

## **Protocol for the Matriculation of Candidates for University of Wales Taught Higher Degrees on the Basis of Relevant Experience**

The University may approve the admission to candidature of non-graduates whose relative lack of formal qualifications is compensated for by substantial relevant experience. Such a candidate must have held a position of responsibility of relevance to the proposed scheme of study for an acceptable period of time. Irrespective of a candidate's entry qualifications, the University must be satisfied that he/she is of the required academic standard to complete the scheme of study proposed.

Non-graduates may be admitted in this way to entry onto:

- (a) Master's degrees, pursued as a full-time or part-time candidate (including Master of Philosophy);
  - (b) All postgraduate diplomas (except the Graduate Diploma)
1. Each institution must have an admissions committee in place to consider applications for entry on the basis of relevant experience. The membership of the committee will include the University of Wales' appointed Moderator and at least one senior academic involved in the delivery of the programme. The Moderator shall not be expected to attend every meeting of the admissions committee but shall receive all correspondence relating to committee meetings, including sight of agenda papers in good time to permit opportunity to comment where appropriate. Full minutes of the committee's meetings must be submitted to the University of Wales Registry as part of the Institution's Annual Monitoring Report.
  2. All candidates are required to submit full details of their previous work experience. When scrutinising a candidate's previous experience institutions should consider the following:
    - whether the candidate has accumulated sufficient experience to prepare himself/herself for the course of study;
    - whether the candidate's experience is of relevance to the scheme of study;
    - whether the candidate is prepared appropriately compared to a candidate being admitted on the basis of existing academic qualifications;
    - the candidate's English (or other) language ability.

Where deemed appropriate, candidates may be asked to undertake an entry test or examination.

3. Wherever possible official letters confirming experience should be submitted by candidates. Where appropriate, companies or employers will be contacted by the institution to verify documentation.
4. Each candidate shall submit relevant references from previous employers.
5. Where appropriate, interviews with candidates shall be held.

6. Regardless of the merits of a case all English language requirements agreed at validation should be adhered to and verified.
7. In cases in which the candidate does not appear to satisfy the protocols for admission of the basis of relevant experience may be referred to the University's Regulations and Special Cases Committee for consideration on their merits.
8. In all cases, application forms including \*authenticated copies of supporting documentation will be submitted to the University for approval before the candidate is deemed eligible to be admitted. This documentation should include full details of the candidate's previous experience (dates, job titles and main duties) and supporting letters from the candidate's previous employers.

\*Original documents should be viewed by an appropriate member of the Institution concerned and any copies signed as authentic.