



## **Recognition of Prior Learning and Credit Transfer Policy and Procedure**

Introduction In the Recognition of Prior Learning (RPL) – Definition, Principles and Guidelines document, the Malta Further and Higher Education Authority distinguishes between four types of RPL, namely:

- (i) Recognition of Prior Learning;
- (ii) Formative RPL;
- (iii) Summative RPL; and
- (iv) Credit Transfer.

This policy shall deal with only two types of RPL as defined by MFHEA, namely: (i) Recognition of Prior Learning, and (iv) Credit Transfer. The content below is structured in two sections which will allow a clear distinction between the two on the basis of European legal framework and their implementation.

### **Section A – Type 1 - Recognition of Prior Learning**

Definition: 'Recognition of Prior Learning is achieved when an individual can have their learning formally assessed and quality assured to successfully be admitted to or gain exemptions to components or parts of a formal qualification or award through the use of learning outcomes.'  
(MFHEA 2021:3)

**Policy:**

- 1) Applicants applying for one of the programmes offered by GMBS may be considered for Recognition of Prior Learning of up to 50% of the total ECTS required for the successful completion of the full qualification. This RPL type shall be evaluated based on the attainment of learning outcomes through informal and non-formal experiential learning.
- 2) Applicants requesting Recognition of Prior Learning shall submit an application form (refer to Annex III) either when applying for the programme of study or within the stipulated deadline indicated by GMBS Academic Management. Late applications will not be processed.
- 3) The application form must clearly indicate those modules which the applicant intends to obtain RPL - incomplete applications will not be considered.
- 4) Applicants must submit an updated Curriculum Vitae, a Professional Portfolio, Job History and/or Letters of Reference from previous and current employer to the Programme Sponsor.
- 5) The Programme Sponsor must compare the learning outcomes of the modules for which the candidate is seeking RPL with the experiential learning obtained by the same candidate and proved through the official documentation submitted as part of the application. Detailed documentation on the mapping exercise carried on the modules must be kept for quality assurance and auditing purposes.
- 6) The Programme Sponsor shall reserve the right to assign a task in the form of an assessment to the candidate to ensure that he/she has achieved the set learning outcomes.
- 7) The vetted application together with the assessment outcome (if applicable) must then be submitted to the Curriculum Council, where it shall conduct a second-level verification of the application.
- 8) The Curriculum Council shall base their decision on the process detailed in Annex I
- 9) GMBS follows the MFHEA guidelines when recording the Recognition of Prior Learning process in the candidate's transcript. Modules which receive RPL based on this policy will be indicated with an asterisk (\*). The transcript will reserve a place where all components which are marked with an asterisk provide detail of the main RPL process.
- 10) GMBS endeavors in constantly keeping high standards in student-centricity and all other academic matters, therefore the Programme Sponsor shall launch a formal process following each academic year whereby his/her team will take a sample of RPL applications and verify if the procedure carried out to award RPL is in line with the approved policy. The Programme Sponsor shall then present a brief report and present it to the Curriculum Council.

**Section B – Type 4 - Credit Transfer**

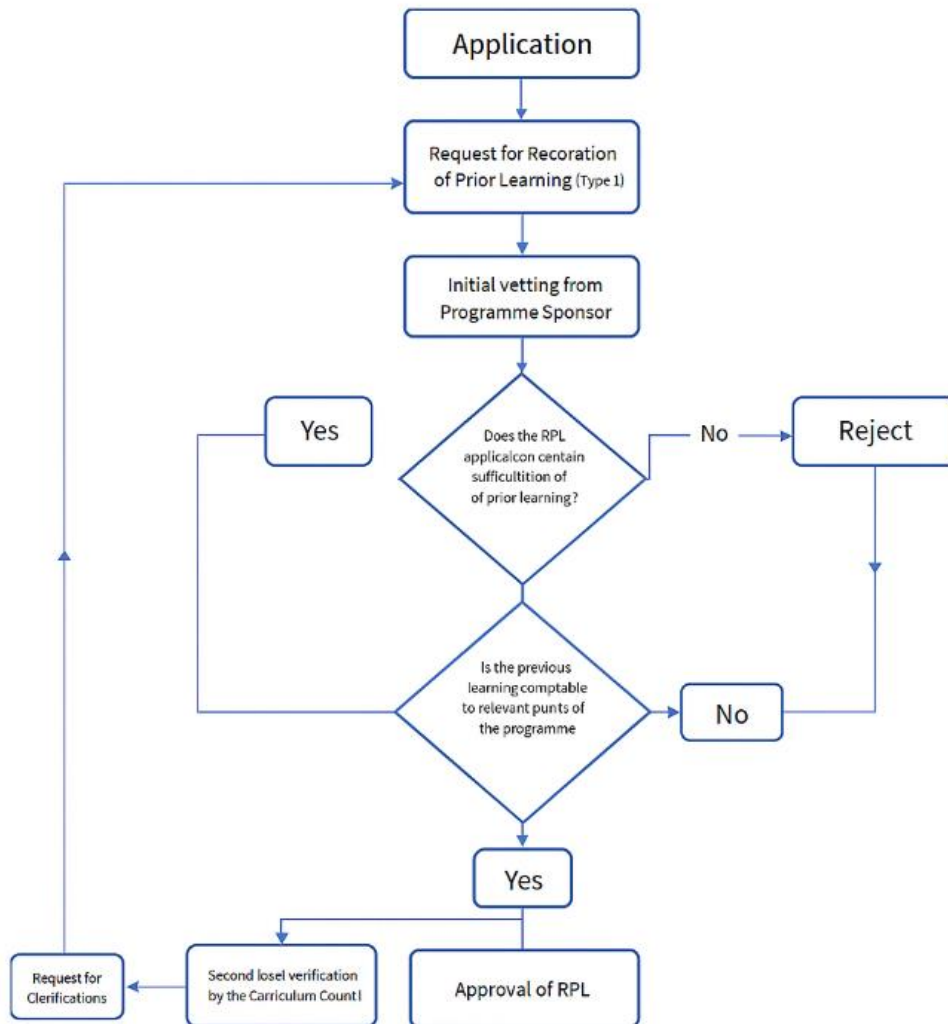
Definition:

'Credit Transfer is when a candidate has gained a formal award or qualification, and has received formal ECTS credit, and is looking to gain entry at an advanced stage or exemption from a component of another programme of study, where the learning outcomes of the first programme of study match the learning outcomes of the new programme of study. The credit can either be subject specific or general credit if the learning is at the same MQF level.' (MFHEA 2021:3)

- 1) Applicants applying for a degree at GMBS may be considered for module exemption through credit transferred based on their previously obtained formal qualification at MQF/EQF levels 5-8 .
- 2) Applicants requesting credit transfer shall submit an application form (refer to Annex IV) either when applying for the programme of study or within the stipulated deadline indicated by GMBS Academic Management. The candidate may submit the RPL application prior to the start date of the programme or else before the module starts during the course of the programme. Late applications will not be processed.
- 3) The application form must clearly indicate those modules which the applicant intends to obtain an exemption through credit transfer - incomplete applications will not be considered.
- 4) Applicants must attach the photocopy of their transcripts and submit everything by email to the Programme Sponsor.
- 5) The Programme Sponsor must compare the module learning outcomes that the applicants have submitted as a basis of their application with the learning outcomes of the module that is being considered for exemption. If these are comparable in terms of (i) number of ECTS/ECVETS (ii) the MQF/EQF level and (iii) the nature of the content, the Programme Sponsor will be able to sign the application. Detailed documentation on the mapping exercise carried on the modules must be kept for quality assurance and auditing purposes.
- 6) The vetted application must then be submitted to the Curriculum Council, where it shall conduct a second-level verification of the application.
- 7) GMBS follows the MFHEA guidelines when recording the Credit Transfer process in the candidate's transcript. Modules which receive a transfer of credit based on this policy will be indicated with an asterisk (\*).
- 8) GMBS endeavors in constantly keeping high standards in student-centricity and all other academic matters, therefore the Programme Sponsor shall launch a formal process following each academic year whereby his/her team will take a sample of Credit Transfer applications and verify if the procedure carried out to award Transfer of Credits is in line with the approved RPL policy. The Programme Sponsor shall then present a brief report and present it to the Curriculum Council.
- 9) The Curriculum Council shall base their decision on the process detailed in Annex II

