

# Recognition of Prior Learning and Credit Transfer Policy and Procedure

Effective from 13<sup>th</sup> December 2022

## Introduction

In the Recognition of Prior Learning (RPL) – Definition, Principles and Guidelines document, the Malta Further and Higher Education Authority distinguishes between four types of RPL, namely:

- a) Recognition of Prior Learning;
- b) Formative RPL;
- c) Summative RPL; and
- d) Credit Transfer.

This policy shall concern only two types of RPL as are defined by MFHEA, namely: (i) Recognition of Prior Learning, and (iv) Credit Transfer. The content below is divided into two sections which will allow a clear and instructive distinction between the sections on the basis of the European legal framework and implementation of the aforementioned types of RPL.

In these regulations, unless the specific term is deliberately intended, (a) words importing the masculine gender include all other genders; (b) words importing the feminine gender include all other genders. These regulations are to be read in conjunction with all other Statutes, Regulations and By-laws of Triagon. In case of conflict of interpretation, these regulations shall be subservient to the Constitution.

## Section A – Type 1 - Recognition of Prior Learning

### Definition

'Recognition of Prior Learning is achieved when an individual can have their learning formally assessed and quality assured to successfully be admitted to or gain exemptions to components or parts of a formal qualification or award through the use of learning outcomes.' (MFHEA 2021:3)

### Policy

- (1) Applicants applying to any of the programs offered by Triagon are subject to consideration for Recognition of Prior Learning for formal and non-formal learning of up to 50% of the total ECTS required for the successful completion of the full qualification. This RPL type will be evaluated based on the attainment of learning outcomes through the resolution of informal and non-formal experiential learning.
- (2) Applicants requesting Recognition of Prior Learning shall submit an application form (refer to Annex III) either when applying to the program of study or within the stipulated deadline indicated by Triagon. Late applications will not be processed.
- (3) The application form must clearly indicate those modules of which the applicant intends to obtain RPL - incomplete applications will not be considered.
- (4) Applicants must submit an updated Curriculum Vitae, a Professional Portfolio, Job History and/or Letters of Reference from previous and current employer to the Executive Dean.
- (5) The Executive Dean must compare the learning outcomes of the modules from which the candidate is seeking RPL, together with the experiential learning obtained by the same candidate and further confirmed through the official documentation which have been submitted as part of the application process. Detailed documentation on the mapping exercise as carried out on the modules must be retained for quality assurance and auditing purposes.
- (6) The Executive Dean shall reserve the right to assign tasks in the form of assessments of the candidate to ensure that he/she has achieved previously established set learning outcomes.
- (7) The vetted application, together with the assessment outcome (if applicable) must then be submitted to the Examination Board, whereupon a second-level verification of the application shall be conducted.
- (8) The Examination Board shall base their decision on the process as detailed in Annex I

- (9) Triagon follows the MFHEA guidelines when recording the Recognition of Prior Learning process in the candidate's transcript. Modules which receive RPL based upon this policy will be indicated with an asterisk (\*). The transcript will strive to reserve a place where all components which are marked with an asterisk to provide essential detail of the main RPL process.
- (10) Triagon endeavors to constantly maintain high standards in regard to student-centricity and all other academic matters, therefore the Executive Dean shall launch a formal process following each academic year whereby his/her team will take a sample of RPL applications and verify if the procedure carried out to award RPL is in line with the approved policy. The Curriculum Director shall then present a summary report and present it to the Examination Board.

## Section B – Type 4 - Credit Transfer

### Definition

'Credit Transfer occurs when a candidate has gained a formal award or qualification, and has received formal ECTS credit, and is looking to gain entry at an advanced stage or exemption from a component of another program of study, where the learning outcomes of the first program of study match the learning outcomes of the new program of study. The credit can either be subject specific or general credit if the learning is at the same MQF level.' (MFHEA 2021:3)

### Policy:

- (1) Applicants applying for a degree at Triagon may be considered for module exemption through academic credit transfer, based on their previously obtained formal qualification at MQF/EQF levels 4, 5 and 6<sup>1</sup>.
- (2) Applicants requesting credit transfer shall submit an application form (refer to Annex III) either when applying for the program of study or within the stipulated deadline as indicated by Triagon. The candidate may submit the RPL application prior to the start date of the program or alternatively during the course of the program. Late applications will not be processed.
- (3) The application form must clearly indicate those modules of which the applicant intends to obtain an exemption through credit transfer - incomplete applications will not be considered.
- (4) Applicants must attach the photocopy of their transcripts and submit everything by email to the Executive Dean.
- (5) The Executive Dean must compare the module learning outcomes that the applicants have submitted as basis of their application with the learning outcomes of the module that is being considered for exemption. If these are comparable in terms of (i) number of ECTS/ECVETS (ii) the MQF/EQF level and (iii) the nature of the content, the Curriculum Director will have the option to approve the application. Detailed documentation on the mapping exercise carried on the modules must be retained for quality assurance and auditing purposes.

