



The Institute
of Contemporary
Music Performance

Recognition of Prior Learning (RPL) and Credit Transfer Policy

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V1.0	June 22 Academic Board	Document creation	Deputy Registrar	April 2024
Related policies				
<ul style="list-style-type: none">• Academic Quality Framework• Admissions Policy• ICMP Terms and Conditions• Refund Policy• Student Disciplinary Procedures• Withdrawal and Intermission Policy				
External Reference				

1. Introduction

- 1.1. ICMP understands that learning can take place in a variety of contexts and can be achieved in many ways both formal and informal.
- 1.2. ICMP will have the discretion to admit an applicant *with exemption* from certain elements of a programme. This will occur when it is evident that an applicant has fulfilled some of the progression and assessment requirements of the programme by means other than attendance on the planned programme, and will be able by completing the remaining requirements, to fulfil the learning outcomes of the course and to attain the standard required for the award.
- 1.3. ICMP is therefore committed to the principle of Recognition of Prior Learning (RPL) whereby appropriate learning, wherever it occurs, may be recognised for academic credit towards an award, provided that learning can be assessed and deemed equivalent to the stated learning outcomes.

2. Purpose

- 2.1. The purpose of the policy is to outline the processes involved for the submission of recognition of prior learning via credit transfer, via prior certificated learning and via prior experiential learning.

3. Definitions

3.1. Recognition of Prior Learning

The process by which a student's previous learning is recognized and given a credit value. Recognition of Prior Learning (RPL) encompasses both the recognition of prior 'certificated' and prior 'experiential' learning.

3.2. Recognition of Prior Certified Learning

The process for assessing, recognising and awarding credit for learning that has been previously accredited, formally recognized or certificated through a higher education institution or other higher education/training provider.

3.3. Recognition of Prior Experiential Learning

Where applicants' prior uncertificated learning includes experience and/or industrial training that can be assessed with sufficient accuracy, it may be used to give entry with either specific or general credit.

3.4. Advanced Standing

Where an applicant can demonstrate that they have achieved all the learning outcomes of an earlier stage/level of an award, they can be granted advanced standing to the next stage/level of the award. In such cases only the courses assessed at ICMP will count towards the final award classification. This route of entry does not involve the award of credit and is therefore an admission rather than an RPL process.

4. General Principles

- 4.1. Credit awarded for prior learning is of equal credit value to that acquired through completion of ICMP's taught provision.
- 4.2. RPL is an applicant/student led activity. To qualify for an award, all students must be treated equitably regardless of the source of learning being assessed.
- 4.3. Credits may be given for prior learning where the level, standard, content, relevant and currency of that learning are appropriate to a particular programme of study.

- 4.4. RPL may be considered for any modules within the taught components of L4 of an undergraduate programme and for any modules other than the final project of a Masters programme.
- 4.5. All students, including those seeking entry based on prior learning, must meet the learning outcomes for the programme as set out in the programmes specification, either through studying the programme and/or through RPL, in order to qualify for an award.
- 4.6. All applications for the award of credit through RPL, including those arising from internal transfers, are subject to formal academic scrutiny and are the responsibility of the relevant Assessment Boards.

5. RPL and Credit Transfer Limits

5.1. ICMP has set minimum limits on the proportion of study that a student must undertake in order to be eligible for a degree awarded by ICMP:

5.1.1. For undergraduate degrees, a student must normally study at least 240 credits at ICMP. In exceptional circumstances a prospective student may be granted direct entry to level 6 of study subject to a compulsory interview with the Programme Leader and final approval granted by the Dean of Academic Studies and Registrar.

5.1.2. For postgraduate degrees, students can apply for RPL for up to a maximum of 60 credits and would be required to study the remaining credits at ICMP (including the final major project module)

Table 1: Recognition of Prior Learning credit limits

Undergraduate Study	a student must normally study at least 240 credits at ICMP	In exceptional circumstances a prospective student may be granted direct entry to level 6 of study subject to a compulsory interview with the Programme Leader and final approval granted by the Dean of Academic Studies and Registrar
Postgraduate Study	students can apply for RPL for up to a maximum of 60 credits and would be required to study the remaining credits at ICMP (including the final major project module)	

5.2. Decision outside of the above stated limits are not normally accepted. Any decisions for programmes to allow RPL outside of the limitations noted above must be approved by the Academic Board.

6. Internal Programme Transfers¹

- 6.1. Transfers between programmes may be permitted with ICMP's explicit consent.
- 6.2. A student who is registered on a programme may be permitted to transfer to another programme provided they do so within the first six months of the programme commencement and that they meet the specified entry requirements.
- 6.3. Students are expected to have sought the advice of the Programme Leaders of both relevant programmes before making an application to transfer.
- 6.4. Applications by students to transfer their registration from one programme to another after the first six months of study must be approved by the Dean of Academic Studies.

