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

**Form No. GSF12**

(Version 6, 09/02/2022)

**Non-Standard Entry /**

**Recognition of Prior Experiential Learning Request**

Through our **Recognition of Prior Experiential Learning (RPEL) policy,**Maynooth University acknowledges the value of life experiences and labour market participation as a contributor to life-long education.

Our RPEL policy facilitates a review of the professional skills and relevant life experience of the applicant, particularly those without significant academic qualifications.

While there are clearly defined academic entry requirements for university programmes, Maynooth University has developed mechanisms to allow entry to applicants who do not meet the standard requirements, but who have equivalent experiential learning achievements which appropriately prepare them for their chosen programme.

Each application requires individual review and will take into consideration evidence of current knowledge, understanding and skills and how such prior learning might appropriately prepare you for your programme.

There are two admissions processes in use for those who do not meet the standard minimum university entry requirements for a programme:

1. **Recognition of prior experiential learning (RPEL)** is used where the applicant’s professional experience is being used as the primary basis for programme admission.
2. **Non-standard applications** considers cases where the applicant’s academic qualifications should be considered as the primary basis for admission. This may be supplemented by relevant professional experience.

We encourage all applicants who wish to submit an RPEL application to firstly discuss your prior learning with the course coordinator for the programme to which you wish to apply. Any other queries can be directed to our Recognition of Prior Learning office at rpl@mu.ie.

## Completing your RPEL/Non-Standard Entry application to Maynooth University

Depending on your route of admission, the application process may vary. Please refer carefully to the guidelines below.

**For Postgraduate Students applying via PAC**

Begin your application on the [PAC website](http://www.pac.ie/). As part of the normal PAC application process, you will need to indicate via a tick box that you are interested in submitting an RPEL application. Upload this completed RPEL form to PAC.ie as part of your online application. Receipt of your application will be acknowledged via the PAC.ie system. **Non-standard applicants** should document the academic courses which you have successfully completed prior to making your application. If you also have relevant experiential learning, please ensure this is also noted on your application form.

**For Springboard+ / Human Capital Initiative Pillar One Applicants**

Please complete and submit the RPEL form with your application on the [Springboard Courses website](https://springboardcourses.ie/)**. It should not come through the Postgraduate Applications Centre.** Your application 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. You do not need to include a PAC Number on your form. **Non-standard applicants,** should document the academic courses which you have successfully completed prior to making your application. If you also have relevant experiential learning, please ensure this is also noted on your application form.

Applicants will usually be invited to attend for interview after which you may be required to complete a portfolio detailing your prior learning.

Please note that your RPEL application will not be formally considered until it is submitted via the appropriate channel as outlined above.

**Section A. Personal Details**

**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 |

**Section B. Details of Prior Learning**

**Prior academic qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of award** | **Institution** | **Qualification**To include: 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 (Please complete as appropriate)**

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

**Internal Use Only**

**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 Recognition of Prior Learning Office at  rpl@mu.ie

## Approval from Faculty Dean

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

## Approved by (on behalf of Registrar)

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

## RPL Office only – Tracking of progress

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