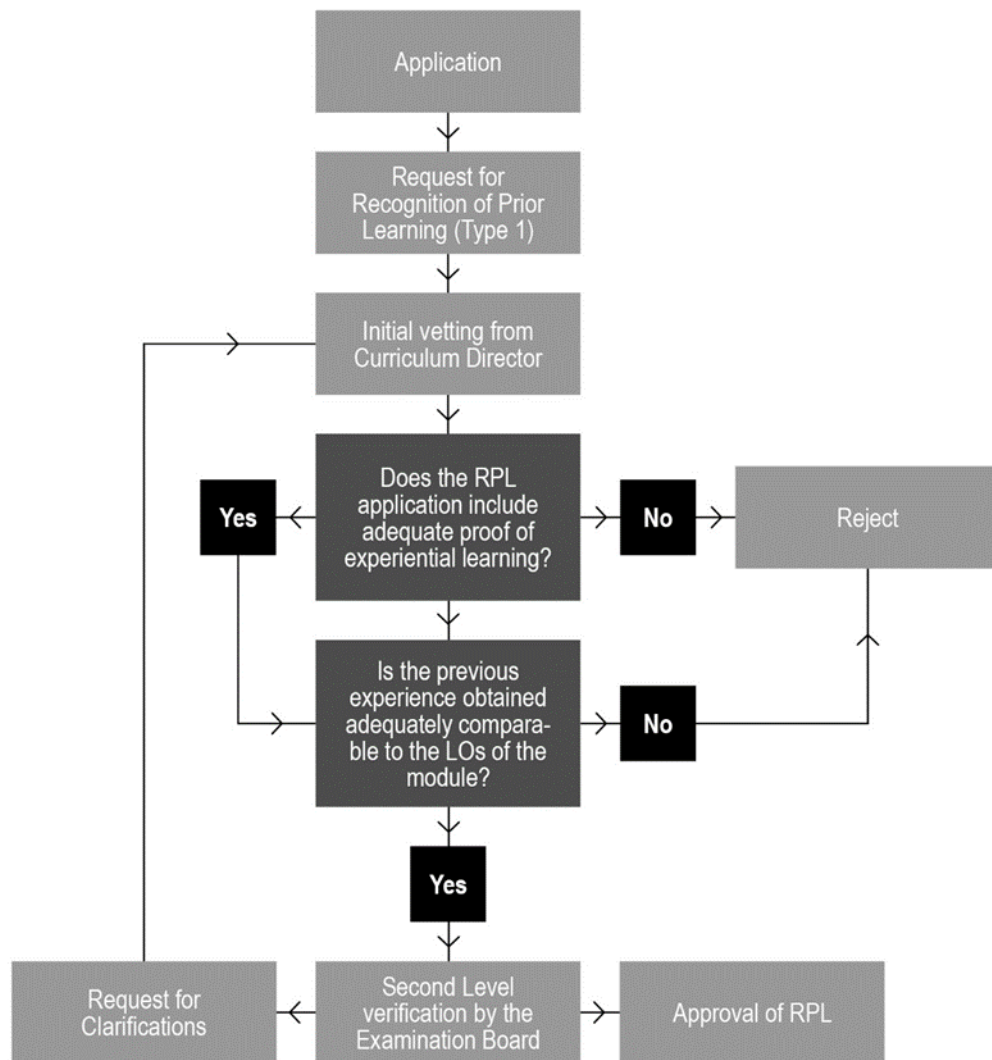
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<sup>1</sup> As per referencing report, 'One credit is defined as being equivalent to a workload of 25 hours of total learning. Education and training institutions can label credits as either ECTS or ECVETs, according to the orientation of the learning program. Both ECVET and ECTS have the same hours of total learning.' (NCFHE 2016)

