

**GUIDANCE NOTES****Submission deadline and fees**

- Please return this completed form to your programme's Administration Coordinator (the programme application/registration form must be completed as usual).
- APL applications will **NOT** be accepted if your programme has started.
- The APL application form **MUST** be accompanied by a fee of 50BD – this fee is not refundable in the event of your application being turned down

**Supporting documentation required for your application:**

- Certificate/diploma.
- Official transcripts or documentation showing:
  - the modules/course taken,
  - grades achieved (plus grading system),
  - and level of study.
- Programme/module syllabus details including learning outcomes, number of contact hours, form of assessment.

**These must be official documents which have been signed and stamped as appropriate. You must supply a copy AND bring the original documents when you submit this form. The original documents will need to be seen (but will not be retained).**

**Before completing this form please note:**

- You can use this form to apply for credit for previous study to be transferred to your current programme.
- To be eligible for credit your previous study must have been formally assessed and a certificate or transcript awarded.
- Credit for BIBF modules is only possible if your previous learning was at the same level or above.
- In some subjects, previous learning may become out of date and not be eligible for credit.
- Credit cannot be awarded retrospectively to replace the grade of a failed BIBF module.
- The overall amount of credit awarded for prior learning cannot exceed 50% of a BIBF award.
- Remember that the award of credit may not always benefit you, so it is important to discuss your application with the Programme Coordinator **before** you submit an application. Note that s/he cannot make the decision, only give you advice.
- BIBF's APL Policy is stated in Chapter 2 of the Code of Practice – see our website at <http://www.bibf.com/code-of-practice>. For further information please contact your Programme Coordinator. A current list of contact details can be found in the Student Handbook and at <http://www.bibf.com/book-bibf-contact-information>.

**Appeals**

Note, you have the right to appeal against the decision taken. If you wish to do this you must write to the BIBF Director within two weeks of the date of this letter, stating the grounds of appeal, providing evidence and paying a fee of 25BD. Please note that grounds of appeal are limited to procedural failure, biased decision or mitigating circumstances, but **not** judgement or disagreeing with the decision – for guidance, see the Student Handbook <http://www.bibf.com/book-assessment>.

**PLEASE KEEP THESE GUIDANCE NOTES WITH YOU – DO NOT SUBMIT THEM WITH YOUR FORM**

<b>1 Your Details</b>	
Name	BIBF ID number
Date of birth	CPR number
Address	Email
	Mobile
BIBF programme name:	
I am a current student Y / N	I am applying to BIBF Y / N

**2 Details of previous qualification(s) (for which you are seeking credit) (if you need more space, attach a separate sheet)**

<b>PROGRAMME and/or QUALIFICATION</b>	<b>GRADE ACHIEVED</b>	<b>YEAR QUALIFICATION ACHIEVED</b>	<b>DATES OF STUDY</b>	<b>FULL-TIME/ PART-TIME</b>	<b>LEVEL / CREDIT RATING</b> <i>check with awarding</i>	<b>INSTITUTION name &amp; website</b>

**Remember that evidence of your previous qualifications is required – see the Guidance Notes for details**

**3 Details of the modules for which you want credit**

	<b>BIBF module</b>	<b>Previous module &amp; qualification</b>
1		
2		
3		
4		
5		
6		

**4 Further information – including details of any previous BIBF credit/exemption**

**5 Declaration**

I have read the Guidance Notes. I declare that the information I have provided on this form and the documents provided as evidence are true, complete and accurate. I understand that any fraudulent claim is in breach of BIBF’s Code of Conduct and may result in disciplinary action.

Signature

Date

**SECTIONS BELOW ARE FOR OFFICE USE ONLY**

**6 Receipt by Administration Coordinator**

Evidence seen and copy kept	Date
Certificate	Name
Transcript	Signature
Other	
Fee paid	Receipt number

**7 Decision by APL Committee on each of the module requests**

Date of consideration	Chair of APL Committee’s Signature
1	2
3	4
5	6

**8 Notification to APL applicant**

Date	Method of issuing decision letter Collection at Info Desk / Email to student
Name	Signature

This form is to be kept on the student file with a copy of the decision letter.