

6.22. AMUD-S25: Recognition of Non-formal and Informal Prior Learning

Policy Name	<i>Recognition of Non-formal and Informal Prior Learning</i>	Date of Initial Approval	<i>February 2022</i>	Date for next review	<i>July 2026</i>
Policy Number	<i>AMUD-S25</i>	Policy Effective from	<i>Spring 2023</i>	Policy Group	<i>Students</i>

Purpose: The goal of this policy is to set a framework for recognition of non-formal, and informal prior learning of prospective students and awarding credits when eligible. Transfer credits for formal prior education is governed by a separate policy (Transfer Admissions, Transfer Credits, and Advanced Standing).

Applies to: Students applying for admission based non-formal and informal prior learning.

Definitions: Non-formal learning refers to various structured learning which do not have a course syllabus or certification associated with it such as program developed by organization, non-credit adult education courses, professional conference styled seminars, and continuing professional development. Informal learning refers to knowledge, skills, competencies learned at the work place in a non-structured mode.

Policy: This policy establishes a process that authenticates skills, knowledge and competencies gained through non-formal and informal learning as defined above. The principles of this policy are:

- Approval of non-formal and informal prior learning credits necessarily occurs prior to the student's enrolment in the program. In this case, rigor evidence-based and transparent assessments are applied.
- For an applicant to obtain credits, the applicant's knowledge, skills, experiences, and competencies will be weighed against course descriptions and related learning outcomes. The credits are only awarded when there is sufficient evidence that students have achieved all learning outcomes of the course.
- The process provides students with guidelines and support to assemble sufficient evidence in the form of a portfolio and complete their applications. It is consistently applied to all students and across all programs, disciplines, units, courses, and competencies.
- AMUD only recognizes non-formal and informal prior learning that is current, course relevant, and sufficiently covers the breadth and depth of knowledge that can match with university-level learning.
- To grant credits AMUD will conduct a challenge exam to assess the achievement of learning outcomes of the relevant course.
- For every course that has been successfully recognized against non-formal and informal prior learning experience, a grade of 'TR' shall appear on the transcript. This grade will not be used in the calculation of cumulative grade point average (CGPA).
- No more than 50% of the credit for all courses in an individual undergraduate program may be awarded through this process including credit transfer, and not more than 25% for graduate programs.

- In no case this policy and related procedures substitute for admission requirements.

Procedure:

- An applicant shall complete the non-formal/informal application stating the non-formal/informal credits that he/she wishes to be considered for recognition (annexed to this policy).
- The complete application form, along with all supporting documents and related evidence and the processing fee, will be submitted to Admissions. Evidence may include authenticated certificates of informal learning, projects, and specific portfolios, but in all cases of informal and non-formal learning, the student has to appear and pass a challenge exam for each course he/she is requesting a credit recognition for.
- Admissions, in consultation with the relevant Dean, shall assign an academic advisor to assist the applicant in terms of assessment process, the kind of evidence that can be used, the administrative course of actions including the possibility to appeal a decision, an outline of the learning or competency outcomes against which students will be assessed, and the forms that can be presented to make the application successful along with the related timeline.
- The admissions in conjunction with the relevant Dean create the challenge exam. The student completes the exam under the supervision of the assigned Academic Advisor who grades the student's challenge exam and submit the final result to the admissions.
- Admissions shall forward the student application and supporting documents to the Registrar's office. The Registrar office is responsible for making sure that the submitted documents are satisfactory. Upon confirmation, the Registrar Office will forward the complete file to the Dean of the relevant school who will establish an ad-hoc committee chaired by the particular Program Leader to assess and recommend or reject credit recognition. Partial recognition is not allowed.
- The ad-hoc Committee shall complete an Assessment Evaluation form and submit it to the Dean of the relevant School. This form will list all the courses for which the credit recognition has been granted along with a separate list of courses for which no credit recognition was awarded. The ad-hoc committee may also ask the applicant to submit further documentation and/or evidence.
- The Dean will check the assessment form submitted by the ad-hoc Committee and ask for further clarifications, in particular, those related to the recommendations of the Committee and the rationale behind its decisions before approval.
- The approved file including assessment form shall be submitted by the Dean to the Registrar Office who will present the applicant's case to the Pro-Vice Chancellor for final approval.
- The decision will then be communicated by the Pro-Vice Chancellor's Office to Admissions who will forward it to the concerned applicant. If an applicant is not satisfied with the decision, he/she can file an appeal with Admissions within two weeks of receiving the decision.
- In this line, an Appeal Form including the following main details is filled out by the applicant (annexed to this policy):

- Contact details of the applicant
 - Appeal information including the rational for the appeal and additional supporting documents that he/she wishes to be considered
 - Student declaration that the submitted documents are accurate and authentic.
 - Student declaration that they are aware that they can only appeal once with respect to specific credit recognition.
- Upon receiving the dated appeal, an ad-hoc Appeal Committee shall be established by the Pro-Vice Chancellor and Chaired by the Registrar to look at the applicant's appeal and provide its recommendation to the Pro-Vice Chancellor within one week of the start of its mandate. The Pro-Vice Chancellor will act on the recommendation and render the final decision. This decision is forwarded to Admissions and shall be immediately communicated to the applicant within two days of receipt from the Pro-Vice Chancellor's Office. The decision is final and cannot be appealed again.

Assessment of Non-Formal and Informal Prior Learning:

AMUD will use one or a combination of the following assessment modes in conducting this exercise:

- Comparable examinations or tests that were used to assess the achievement of learning outcomes or qualifications in its programs, modules, and courses.
- Review of the portfolio of evidence which includes documents such as certificates (attendance, completion, achievement, etc.), and/or official job descriptions or statement of duties and responsibilities, letters of reference from employers detailing applicant's relevant skills and experience, and samples of work performed
- Onsite observation of applicant's relevant skill and/or competence under assessment.
- Assessment of reflective papers, journal articles, or similar documents authored by the applicant that can strengthen his/her file.

Assessment Processes:

AMUD has an established assessment process that includes but not limited to the following elements:

- A list of undergraduate and graduate courses for which credit recognition may be awarded;
- A list of the learning outcomes for each course or qualification;
- For each course, the qualifications, and experience required of the individual or individuals performing the assessments; currently, the general attributes include a minimum of five years of industry experience, an earned doctoral degree, and three years of academic experience at a recognized institution of higher education.
- A comprehensive and detailed list of the types of evidence that may be submitted with the application (already discussed in this policy under assessment of non-formal and informal prior learning).



Enclosure: Application Form: Informal/Non-Formal Prior Learning
Appeal Form: Informal/Non-Formal Prior Learning

Responsible Office: Registrar



Application Form Informal / Non-Formal Prior Learning

If you have previous professional experience relating to your field of study, you may be eligible to receive credits for certain units in your course. You should provide information about your informal prior learning (Any learning you have achieved on the basis of professional experience, social, family, hobby or leisure activities) as well as your prior non-formal learning (any non-credit structured learning you have gained including professional development courses, corporate training, seminars and workshops, etc.).

Please be advised that prior to awarding credits you are required to take a challenge exam.

1. Contact Information

First Name		Last Name	
Application #		Mobile Number	
Email Address			
List of Amity University courses you are seeking credits for			
Course Code		Course Title	
Course Code		Course Title	
Course Code		Course Title	

2. INFORMAL LEARNING (RELEVANT WORKING EXPERIENCES)

- Please provide information in chronological order
- Attach relevant supporting documents, and provide the details on a separate sheet if needed.

From-To (mm/yy)	Position Held/ Name and Address of Company/ Organization	Scope of Duty and Description**	Skills and Competencies Acquired	Name and Contact of Referee who can substantiate your claims

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****Specify the scope of duty and experience which are relevant to the clusters under which you seek recognition.**

3. Non-FORMAL LEARNING (RELEVANT PROFESSIONAL DEVELOPMENT - seminars/workshops attended, non-credit courses taken)

- Please provide information in chronological order
- Attached relevant supporting documents, provide the details on a separate sheet if needed.

Duration	Topic	Organization which offered the Training/Workshop/Course	Skills and Competencies Acquired

****Specify the scope of duty and experience which are relevant to the clusters under which you seek recognition.**

4. Additional Information

Please ensure to enclose the following supporting documents:

- a. Your CV
- b. Attested /certified copy your certifications
- c. Reference letter from your supervisor describing skills and competencies you have gained at work.
- d. Any other relevant information you deem applicable to your application

5. Student Declaration

I,-----, hereby affirm that the information and supporting documents of this application are accurate and authentic.

Applicant Signature: -----

Date: -----

Appeal Form

Informal / Non-Formal Prior Learning

6. Contact

Information

First Name		Last Name	
Application #		Mobile Number	
Email Address			
List of Amity University courses subject to decisions for which the applicant is filing an appeal			
Course Code		Course Title	
Course Code		Course Title	
Course Code		Course Title	
Course Code		Course Title	

7. Appeal information

Please state the rational for the appeal and enclose additional supporting documents that you wish to be considered

Student

Declaration

I,-----, hereby affirm that the information and supporting documents of this application are accurate and authentic. I am also aware that if my appeal is not approved, I cannot appeal again.

Applicant Signature: -----

Date: -----

POLICY REVISION HISTORY

Version	Rationale	Date	Revised by	Modifications	Approval
v2	To comply with CAA Standards	29.05.2023	QAIE	Addressed challenge exam in procedures section.	Governing Board (Approved in the 3 rd Governing Board meeting dated 12 th February 2024)