



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 [Section A: General Regulations 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.

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: [Exemption Credit Entry.docx](#)

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.

UG FULL DETAIL REPORT

Academic Session 2022/3 Programme Board Results

Course: Code 32101BH Course Name ACCOUNTING State 4 Occ A Status C Year Ave 0.00 Recommendation

Student: Name [REDACTED] Date of Birth [REDACTED]

Intended Award Actual Award Award Mark Classification

Achieved credits (since attending ENU)

Exemption credits (Prior Learning)

Award Title

This is a Year 4 student who started at Napier in 2021/2 as a Year 3 Direct Entrant. This shows that credits have been added for a full year, according to the Programme Structure, for both Years 1 & 2 to bring their overall credits to 360 for starting Year 4.

Session	Taught Credit Summary by Session				Total	Exemptions by Session				Overall Total
	CMP/C	CRE/O	OPT/E			CMP/C	CRE/O	OPT/E		
2019/0						100.00			20.00	120.00
2020/1						100.00			20.00	120.00
2021/2	100.00				100.00					100.00
2022/3	0.00				0.00					0.00
Total no. of Credits					120.00	360.00				

Year	Sem	STATUS	Module	Name	Mod Credits	Agreed Mark	Grade	Credits Gained	Att no.	Component 1		Component 2	
										AST	Weight	Mark	AST
2022/3	TR1	CMP	ACC10107	Corporate Social Responsibility	20.00				1	C1	40%	C2K	80%
2022/3	TR1	OPT	FN10107	Regulatory Risk Management	20.00				1	C1	30%	C2K	70%
2022/3	TR1	CMP	TBS10104	FN - Employability Skills Programmes (TBS10104)	0.00				1	C1	100%		
2022/3	TR1	CMP	TBS10130	Dissertation	40.00				1	C1	20%	C2	70%
2021/2	TR1	CMP	ACC09101	Corporate Financial Management	20.00	█	█	20.00	1	C1	30%	C2K	70%
2021/2	TR1	CMP	ACC09102	Advanced Management Accounting	20.00	█	█	20.00	1	C1	30%	C2K	70%
2021/2	TR1	CMP	ACC09103	Taxation	20.00	█	█	20.00	1	C1	30%	C2K	70%
2021/2	TR1	CMP	TBS09106	FN - Employability Skills Programmes (TBS09106)	0.00			0.00	1	C1	100%		
2021/2	TR2	CMP	ACC09105	Advanced Corporate Reporting	20.00	█	█	20.00	1	C1	30%	C2K	70%
2021/2	TR2	CMP	ACC09109	Auditing	20.00	█	█	20.00	1	C1	30%	C2K	70%
2021/2	TR2	OPT	FN08103	Planning Personal Finance	20.00	█	█	20.00	1	C1	50%	C2	50%

3. Additional Information

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