- (6) The vetted application must then be submitted to the Examination Board, which shall then conduct a second-level verification of the application.
- (7) Triagon adheres to MFHEA guidelines when recording the Credit Transfer process in the candidate's transcript. Modules which receive a transfer of credit based on this policy will be indicated with an asterisk (\*). The transcript will reserve a section where all components which are marked with an asterisk provide detail of exact title of the module which has been mapped and reviewed for RPL, the EQF/MQF level and volume of credit and the date of the original award.
- (8) Triagon endeavors to constantly maintain high standards in regard to student-centricity and all other academic matters, pursuant to this the Curriculum Director shall launch a formal process at the conclusion of each academic year whereby his/her team will take a sample of Credit Transfer applications and verify whether the procedure carried out to award Transfer of Credits is in accordance with the approved RPL policy. The Curriculum Director shall then produce a summary report and present it to the Examination Board.
- (9) The Examination Board shall base their decision on the process detailed in Annex II.

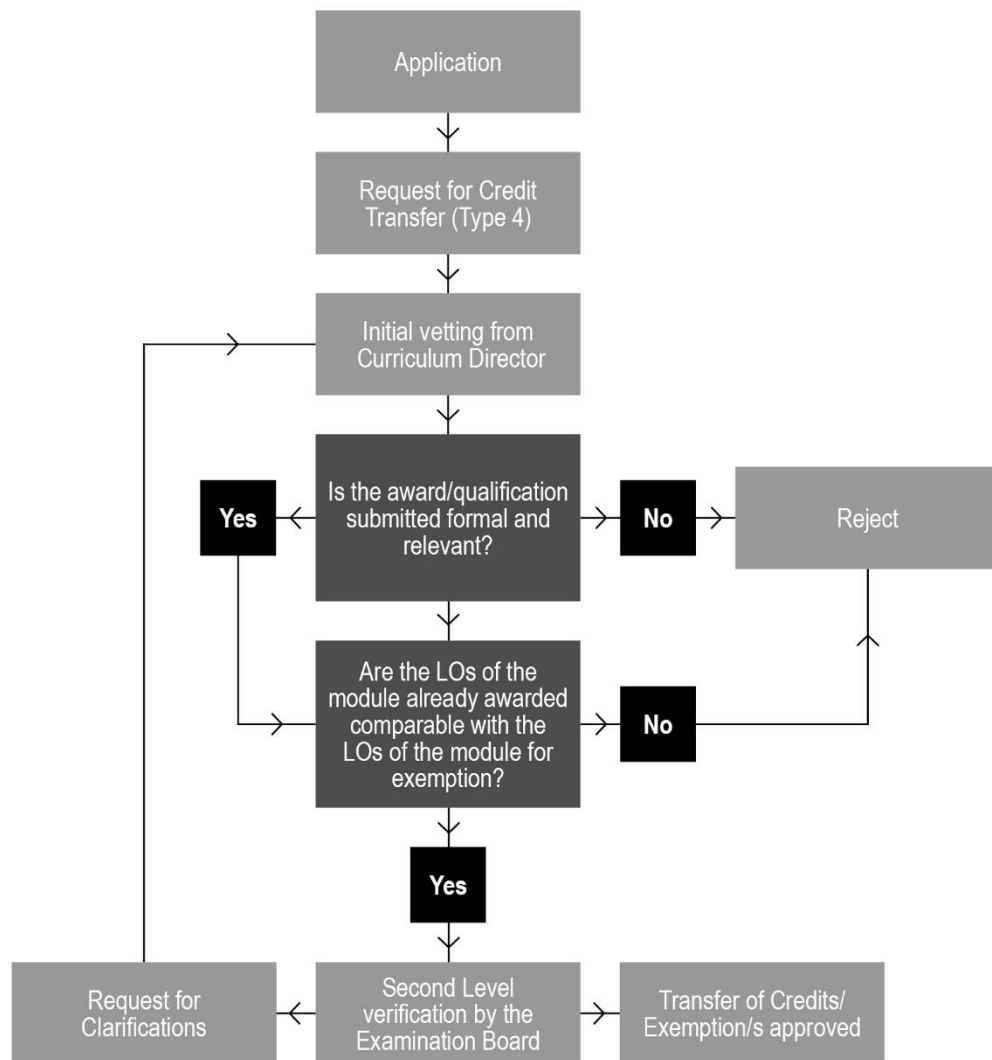
## ANNEX I

### Type 1: Recognition of Prior Learning Process



## ANNEX II

### Credit Transfer Process





## ANNEX III

### Application for Credit Transfer and Recognition for Prior Learning

Please submit this application to the curriculum director at [curriculum@triagon.mt](mailto:curriculum@triagon.mt)

