



CREDIT TRANSFER CLAIM FORM

Collaborative Centre name:						
CANDIDATES DETAILS						
USN (if allocated):						
Surname:						
Forename:						
Additional information:		Date of Birth	Title		Gender	
		Country of Residence:		Nationality:		
Contact details:		Telephone Number: (Including area code)		Address:		
		E-Mail Address				
UNIVERSITY OF WALES SCHEME						
Scheme applied for:						
Date of entry:						
Level of entry (please indicate):		Level 3	Level 4	Level 5	Level 6	Level 7
Entering in which year of study:						
Has the Student enrolled on the scheme:		Yes/No				
PRIOR STUDY						
Title of prior qualification:						
Institution at which the prior study took place (in full):						
Awarding body (if this is different from the institution at which you studied):						
Dates of study:				Mode of study (full or part time):		
Was the scheme of study completed?		Yes/No*	*If no please indicate the proportion of the course for which assessments were successfully completed			
MODULE COMPARISON						
Provide a list of modules/subjects studied previously compared to the modules in the University of Wales scheme from which the student seeks exemption. Please continue on a separate sheet if necessary. Note that the University does not allow exemption from any Level 6 modules						
Prior Study				University of Wales Scheme		
Subject/ Module and details of modules learning outcomes	Level or Year of Study	Result	Credits and Notional Hours if known	Module and learning outcomes	Level	Credits

MODULE COMPARISON Continued

Prior Study				University of Wales Scheme		
Subject/ Module and details of modules learning outcomes	Level or Year of Study	Result	Credits and Notional Hours if known	Module and learning outcomes	Level	Credits

Total Credits to be Exempt:

UNIVERSITY OF WALES MODULES THE STUDENT WILL STUDY

For initial degrees, students must study all Level 6 modules

University of Wales modules the student will study	Level	Credits
Total:		

English Speaking competence (for non UK applicants only) - please attach transcripts and certificates

Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was English the language of instruction for the qualification you have most recently undertaken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What English Language qualification do you have?	
Score/Grade (individual grades)	
Date of examination:	

Passport and Visa (For non EU applicants only – please attach copy of complete passport, copies of current and previous visas).

Passport Number:	
Date passport issued:	
Do you hold a valid UK visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of current visa:	
Expiry date of current visa:	
CAS Number:	

Additional comments in support of the application:

Form Completed by: _____ **Job Title:** _____
Email: _____ **Date:** _____

For University of Wales Registry use only
Prior institution recognised by: _____
Prior qualification equivalent to: _____

MODERATOR'S RESPONSE

I approve / reject the above application

Additional Comments:

Signature _____ Date _____

Please submit the application to:
University of Wales, University Registry, King Edward the VII Avenue, Cardiff, CF10 3NS
Email: registration@wales.ac.uk

CREDIT TRANSFER APPROVAL PROCESS

To be eligible for entry with credit transfer candidates must satisfy both the Collaborative Centre and the University of Wales appointed Moderator that they have undertaken prior units of study that compare in level, content and standard to the modules from which they seek exemption. The Collaborative Centre assesses the candidates' credit transfer options and submits a case to the University of Wales. The case is then considered by the appointed Moderator for approval.

Candidates seeking to transfer credit previously gained should consult in the first instance with the Collaborative Centre to which they seek entry. An academic member of staff such as the programme leader must carry out an analysis of the prior study of the candidate and document the analysis using the credit transfer claim form and specifically the comparison grid. The analysis must include a mapping of the prior study's learning outcomes against the validated subject modules learning outcomes. To undertake this analysis it is essential that the candidate provides the Collaborative Centre with a syllabus of their prior study which describes the academic content of the course and the learning outcomes, they must also include an academic transcript/diploma supplement/academic record. Where this documentation is in a language other than English, an official translation must also be provided.

Requests for accreditation of prior experiential learning (APEL) may be approved by the University. The candidate may be asked to undertake a viva, present a portfolio of work and submit a CV and references in conjunction with the credit transfer claim form. Applications will be considered in consultation with the Moderator and upon the recommendation of the Collaborative Centre.

Please print clearly on the form and ensure that all sections are completed. Applications must be submitted by the Collaborative Centre to the University of Wales at least one month before a candidate commences their studies. The application and supporting documentation needs to be emailed to registration@wales.ac.uk or posted to:

University of Wales
University Registry
King Edward VII Avenue
Cardiff
CF10 3NS

Once a credit transfer application is received by the University of Wales it is reviewed by the University's appointed Moderator for the specific validated scheme. The Moderator will carefully consider each request, bearing in mind the information available regarding the level of the prior studies and the academic standing of the institution where the prior study was undertaken. If deemed necessary the Moderator can ask that the case be referred to a member of the Academic Board for consideration. In such cases, the views of a subject expert and/or the External Examiner may be sought. Once approval has been received from the Moderator, the Collaborative Centre will be issued with a credit acceptance statement. The statement will show a University Student Number (USN) that must be included in the registration transfer.