Advance Standing and Prior Learning Assessment and Recognition (PLAR) Policy

Policy Owner	Vice Chancellor for Academic Affairs	Responsible Office	Office of VCAA and Office of Registration
Approved By	Chancellor	Effective Date	September 2022
		Next Review Date	September 2025

Advance Standing

AU recognizes advanced standing with the condition that at least 50% of the credit hours of the undergraduate programs, including the majority of the final year courses, are completed at AU. For graduate programs, at least 75% of the credit hours should be completed at AU.

Recognition of Prior Learning

The objective of Prior Learning Assessment and Recognition (PLAR) is to assess the education and learning experience of newly enrolled students at the time of their joining Ajman University (AU) and determine if they may receive exemptions from courses on the basis of certified earlier learning. It is an educational initiative that provides newly enrolled students an opportunity to identify, demonstrate, and gain recognition for their earlier learning. It allows them to obtain credit for university-level knowledge and skills gained outside the classroom and/or through other educational programs. PLAR uses valid, rigorous assessment methods consistent with AU policies and procedures to ensure that learning worthy of credit has taken place. Some of the advantages of PLAR are that it:

a. validates appropriate learning gained through work and life experiences,

b. identifies areas of competence and areas requiring further study,

c. reduces time and expense to acquire a degree,

d. allows for more appropriate learner placement in programs,

e. increases accessibility to a broad range of learners,

f. provides an important service for the community,

Policy

1. Ajman University shall recognize certified earlier learning of applicants which may lead to exemption from some University courses. This includes credit transfer of courses taken in an accredited program (formal learning), informal learning, and non-formal learning.

2. The University does not grant credit twice for substantially the same course or repeated course. Neither does it grant credit for training in unaccredited institutes, nor for previous courses from unlicensed educational institutions in the United Arab Emirates or abroad.

3. Except for credits awarded through advanced placement or credit transfer, in order to grant credits on the basis of informal or non-formal learning a challenge exam will be required in all cases prior to the awarding of credit for prior learning.

4. For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level learning.

5. For obtaining credit for prior learning experience, applicant's knowledge, skills, and competencies shall be weighed against course descriptions and their learning outcomes.

6. A maximum of 30 credit hours can be gained through PLAR. However, in all cases, credits granted through Recognition of Prior Learning (RPL) for all courses in an individual undergraduate program must not exceed 50% of the total completion requirements including credit transfer of formal learning and not more than 25% for graduate programs.

7. For every course that has been successfully recognized against prior learning experience, a grade of 'S' (Standing) shall appear on the transcript. For all such courses, the course classification will be coded as 'PLAR'.

8. PLAR courses shall not be used in determining the cumulative GPA.

9. Unsuccessful applicants have the right of appeal to the College Dean who may submit it for review to the Appeal Committee whose decision shall be final.

Procedure

1. An applicant shall complete a PLAR e-request providing complete details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant. The complete application request, along with all supporting documents and evidence, shall be submitted to the Office of Registration.

2. In filling the PLAR request, the applicant can get assistance from his/her academic advisor.

3. The registrar shall forward the request along with supportive documents to the College Dean who shall provide it to the Head of Department (HOD) for evaluation and recognition.

4. The HOD shall form an ad-hoc committee in the department to study the case.

5. Evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases of informal and non-formal learning, the student has to take and pass a challenge exam for each course he/she is requesting a waiver for.

6. The Committee can ask the applicant to submit other documents or evidence, as required.

7. When the applicant has been assessed, the Committee shall complete an Assessment Evaluation form and submit it to the HOD. This form will list all the courses for which credit has been granted. It shall also list separately the courses for which the applicant requested the credit but no credit was granted by the Committee.

8. The HOD, after approving the recommendations of the Committee, will provide the Assessment Evaluation form to the Dean. The HOD can ask the Committee to explain its recommendations and reasons behind its decisions. He/she can also ask the Committee to reconsider its recommendations and provide justification for their final decision.

9. The Dean will re-forward the PLAR e-request along with the Assessment Evaluation form to the Office of Registration. The student will be informed accordingly by the Office of Registration. The approved request (PLAR course) fee must be paid.

If an applicant is not satisfied with the decision of the ad-hoc committee and the HOD, he/she can file an appeal with the College Dean. The Appeal may be considered by an Appeal Committee whose decision is final.

Document History

Version	Date	Update Information	Author/ Reviewer
V 1.0	20/12/2017	Initial draft – new policy	Executive Director - OIPE
V 1.1	08/01/2019	Final approved policy as per CAA standard	Vice Chancellor for Academic Affairs
V 1.2	27/06/2022	The policy was reviewed and there are no changes required.	Office of Registration
V 1.3	20/09/2022	Minor updates as per the CAA Standards, and office name change from Office of Admissions and Registration to Office of Registration.	Office of Registration