



Architectural Association
School of Architecture
36 Bedford Square
London WC1B 3ES
+44 (0) 207 887 4000
www.aaschool.ac.uk

TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Author:	Registrar's Department
Version:	1 (January 2020)
Review cycle:	<i>To be incorporated into annual cycle</i>
Next Review:	Academic Board: 22 nd July 2020

1.1. Details of the AA School's admissions procedures and regulations can be found within the Academic Regulations, and in the [APPLY](#) section of the website.

1.2. Types of transfers:

1.2.1. Internal transfer refers to students moving from one programme of study, or degree type within a programme of study, to another within the AA School.

1.2.2. External transfer refers to students transferring into the AA School from a different higher education provider, or transferring out of the AA School to a different higher education provider.

1.2.3. In the unlikely event of a programme suspension or closure then those affected students will be supported by the AA School as outlined in the Student Protection Plan.

1.3. Internal Transfers

1.3.1. Direct transfer from one programme to another is not permitted.

1.3.2. Any student wishing to change to another programme within the AA School is required to formally withdraw from the programme they are registered on and apply for the new programme at the relevant time, for entry in the next academic year. The application will be considered in line with the AA School's admissions procedures; there is no guarantee that entry will be granted onto the new programme of study.

1.3.3. Switching degree types within programmes operating a bifurcation model is not permitted. This refers to advertised programmes offering MA/MArch or MSc/MArch or MA/MFA degrees and durations.

1.3.4. Any student wishing to switch degrees is required to formally withdraw from the programme and degree type they are registered on and apply for the alternative degree type at the relevant time, for entry in the next academic year. The application will be considered in line with the AA School's admissions procedures; there is no guarantee that entry will be granted onto the alternative degree type.

1.4. External Transfers – Exiting the AA School

1.4.1. Students who choose to transfer from the AA School to another institution, or who are withdrawn from their programme by the AA School, will be provided with a transcript of studies confirming credit achieved.

1.4.2. If sufficient credit has been earned, the appropriate exit award will be issued. Details of the exit award can be found within the relevant Programme Guide.

1.5. External Transfers – Entering the AA School

- 1.5.1. Students who wish to transfer into the (three year) Experimental Programme – Bachelor of Arts (Hons) / AA Intermediate Examination (ARB/RIBA Part 1) – from another higher education provider are required to follow the AA School admissions procedures for their chosen year of entry as outlined in the Academic Regulations and [APPLY](#) section of the website.
- 1.5.2. Students may be permitted direct entry onto the Second Year or Third Year of the Experimental Programme – Bachelor of Arts (Hons) / AA Intermediate Examination (ARB/RIBA Part 1) – with credit awarded for prior learning. For more detail, please see *1.6 Recognition of Prior Learning* below.
- 1.5.3. Direct entrants to the Third Year of the Experimental **will not have gained enough credits after one academic year to receive the academic award of Bachelor of Arts (Hons), but will be eligible for the professional award of the AA Intermediate Examination (ARB/RIBA Part 1).**
- 1.5.4. Students joining the taught MPhil in Architecture and Urban Design (Projective Cities) will be awarded credit for prior learning at level 6; however, they will be required to join at the start of the first academic year of the programme. For more detail, please see *1.6 Recognition of Prior Learning* below.
- 1.5.5. Direct entry / credit for prior learning is not possible for all other programmes. Students entering the Foundation course, the Diploma programme – Master of Architecture / AA Final Examination (ARB/RIBA Part 2) – and remaining postgraduate programmes will be required to join at the start of the first academic year of the programme.
- 1.5.6. **Note on final classifications:** Direct entrants to the Experimental Programme - Bachelor of Arts (Hons) / AA Intermediate Examination (ARB/RIBA Part 1) – and the taught MPhil in Architecture and Urban Design (Projective Cities), may have credit from another higher education provider recorded under recognition of prior learning and credit counting purposes. However, marks associated with that credit will not be recorded for classification purposes; only AA School-approved marks will count towards final classification.

1.6. Recognition of Prior Learning

- 1.6.1. Applicants to the following programmes may be awarded credit for prior learning:
 - Second Year of the Experimental Programme: BA (Hons) / AA Intermediate Examination (ARB/RIBA Part 1)
 - Third Year of the Experimental Programme: BA (Hons) / AA Intermediate Examination (ARB/RIBA Part 1)
 - Taught MPhil in Architecture and Urban Design (Projective Cities)
- 1.6.2. Any requests for recognition of prior learning made as part of the admissions process is brought forward for review, along with a request to the applicant for documentation comprising published module description, syllabus and marked submissions.

- 1.6.3. The Head of Teaching and Learning and the Head of Admissions assess the status of the prior learning for approval and progression to the next stage of the admissions process.
- 1.6.4. Assessment of prior learning is made using the following criteria:
- Alignment of a previously achieved credit bearing module, typically a seminar, to an equivalent one taught at the AA School;
 - Equivalent credits/contact hours;
 - Equivalent FHEQ level;
 - Level of assessment achieved;
 - Sufficient documentation provided
- 1.6.5. Recognition of prior learning is restricted to learning completed up to five years ago and is entirely at the discretion of the AA.
- 1.6.6. Where prior learning is approved, the applicant is encouraged to take alternative modules/seminars of personal interest in their place to enrich their learning experience with guidance offered by the Head of Teaching and Learning.

1.7. Transfers for Tier 4 (General) Student visa holders

- 1.7.1. Students who wish to transfer into the AA School but who are sponsored by another Tier 4 Sponsor Institution, will be required to submit evidence that they have formally withdrawn from that institution before a Confirmation of Acceptance for Studies (CAS) number will be assigned to them by the AA School.
- 1.7.2. AA School-sponsored Tier 4 students who wish to transfer away from the AA School will be required to notify the AA School in writing of their intention to withdraw. The AA School will submit a report to the UKVI/Home Office to inform them that visa sponsorship has been withdrawn as the student is transferring to another Tier 4 Sponsor Institution. The AA School-sponsored Tier 4 visa will be curtailed or cancelled and the student will be required to apply for a new Tier 4 visa with that sponsor.

1.8. Transfers for students with loans

- 1.8.1. Students who wish to change course or higher education provider could find that their student loan is affected (e.g. they may have to apply for additional funding for an extra year, etc.) It is important to let the relevant student finance company know as soon as possible. UK-based students can find more information here:
- England – [Student Finance England](#)
 - Wales – [Student Finance Wales](#)
 - Scotland – [Student Awards Agency Scotland](#)
 - Northern Ireland – [Student Finance Northern Ireland](#)
- Non UK-based students should check their financial obligation with their relevant student finance company.