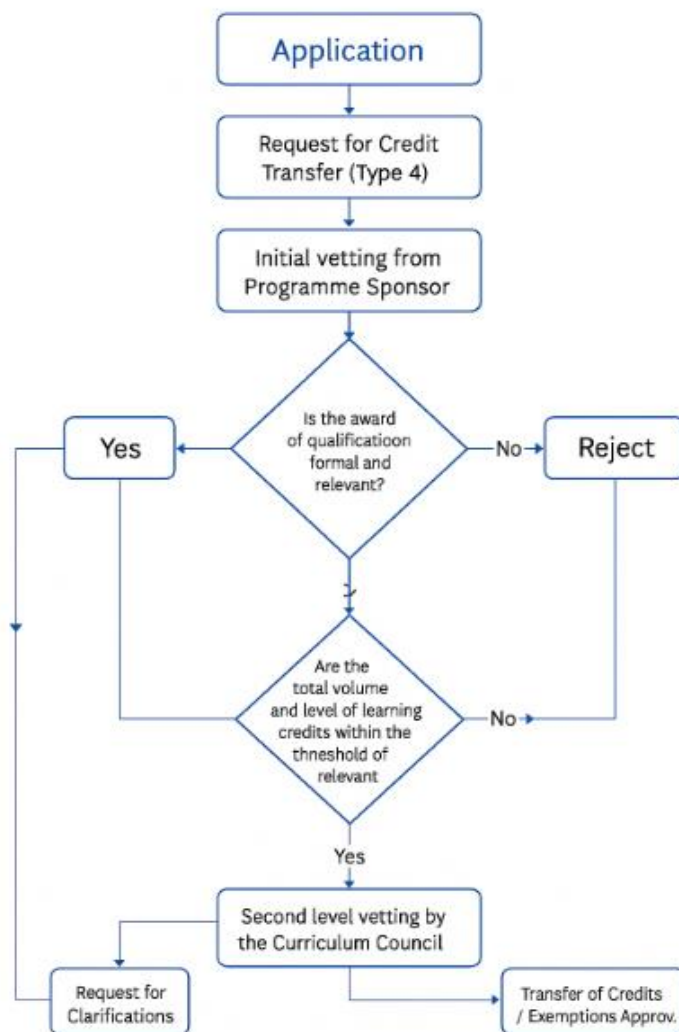
# ANNEX I

## Recognition of Prior Learning Process



## ANNEX II

### Credit Transfer Process



# Application for Recognition of Prior Learning (RPL)

Please submit this application to the curriculum director on [rpl@gmbs.mt](mailto:rpl@gmbs.mt)

## 1. Applicant Details

Name	
Address	
Email	
Telephone	
Student number	

## 2. Details of the Programme of Study the applicant wishes to Apply for Recognition of Prior Learning

Programme Title	
Year of entry	

## 3. RPL Details

RPCL claims are assessed on the following criteria:

Recognition of Prior Learning:

- Authenticity – The evidence is clearly related to your own efforts and achievements.
- Currency – Evidence relates to current, recent learning within a defined and clearly stated time period (normally five years).
- Relevance – The evidence presented appropriately matches the learning claimed. Is the learning demonstrated by the evidence relevant to the target programme of study at GMBS? This means it must be at the same level, meet similar learning outcomes, and cover a similar knowledge and skills base. The level, learning outcomes and knowledge base need not be identical but must be close to those in the target programme.
- Sufficiency – There is enough evidence to demonstrate achievement of the learning claimed.
- Validity – The evidence supports the claim. It's relevant to the learning outcomes for the area(s); the learning, knowledge, skills and achievements demonstrated are at an acceptable level.

### 3.b RPL

Number of credits for which RPL is being sought (Please refer to the credit transfer and RPL policy regarding permitted allowances of credit transfer / RPCL)

Module(s) at GMBS against which the credit would count

#### 4. Supporting Documentation Checklist for Recognition of Prior Learning

Curriculum Vitae	Provided (yes/no)
Professional Portfolio	Provided (yes/no)
Letters of reference from previous and current employers	Provided (yes/no)
Letter of intent for obtaining Recognition of Prior Learning	Provided (yes/no)

Applications and supporting documentation should be received by the Programme Sponsor on [rpl@gmbs.mt](mailto:rpl@gmbs.mt) as early as possible and prior to start of the module on the chosen programme of study.

Applications will be considered, and you will be notified of the decision as soon as practicable and before the start of any relevant modules. The department will notify you in writing of the Curriculum Council's decision.

*(For completion by the Programme Sponsor)*

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DEPARTMENTAL DECISION INCLUDING FEEDBACK TO BE PROVIDED TO THE APPLICANT
Volume of credit to be recognised by prior learning
Additional Comments:
FOR OFFICE USE ONLY
Date application received:      Date applicant notified:
Programme Sponsor signature:

# Application for Credit Transfer

Please submit this application to the curriculum director on [rpl@gmbs.mt](mailto:rpl@gmbs.mt)

## 1. Applicant Details

Name	
Address	
Email	
Telephone	
Student number	

## 2. Details of the Programme of Study the applicant wishes to Apply for Credit Transfer

Programme Title	
Year of entry	

## 3. Credit Transfer / RPL Details

Credit transfer and/or RPCL claims are assessed on the following criteria:

Credit Transfer

- Official Transcript – Formal qualification obtained from a recognized higher education institution and listed on an official transcript which bares the name and identification details of the applicant.

### 3.a. Credit Transfer

Number of credits for which Credit Transfer is being sought (Please refer to the credit transfer and RPL policy regarding permitted allowances of credit transfer / RPCL)

Module(s) at Triagon Academy against which the credit would count

Institution(s) at which the credit was obtained (Provide: title, faculty/department/school as appropriate, and full address)	Qualification obtained (including EQF/MQF level)	Dates of attendance

## 4. Supporting Documentation Checklist for Credit Transfer only

Curriculum details of subjects studied at the (above) institution(s) (Provide such as:	Provided (yes/no)
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programme specification, module descriptions, course syllabus)	
Authorised academic transcript(s) including details of the marking scheme used by the institution(s)	

Applications and supporting documentation should be received by the Programme Sponsor on rpl@gmbs.mt as early as possible and prior to the start of the module on the chosen programme of study.

Applications will be considered, and you will be notified of the decision as soon as practicable and before the start of any relevant modules. The department will notify you in writing of the Curriculum Council's decision.

*(For completion by the Programme Sponsor)*

DEPARTMENTAL DECISION INCLUDING FEEDBACK TO BE PROVIDED TO THE APPLICANT
Volume of credit to be transferred
Additional Comments:
FOR OFFICE USE ONLY
Date application received:      Date applicant notified:
Programme Sponsor signature:

