

Accreditation of prior learning (APL) apPlication pro forma:

Credit accumulation transfer system (CATS)

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| **APPLICATION FORM** |
| **This form should be completed by applicants who are applying using the Credit Accumulation Transfer System (CATS) on the basis of previous qualifications that are recognised/positioned within the Framework for Higher Education Qualifications (FHEQ).**  **Former students of Falmouth University, who are seeking re-admission into a later stage of one of the University’s awards, should also complete this form.**   * Please refer to the University’s Admissions APL Policy and APL Procedure when completing this application form, available online at [www.falmouth.ac.uk/student-regulations](http://www.falmouth.ac.uk/student-regulations). * The volume and level of credit assigned following a successful APL application will be recorded on the student transcript. Any marks and grades associated with this credit will not count in final classification calculations. Please refer to Section 2.7 of the [Falmouth Academic Regulations](http://www.falmouth.ac.uk/student-regulations) for more information. * This form should be completed with the support of the relevant Admissions Tutor for the course you are applying to. * It is the applicant’s responsibility to provide certified copies of original documentation, such as official transcripts of results and, if requested, appropriate evidence to demonstrate equivalent learning outcomes. * This application must be made by the applicable deadline outlined in the APL Procedure and it is the applicant’s responsibility to ensure that they allow plenty of time to gather and upload the evidence, tasks or information required by that deadline. Normally, late applications will not be considered. * All requested evidence, including this form, must be uploaded to the [Falmouth Applicant Portal](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)in order for the application to be considered complete. If, following upload, we request further information from you, your application will be considered incomplete until you have uploaded it. * Acceptable file types are .doc, .pdf or .jpeg. * If you have any questions regarding the APL process, please contact a member of the Applicant Services team at [applicantservices@falmouth.ac.uk](mailto:applicantservices@falmouth.ac.uk) or on 01326 213730. |

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| **Section A1**  **ALL APPLICANTS – PERSONAL DETAILS** | |
| **Please fill in your details in the table below. Do not leave any rows blank.**   |  |  | | --- | --- | | **Falmouth Applicant Portal Username:** |  | | **Forename(s):** |  | | **Surname:** |  | | **Date of birth:** |  | | **Email:** |  | | **Telephone:** |  | | **Full course title you are applying to:** |  | | **Month and year when you intend to commence your studies at Falmouth e.g. Sept 2016:** |  | | |
| Section A2  ALL APPLICANTS – FORMER STUDENT |
| Please answer the question below:  Are you a former Falmouth University student and applying for re-admission?  (Please note that in accordance with the [Admissions Policy](http://www.falmouth.ac.uk/student-regulations) students who have begun a course at Falmouth and then withdrawn are not ordinarily permitted to re-apply to that course in the future.)   |  |  | | --- | --- | |  | Yes (**go straight to PART C**) | |  | No (**go to PART B**) | |

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| **PART B** |
| **Section B1**  **QUALIFICATIONS AND CREDIT** |
| Please provide details of your qualifications and credit. Only list qualifications/credit that you intend to use as evidence for your CATS application. Add a new row if you need to add another qualification.  If you have completed your studies, you must also upload digital copies of the original certificates and/or transcripts of each listed below.  If you have not yet been awarded credit, you will be required to send it at a later date.   |  |  |  |  | | --- | --- | --- | --- | | Full title of qualification | Name and address of awarding body or awarding institution | Credit value  (e.g. CATS/ECTS) | Month and year credit awarded/due to be awarded (e.g. June 2010) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Please note that your application may be rejected or delayed if you do not upload the evidence requested of you with this form.  Continue to Section B2. |
| **Section B2**  **FURTHER INFORMATION** |
| **You will need to provide information about the syllabi for your previous studies.**  **Please put an ‘x’ in the box next to ALL relevant pieces of evidence that you have uploaded as part of your application to the** [**Falmouth Applicant Portal**](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)**. Please tick ALL relevant pieces of information that you have included with your application. If you are unsure about what information is required of you, please contact your Admissions Tutor.**   |  |  | | --- | --- | |  | Previous course(s)’ syllabi/descriptors | |  | Contact details of your academic referee | |  | Other (please specify): | |

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| **PART C**  **ALL APPLICANTS** |
| **Section C1** |
| **Which of the following most accurately describes your application?** Please put an ‘x’ in ONE box only.  |  |  | | --- | --- | |  | I am seeking credit transfer for direct entry into Level 5 of an undergraduate degree with 120 credits exempted (**go straight to PART D**) | |  | I am seeking credit transfer for direct entry into Level 6 of an undergraduate degree with 240 credits exempted (**go straight to PART D**) | |  | I am seeking exemption from certain components of an undergraduate or postgraduate taught degree with specific credit exempted (**go to Section C2**) | |
| **Section C2**  **applicants seeking admission with certain components exempted** |
| **Please complete the table below. You must complete one of these tables for EACH module for which you are seeking exemption; add more rows if you applying for credit exemption for more than one module. You must complete the table by:**   1. using the Falmouth course/module information provided to you by your Admissions Tutor and 2. cross-referencing your own prior learning with the relevant parts of the course syllabi from your previous studies that you have uploaded; each piece of evidence must be clearly named (e.g. College X Course Syllabus) using page numbers and/or item numbers (e.g. page 3, section 2) so that it corresponds with the file name you provide in the ‘Evidence’ column.   **Please contact your Admissions Tutor if you require help with completing this section.**   |  |  |  |  | | --- | --- | --- | --- | | **Falmouth University**  **Module Code and Title** | **Falmouth University**  **Credit value** | **Falmouth University**  **Learning Outcome** | **Your Corresponding**  **Evidence** | | *e.g. WVG123/ Principles of Traditional Weaving* | *e.g. 20* | *e.g. LO 1: Be able to apply a range of techniques in order to produce products to a professional standard.* | *e.g. College X, Course Syllabus, page 3* | | *e.g. LO 2: Be able to demonstrate a knowledge of the historical context of weaving.* | *e.g. College X, Course Syllabus, page 4* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **NOW GO TO PART D** |

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| PART D  ALL APPLICANTS – APPLICANT DECLARATION |
| Applicant Declaration  “By signing below, I certify that the information given above is accurate and I understand that giving false information may constitute a disciplinary offence within the regulations of Falmouth University. I understand that the University can approach the awarding body (such as a training centre or college) or employer, if it chooses, for verification of the submitted qualifications and/or experience. I also understand that submission of an APL application does not constitute the guarantee of an offer to study at the University.  Signed: (please scan your signature)  **Dated:**  **Once you have completed all sections that apply to you, please upload this form plus all requested evidence, to the** [**Falmouth Applicant Portal**](https://myfalmouth.falmouth.ac.uk/urd/sits.urd/run/siw_lgn)**.** |