#### 1. **Applicant Details**

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Name

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Address

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Email

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Telephone

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Student number

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#### 2. **Details of the Program of Study the applicant wishes to apply for Credit Transfer or the Recognition of Prior Certificated Learning**

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Program Title

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Year of entry

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### 3. Credit Transfer/ RPL Details

Credit transfer and/or RPCL claims are assessed on the following criteria:

#### **Credit Transfer**

- Official Transcript – Formal qualification obtained from a recognized higher education institution and listed on an official transcript which bears the name and identification details of the applicant.

#### **Recognition of Prior Learning**

- Authenticity – The evidence is clearly related to the applicant's own efforts and achievements.
- Recent – Evidence relates to current, recent learning within a defined and clearly stated time period (normally five years).
- Relevance – The evidence presented appropriately matches the learning claimed. Also critical is if the learning demonstrated by the evidence is relevant to the target program of study at Triagon. This means it must be at the same level, meet similar learning outcomes, and cover a similar knowledge and skills base. The level, learning outcomes and knowledge base need not be identical but must be approximate to those in the target program.
- Sufficiency – There is enough evidence to demonstrate achievement of the learning claimed.
- Validity – The evidence supports the claim. It is relevant to the learning outcomes for the area(s); the learning, knowledge, skills and achievements demonstrated are all at an acceptable level.

### a) Credit Transfer

Are you applying to transfer credits into a Triagon program of study

Mark applicable box

Yes	
No	

If Yes, complete the rest of this section. If No, move on to section 5.

Number of credits for which Credit Transfer is being sought (*Please refer to the credit transfer and RPL policy regarding permitted allowances of credit transfer/ RPCL*)

Module(s) at Triagon against which the credit would count

Institution(s) at which the credit was obtained  
(*Provide: title, faculty/ department/ school as appropriate, and full address*)

Qualification obtained

Dates of attendance

### b) Prior Certificated Learning Details

Institution(s) at which the credit was obtained  
(*Provide: title, faculty/ department/ school as appropriate, and full address*)

Qualification obtained (*Including level of qualification and grade/ mark as appropriate*)

Dates of attendance

#### 4. Supporting Documentation Checklist for Credit Transfer only

The applicant is 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.

Curriculum details of subjects studied at the (above) institution(s) (*Provide such as: program specification, module descriptions, course syllabus*)

Yes	
No	

Authorised academic transcript(s) including details of the marking scheme used by the institution(s)

Yes	
No	

Applications and supporting documentation should be received by the Curriculum Director on curriculum@triagon.mt as early as possible and as in advance to the date of enrollment of the chosen program of study.

Applications will be considered and the applicant will be notified of the decision as soon as practicable and prior to the start of any relevant modules. The department will notify you in writing of the Examination Board's decision.

## 5. Supporting Documentation Checklist for Recognition of Prior Learning Only

The applicant is 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.

Professional Portfolio and Curriculum Vitae

Yes	
No	

Letters of reference from previous and current employers

Yes	
No	

Letter of intent for obtaining Recognition of Prior Learning

Yes	
No	

Applications and supporting documentation should be received by the Curriculum Director on curriculum@triagon.mt as early as possible and prior to the date of enrolment on the chosen program of study.

Applications will be duly considered and you will be notified of the relevant decision as soon as practicable and in advance of the start of any relevant modules. The department will notify you in writing of the Examination Board's decision.

(For completion by the office of the Curriculum Director)

### DEPARTMENTAL DECISION INCLUDING FEEDBACK TO BE PROVIDED TO THE APPLICANT

Volume of credit to be transferred/ recognised as  
by prior certificated learning

Comments (eg. modules the student will be exempt from taking due to external transfer of EC-TES/ECVETS, any conditions placed on the recognition of prior certificated learning, stated reasons why the application for credit transfer/ RPCL is not acceptable)

FOR OFFICE USE ONLY

Date application received: \_\_\_\_\_

Date applicant notified: \_\_\_\_\_

Curriculum Director signature: \_\_\_\_\_

**References:**

Malta Further and Higher Education Authority (2021) . Recognition of Prior Learning (RPL) – Definition, Principles and Guidelines. Available at: <https://mfhea.mt/wp-content/uploads/2021/07/Recognition-of-Prior-Learning-Guidelines-4.pdf>