**EXEMPTION REQUEST FORM (ERF)**

**Request for Exemption based on Recognition of Higher Education Credit or Prior Learning**

**Part A - to be completed by the applicant/student**

**Please note that the onus is on you to demonstrate that you have already, reasonably recently, achieved the defined Learning Outcomes associated with the Modules/Level for which you are seeking exemption – failure to demonstrate this achievement will result in the requested exemption(s) not being granted. Please note that any information you provide may be verified by the University. Please also refer to the Exemption Guidance Notes for Applicants/Current Students.**

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| --- | --- | --- | --- |
| **Full Name** |  | **Please indicate your status below** | |
| **Date of Birth** |  |  | I am a current registered student of Brunel University London |
| **Brunel ID** |  |  | I am an applicant to Brunel University London |

|  |  |  |  |
| --- | --- | --- | --- |
| **Brunel University Modules/Blocks or Level(s) from which exemption is requested** | | | |
| **Brunel Module/Block Code** | **Brunel Module/Block Title or Programme Name (if Level exemption)** | **FHEQ Level** | **Credits** |
| *e.g (Module) CRE1234* | *Introduction to Politics* | *4* | *20* |
| *or (Programme Level) -* | *BSc Politics* | *4* | *120* |
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**Please indicate the basis for your exemption request:**

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|  | Recognition of Higher Education Credit **– please complete Table 4** |
|  | Recognition of Prior Certificated Learning**– please complete Table 5** |
|  | Recognition of Prior Experiential Learning**– please complete Table 6** |

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| **Table 4 - Exemption on the basis of RHEC- Recognition of Higher Education Credit** | | | | | | |
| **Awarding Institution** | **Country** | **Module Title(s) and code(s) on transcript or Award and Title** | **Year awarded** | **Credits (as on transcript)** | **FHEQ Level (as on transcript)** | **Grade or Mark (as on transcript)** |
| *e.g Middlemarch University* | *England* | *Essentials of Politics MP101* | *2013* | *20* | *4* | *60%* |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **PLEASE ATTACH THE RELEVANT OFFICIAL TRANSCRIPT AND ALL RELEVANT MODULE/COURSE INFORMATION TO ALLOW EQUIVALENCE OF LEARNING OUTCOMES TO BE CHECKED – FAILURE TO DO SO WILL INEVITABLY DELAY THE PROCESSING OF YOUR REQUEST.** | | | | | | |

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| **Table 5 - Exemption on the basis of RPCL- Recognition of Prior Certificated Learning** | | | | |
| **Awarding Institution** | **Country** | **Type and Name of Certificate/Module** | **Year awarded** | **Grade Classification (as shown on Certificate/Transcript)** |
| *e.g FE College of Politics* | *England* | *HND module - Essentials of Politics* | *2013* | *Distinction* |
|  |  |  |  |  |
|  |  |  |  |  |
| **PLEASE ATTACH RELEVANT OFFICIAL TRANSCRIPT/CERTIFICATE AND ALL RELEVANT MODULE/COURSE INFORMATION TO ALLOW AN ASSESSMENT OF ACHEIVEMENT OF REQUIRED LEARNING OUTCOMES – FAILURE TO DO SO WILL INEVITABLY DELAY THE PROCESSING OF YOUR REQUEST.** | | | | |

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| **Table 6 - Exemption on the basis of RPEL - Recognition of Prior Experiential Learning** | | |
| **Start date / end date** | **Explanation of Basis for exemption** | **Evidence Portfolio Contents** |
| *e.g., Sept 2009 – July 2013* | *Worked as a political researcher* | *References from work and portfolio demonstrating prior achievement of the Brunel required Learning Outcomes* |
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|  |  |  |
| **PLEASE ATTACH EVIDENCE OF EXPERIENCE TO ALLOW AN ASSESSMENT OF ACHEIVEMENT OF REQUIRED LEARNING OUTCOMES – FAILURE TO DO SO WILL INEVITABLY DELAY THE PROCESSING OF YOUR REQUEST.** | | |

**Part B – to be completed by the Admissions Office (for Applicants)/College Education Manager (for Current Students)**

What is the basis for the exemption request (see Exemptions Policy):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prior Experiential Learning** |  |  | **Prior Certificated Learning** |  |  | **Overseas HE Credit** |  |
|  |  |  |  |  |  |  |  |
| **EHEA HE Credit** |  |  | **UK HE Credit** |  |  | **Brunel Compatible Credit / Brunel Prior Credit** |  |

Type of exemption (Graded/Ungraded) permitted under the Exemptions Policy (see Exemptions Policy Table 2):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ungraded Exemption |  |  | Graded Exemption |  |

The following documents have been verified:

The following documents remain to be verified:

The following precedents/established equivalences are relevant to the decision-making:

Signed by …………………………………………….

Printed Name ……………………………………..

Position ……………………………………………….

Date ……………………………………………………

**Part C – to be completed by the College Academic Staff**

Please refer to the University’s [Exemptions Policy](http://www.brunel.ac.uk/about/quality-assurance/a-z) and associated process document. Please refer in particular to the Exemptions Policy Section 2 and Table 1 for the decision criteria to be addressed.

|  |
| --- |
| **Commentary on and Outcome of equivalence checking (for RHEC) or Assessment (for RPCL or RPEL):** |

Please complete the following Table in full as this is the information that needs to be recorded in SITS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Exemptions Granted** | | | | **Exemption on the basis of** | | | | | |
| **Brunel Module/Block Code** | **Module/Block Title or Programme and Level** | **Credits** | **Grade (if graded exemption permitted)** | **Institution** | **Module/Award** | **Year** | **Level** | **Credits** | **Grade/Mark/ Class** |
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Signed by …………………………………………….

Printed Name ……………………………………..

Position ……………………………………………….

Date ……………………………………………………

Signed by …………………………………………….

Printed Name ……………………………………..

Position ……………………………………………….

Date ……………………………………………………

**For RPCL or RPEL Assessment only, agreement of the Chair of the Panel of Examiners responsible for the modules/blocks to be exempted:**

Panel Chair Signature……………………………………………………… Panel Chair Name………………………………………………………….. Date………………………………………

**Part D – to be completed by the College Education Manager**

**All required document verification has been completed and the appropriate equivalence checking/assessment process has been completed.**

Signed by …………………………………………….

Printed Name ……………………………………..

Position ……………………………………………….

Date ……………………………………………………

**Part E – to be completed by the Admissions Office (for Applicants) or Student Records (for Current Students)**

**Applicant/Student has been notified of the Exemption decision and all relevant information has been entered into SITS**

Signed by …………………………………………….

Printed Name ……………………………………..

Position ……………………………………………….

Date ……………………………………………………