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| Maynooth-University-Logo_CMYK_AW | **Ollscoil Mhá Nuad**  **Maynooth University** |

**Form No. R8**

(Version 5, 26 June 2017)

**Non-Standard Entry /**

**Recognition of Prior Experiential Learning request**

**Principles**: While there are normally defined academic entry requirements for university programmes, it is appropriate that the University has mechanisms to allow entry to applicants who do not meet the normal requirements, but who have equivalent learning achievements which adequately prepare them for the programme. Each application requires individual review, taking into consideration a number of factors, including;

## Flexibility to admit applicants from a range of backgrounds,

## Ensuring the highest standards within programmes,

## Avoiding admitting students to programmes for which they are poorly prepared.

## There are two processes in use:

## Non-standard applicants: this process is used where the case is being made that the applicant’s academic qualifications should be considered as the primary basis for admission. This may be supplemented by relevant professional experience.

1. **Recognition of prior experiential learning**: this is used where the applicant’s professional experience is being used as the primary basis for admission.

This request form should be used in tandem with an application on the Postgraduate Applications Centre, [www.pac.ie](http://www.pac.ie). It should be submitted well in advance of the commencement and registration of the programme. For most programmes, registration is in August and September each year.

**Non-standard applicants**

The applicant should document academic courses successfully completed prior to making this application. Where there is also relevant professional experience, the Department will normally review a written personal statement and interview the applicant.

**Recognition of prior experiential learning (RPEL)**

An initial application is made to the Department concerned, and normally involves a written statement and an interview. Following this, a recommendation is made to the Registrar, who may approve progression to the portfolio stage.

As a second stage, the applicant is required to produce a portfolio demonstrating the relevant experience and capacity. This portfolio is reviewed, and used as the basis for a decision on admission.

**Application**

**Student details**

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Student number if past MU student, ***or***  PAC number if new student to MU |  |
| MU programme being applied for:  PAC code and title |  |
| Contact Email |  |
| Mobile phone number |  |

**Please indicate what process you are applying for**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Non-standard application |  | Recognition of prior learning |

**Prior academic qualifications**

|  |  |  |
| --- | --- | --- |
| **Year of award** | **Institution**  **Qualification**  **Level of award (NFQ level)**  **ECTS credits (if available)** | **Result: Mark, grade, or GPA** |
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**Relevant professional experience**

|  |  |  |
| --- | --- | --- |
| **Year(s)** | **Organisation**  **Role and responsibilities** | **Comment on the main contribution of this experience to your readiness for the proposed programme** |
|  |  |  |
|  |  |  |
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**Other relevant experience or achievement**

|  |  |  |
| --- | --- | --- |
| **Year(s)** | **Experience** | **Comment on the main contribution of this experience to your readiness for the proposed programme** |
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**Documents attached**

|  |  |
| --- | --- |
|  | CV |
|  | Personal statement |
|  | Other, please specify |

**Department review**

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| --- | --- |
| Interview | *If the applicant was interviewed, indicate the date of interview, and the names of interviewers* |
| Assessment | *Provide an overall assessment of the suitability of the applicant for the programme* |
| Reviewer |  |
| Date |  |

**Recommendation of Head of Department**

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| --- | --- |
|  | Non-standard applicant: Recommend acceptance on to programme |
|  | RPL applicant: Recommend progression to portfolio stage |

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Signature |  |
| Date |  |

## After approval, please forward to the Registry Policy Officer to:

* [**policy@mu.ie**](mailto:policy@mu.ie)
* or by post to Policy, Process & Planning Office, Humanity House, South Campus, Maynooth University

## Approval from Faculty Dean

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Comment |  |

## Approval from Registrar

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Comment |  |

## Registry use only – Tracking of progress

|  |  |  |
| --- | --- | --- |
| Certificates Seen updated | Date | Staff signature |
| Department informed | Date | Staff signature |
| Student informed | Date | Staff signature |