**Form No. ASR-F02**

(Version 7, 23 Sept 2024)

**RECOGNITION OF PRIOR LEARNING**

**Application for Module Exemption**

The University may decide, at its discretion, to exempt a student from a module or modules, on the basis of prior accredited study in Maynooth University or in another institution.

Applicants are ask to refer to the following documents prior to submitting an application for module exemption:

1. Maynooth University [Recognition of Prior Learning Policy](https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU%20RPL%20Policy.%20ASR-P01%20Approved%2011March%202024.pdf)
2. Maynooth University [RPL Applicant Guide](https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU%20RPL%20Applicant%20Guide.pdf)

Applicants should also note the following points which are of particular importance:

1. Exemptions may not exceed 35% of the programme by credit weight. This restriction may be waived where students are transferring from equivalent programmes at the same level in Maynooth University or other institutions.
2. Where exemptions are granted the modules taken elsewhere are included in the credit total. The mark awarded elsewhere is not normally included in the calculation of award results, as institutions may have different marking norms.
3. The application window each academic year is as follows:
	1. Applications for exemption from modules in Semester 1 and/or 2 should be received within the **first four weeks of the start of the academic year.**
	2. The application window for Semester 2 modules will **re-open for the first two weeks of Semester 2 each year**. Only in exceptional circumstances will late applications be considered.

**Section A. Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Student number  |  |
| Programme and year of study*(e.g. MA Year 1)* |  |

**Section B. Modules for which exemptions are sought**

|  |  |
| --- | --- |
| **MU Modules to be exempted**Please include the full Module Code and Module Title e.g. CH101: General Chemistry | **Modules undertaken previously**Please note any modules or courses taken elsewhere which are considered to be of equivalent content and level. Evidence of prior learning should be provided in the form of transcripts, module descriptors and any other written coursework. |
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 **Additional Comments**

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**Section C. Exemption Approvals (MU Staff use only)**

## Recommendation of Head of Department

The Head of Department should review the proposed exemptions, and if satisfied that they are merited, should complete this panel:

|  |  |
| --- | --- |
| Name of HoD  |  |
| Signature  |  |
| Date |  |
| Comment |  |

**After Head of Department recommendation completed, please forward form to** **rpl@mu.ie**

## Approval from Registrar (or nominee)

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