



# Recognition of Prior Learning Policy

<b>Document Type</b>	Policy
<b>Document owner</b>	Pro-Director of Education/ Dean of Students and Taught Programmes/Head of Education Policy, Quality and Student Experience/Head of Registry
<b>Approved by</b>	Senate
<b>Approval date</b>	19 <sup>th</sup> November 2025
<b>Review date</b>	Annual
<b>Version</b>	2.0
<b>Amendments</b>	Addition of Advanced Standing, Transfer of Registration, Credit and grade transfer and transfers from UoL students
<b>Related Policies &amp; Procedures</b>	<a href="#">The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies</a> <a href="#">Admissions Policies</a>

## 1. Scope

This Policy applies to applicants seeking recognition of prior learning and students currently registered at other higher education providers wishing to transfer their registration to an LSHTM award.

## 2. Purpose and overview

Recognition of Prior Learning (RPL) encompasses the whole process whereby a student can identify, explore, and request the recognition of academic credit for previous certificated learning studied at LSHTM or elsewhere before entry onto a programme of study.

## 3. What is recognition of prior learning?

- 3.1 The main ways RPL is used is to enter a programme of study (see entry criteria on the relevant programme page) or to save repeating previous study by being exempted from part of a chosen programme of academic study. This takes the form of recognising comparable certificated learning and attainment.
- 3.2 An applicant may be able to gain credit through the RPL processes for previous certificated study undertaken elsewhere within the last 5 years subject to certain conditions.
- 3.3 For learning to be awarded as credit towards a chosen programme of study, it needs to be evidenced and match the learning outcomes of the LSHTM module(s) the exemption is sought for.

- 3.4 This guidance explains some of the key terms and the processes followed by LSHTM. The guidance has been developed to ensure parity and consistency when considering claims for credit for prior certificated learning.
- 3.5 LSHTM does not recognise experiential learning at this present time.
- 3.6 Registration periods will be adjusted according to the amount of credit a student is granted for RPL.

#### **4. Advanced Standing for Intermediate Awards**

Advanced Standing for Intermediate Awards at LSHTM applies when learning that is evidenced allows entry to a programme at a later point than the usual admissions point (e.g. directly into the final 120 credits of study in a Masters degree where a student has a Post Graduate Certificate).

- 4.1 Some LSHTM MSc programmes allow registration for intermediate awards known as Postgraduate Certificates (PGCert) or Postgraduate Diplomas (PGDip) within the same programme. A student who has been awarded a PGCert or PGDip as an intermediate award and now wishes to transfer registration to a higher degree to continue their studies on the same programme will be required to surrender the Certificate or Diploma prior to reregistration for the higher award. Registration for a higher award must occur within 2 years of achieving the lower award.
- 4.2 Students on Intermediate Awards and progressing to a higher award (i.e. the Postgraduate Diploma or Masters) should note each registration period will count towards the total registration period until the maximum period is reached. Students need to be aware this may mean they have insufficient time to complete a higher award if they take too long over a lower award. Registration Periods for students on Intermediate Awards will be confirmed at time of application.

#### **5. Double-counting credit**

- 5.1 Students are not permitted to use credit twice, which is known as double counting. This means we cannot transfer credit where it has previously been used for another award.
- 5.2 Where a student has prior certificated learning through a previous award, and therefore cannot be awarded credit, they may still be permitted exemption from identified modules. In this case, they must select alternative recommended modules to the credit value of those exempted module(s) as a replacement unless the lower award is surrendered. If the lower award is surrendered, the credit may be awarded for identified modules.

## **6. Transferring your registration from UoL programmes of UoL Federated member HEIs**

- 6.1 If you are registered with the University of London or a UoL Federation member you may apply to complete your studies for the same or similar qualification by transferring and registering for a Programme with LSHTM (also see section 6 on students studying LSHTM programmes awarded by UoL)
- 6.2 If we agree your transfer of registration, we will review the currency and coherence of the modules/courses that you have completed and decide how much credit to transfer.
- 6.3 If we agree the transfer of registration, you will be required to pay all the associated Programme Fees and other costs.

## **7. Credit and grade transfer from UoL Federated members**

- 7.1 If you have successfully completed study at the University of London (UoL) or a UoL Federated member institution, then we will consider transferring your credit to one of our programmes.
- 7.2 If we allow you to transfer credit, the grade you have received for the module/course may also be carried forward to your record and may contribute towards the classification of your qualification, in accordance with the award scheme (see Academic Manual Chapter 2).
- 7.3 Credit transfer will be considered on the basis of regulations in effect at the time of the application and will be granted at our discretion.
- 7.4 The final transcript that we produce for you will detail the modules/courses for which you received credit, the year in which this credit was awarded and, where appropriate, the grade achieved.

