this links to

This document covers how when and how to apply exemption credits to a student record and provides an overview of SITS functions and processes that relate to exemption credit entry. Exemption Credits may also be referred to as Recognition of Prior Learning (RPL), Advanced Standing or Credit Transfer.

The University's Academic Regulations define RPL as a process which enables certified and un-certified prior learning to be recognised and taken into account when awarding credit towards an award of the University <u>Section A: General Regulations</u> 2022/3

Students who enter directly into year 2, 3 or 4 of their programme of study, need to have exemption credits added to account for their prior learning (i.e. if a student enters in year 2 they would need to have 120 exemption credits added, in year 3 it would be 240 and year 4, 360). These need to be added per year to account for the 'missing' (accredited) year / module so that their record reflects the corresponding number of credits for their programme. This is so that when they come to graduate, SITS can automatically and correctly work out their degree classification as their record has been updated with their credits for the approved prior learning.

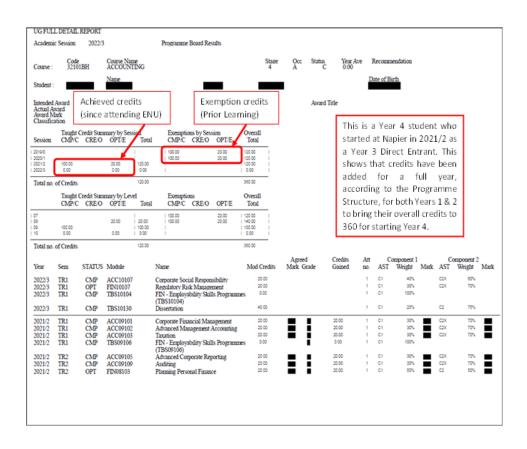
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# 2. Step-By-Step Instructions

2.1 The detailed technical steps to be undertaken to enter exemption credit (by student or by module) is available on SITS Guides and Bulletin Board SharePoint site at: <u>Exemption Credit Entry.docx</u>

2.2. Exemption credits must be added before the first Programme Assessment Board of the session for those students. This is necessary to ensure that any board papers that are presented, show the correct information, including the number of credits that students have gained through prior learning as well as those achieved whilst studying at Edinburgh Napier University).

2.3 In the example below, the printed Board Paper shows the student's current year so their Board Paper should show that they have completed the corresponding modules (and credits) for their previous years 1, 2 and 3. A student in Year 4 should have gained 360 credits from Years 1, 2, and 3 with 120 credits being achieved each year. If there are no previous credits listed or modules on the Board Paper, then this indicates that they are a direct entrant and exemption credits need to be added.



# 3. Additional Information

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