7. Transferring to ICMP from another Higher Education Provider

- 7.1. If a student from another higher education provider is considering transferring to ICMP they should:
 - i. Check that they meet the entry criteria for the programme they wish to transfer to.
 - ii. Contact the Admissions Team to express their interest in transferring and find out if there are spaces on the programme they wish to join. Alternatively, students can apply directly through UCAS as there is the option to apply for second-year entry.
- 7.2. As per the [Admissions Policy](#), ICMP considers all applications on a case-by-case basis.
- 7.3. **Required Evidence**
 - 7.3.1. Certificated prior learning must be evidenced by copies of qualifications, transcripts, detailed programme outlines indicating subjects studied, assessments undertaken and reference from relevant academic staff at the institution(s) in which the learning took place. These should indicate the equivalent number of credits and the level of study.
 - 7.3.2. Evidence of prior experiential learning can be demonstrated by, but is not limited to, the following: written reports or essays, a portfolio of work, interview, observation of a performance. It may also include references from employers.
 - 7.3.3. **False information**
 - 7.3.3.1. Students who have registered with ICMP and are subsequently found to have provided false information about their qualifications, or false personal information when applying will have their registration terminated under the [Student Disciplinary Procedures](#).
- 7.4. **Applying for RPL**
 - 7.4.1. Responsibility rests with the applicant/student making a claim to demonstrate they have acquired the required knowledge and skills and for providing supporting evidence.
 - 7.4.2. Applications for RPL must be made in writing to the Admissions Team using the RPL form.

¹ Students on Tier 4 visas are subject to Home Office regulations that may determine matters such as maximum length of studies and opportunities to change programmes. In such cases those regulations supersede ICMP's regulations. Further information can be sought from the Visa Compliance Officer.

7.4.3. Completed forms and supporting evidence must be submitted to the Admissions Team, who will forward them to the relevant staff for consideration.

7.5. Assessing an RPL claim

7.5.1. Determining whether a student has demonstrated achievement of the learning outcome is an academic judgement.

7.5.2. Claims should be assessed by the relevant Programme Leader and a recommendation made to the Deputy Dean.

7.5.3. Claims are approved by Deputy Dean and Deputy Registrar.

7.5.4. The Admissions Team will inform the student of the decision in writing within fifteen working days of the application being received.

7.5.5. The Admissions Manager will retain records of all requests for the recognition of prior learning and is accountable, through the Admissions Committee, to the Academic Board for the outcome of each request. The Admissions Policy sets out how this accountability is discharged from time to time.

7.6. Appeals against an RPL decision

7.6.1. An applicant has the right to appeal the decision and should put their appeal, including new information, in writing to the Registrar, via complaints@icmp.ac.uk no later than 10 working days from the date of when the decision was communicated to the applicant.

7.6.2. The new information will be reviewed by the Registrar and a member of the Senior Academic Team and a decision will be reached and communicated to the applicant within 10 working days of receiving the appeal letter.

7.6.3. This decision will be final.

7.7. Recording RPL on a transcript

7.7.1. Credits awarded by means of RPL will be assigned against the equivalent programme and be recorded as 'Pass' and included on the students transcript.

8. Transferring from ICMP to another Higher Education Provider

8.1. A student who is considering transferring to another Higher Education Provider should:

8.1.1. arrange a meeting a meeting with the Programme Leader to discuss their decision.

8.1.2. arrange a meeting with Programme Administration for further information, advice and guidance.

8.1.3. Students on a Student Visa should arrange a meeting with the Visa Compliance Officer to discuss the implications for their visa.

8.1.4. A student who still wishes to transfer to another provider after discussing their proposals must complete a Withdrawal Form and submit it to the Programme Administration Team.

8.1.5. Programme Administration will arrange an exit interview with the student.

8.1.6. The Registrar will confirm the withdrawal in writing.

8.2. Possible implications to consider:

8.2.1. **Financial**

If a student is in receipt of financial report from the Student Loans Company (SLC), a withdrawal from studies had a number of consequences on a student's entitlement to support. ICMP will inform SLC when a transfer to another provider has been processed, but a student can also contact SLC themselves to inform them of their change in circumstance.

For fees paid to ICMP, a student should consult the Terms and Conditions, Withdrawal and Intermission Policy and Refund Policy [\[links\]](#).

It is recommended that the student meets with the Finance and Accommodation Officer.

8.2.2. **Student Visa**

ICMP is required to report to the Home Office if a Student Visa student withdraws from their studies. It is recommended that the student meets with the Visa Compliance Officer.

8.2.3. **Accommodation**

A student who lives in student or private accommodation should refer to their tenancy agreement. A student may be liable for the remaining rent. Students are advised to meet with the Finance and Accommodation Officer to discuss.

8.2.4. **ICMP email**

A student's ICMP email account will be terminated once their withdrawal/transfer to another provider has been processed.

9. **Further Advice**

- 9.1. For general queries on student transfer and RPL, please contact the Quality Team, via qualityassurance@icmp.ac.uk for more information.