## **8. Students studying LSHTM programmes awarded by the University of London**

- 8.1 Students studying LSHTM programmes awarded by the University of London may, at their request, be permitted to transfer onto the equivalent programme awarded by LSHTM.
- 8.2 If the transfer is approved, credits gained and grades achieved at the point of application to transfer will be transferred onto the student's LSHTM programme record. Any outstanding credits and grades will be added to the record once ratified under LSHTMs usual processes.
- 8.3 As these are LSHTMs programmes, there is no limit to the amount of credit that can be transferred.



- 8.4 Students are not able to change mode of delivery as part of the transfer process but may take the opportunity to study modules under a different mode of study as detailed in the Mixed-mode provision.

## **9. Students claiming RPL from other HEIs (ie not UoL Federated members or on LSHTM programmes awarded by UoL)**

How much recognition of prior learning can be claimed?

- 9.1 Prior learning can be recognised for up to one third of the total credit of the award:
- 60 credits for a Masters
  - 40 credits for a Postgraduate Diploma
  - 20 credits for a Postgraduate Certificate.
- 9.2 Only whole modules can be applied for by RPL; no partial or incomplete modules will be considered.
- 9.3 LSHTM will not include any compensated passes when considering requests for RPL as students need to have achieved the full pass mark for any modules proposed under the RPL policy..
- 9.4 Credit may be transferred if it hasn't been used in a previous award (see section 5 above). If credit has been used in a previous award and that award is not relinquished, the student will select a replacement module(s) to ensure the correct number of credits is accumulated for the LSHTM award. This limit does not apply to students studying LSHTM programmes awarded by the UoL who wish to transfer onto the same LSHTM programme awarded by LSHTM where more credit may be transferred (see Section 6)
- 9.5 Grade/mark transfer from prior study will only be permitted where the prior learning has been on LSHTM modules and in certain specific situations (see section 6-8 above). This can include ratified grades from LSHTMs credit-bearing short course provision or credit-bearing Professional Diplomas. Otherwise, credit awarded through RPL will not be graded or counted in the grading or classification of awards.

## **10. Consideration of RPL applications**

- 10.1 The relevant Programme Director (PD), in consultation with the Module Organiser (MO), will determine whether to grant RPL with final approval from the relevant faculty Associate Dean of Education (ADE).
- 10.2 All requests will be considered on an individual basis.



- 10.3 MOs and PDs will consider the RPL request and complete a mapping exercise to determine:
- they are satisfied that the certificated learning can adequately replace the LSHTM modules concerned, through review of the content and intended learning outcomes, and
  - the learning has been completed within the last five years, and
  - the student has achieved the full pass mark for all modules concerned and credit has not been achieved via a compensated pass.
- 10.4 Once satisfied, the PD will then refer the RPL request to the ADE for final approval.
- 10.5 Appropriate reference to applications for RPL will be included in the programme offer of Admission statements, or the RPL decision may be indicated as pending.
- 10.6 Terms and conditions of the Offer of Admission will include the assessment and inclusion of RPL.

## 11.RPL Application Procedure

- 11.1 An application form for RPL is available on our website: <https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures>
- 11.2 RPL applications should be submitted to the LSHTM [Admissions](#) team in the Registry (London-based programmes) or the University of London Worldwide Registry (DL programmes) <https://www.lshtm.ac.uk/study/applications/applying-distance-learning-programme> along with the programme application form. No RPL requests will be considered after an offer of admission has been made.
- 11.3 All applications must include supporting evidence of the relevant prior learning. RPL can only be applied when a student can evidence academic learning by providing relevant academic documentation. This would normally include student transcripts, module descriptors indicating [recognised academic level of study](#) and identification of the LSHTM module(s) for which RPL is being sought. The evidence must detail how each of the intended learning outcomes for the module is met by the prior learning, and level of prior attainment.
- 11.4 Appeals against judgements on applications for RPL will be treated in the same way as appeals on admissions applications – see LSHTM's [Admissions Policies](#)



## **12. Transfer of Registration Process**

- 12.1 If you are registered on an LSHTM Distance Learning programme at the University of London and wish to transfer your registration to an LSHTM award, you should submit a [Transfer of Registration for Distance Learning application form](#).
- 12.2 Once completed, you should send the form to the LSHTM Student Records team at [studentrecords@lshtm.ac.uk](mailto:studentrecords@lshtm.ac.uk) from August onward.
- 12.3 Once received, the form will be processed, and we will arrange the transfer on your behalf before the start of the next academic year in October.