

PROCEDURE FOR RECOGNITION OF PRIOR LEARNING

Upon student's, UCM conducts a process for **Recognition of Prior Learning (RPL)** in order to evaluate formal, non-formal and informal learning outcomes, exams, knowledge, skills, competences already achieved by the candidate, as well as work experiences.

An internal commission composed of teaching and directive staff is in charge of the procedure and will periodically meet to examine the received practices.

The evaluation of documents for recognition of prior learning is established under the payment of an amount of €200,00 (two hundred euro) to be paid in advance by the student through a bank transfer at the following account headed to:

UCM Ltd

Bank: Bank of Valletta (BOV)

Account no. 4002362133 – 2

IBAN: MT12 VALL 2201 3000 0000 4002 3621 332

SWIFT Code: VALLMTMTXXX

At the end of the assessment, usually **within 20 days ca.**, UCM will communicate the official outcome to the students who have the right to either register or refuse. By the way, whatever the decision of the students is, the amount paid **as RPL tax shall not be refunded.**

Students who want to apply the procedure for RPL are requested to provide the following documents in PDF format:

- RPL module filled in with general data (**download here**, fill in then send back via e-mail)
- diploma supplement ([click here](#) for more information)

OR

- transcript of academic records from the institute they come from (including marks, credits for each exam and content of the subject);
- detailed and complete study programme of each exam;
- scanned copy of the certificate for which recognition is requested;
- personal Curriculum Vitae;
- receipt of the bank transfer (please see UCM bank account details and amount into RPL module);
- any other relevant document that can support the recognition of prior learning.

The documents requested shall be sent via e-mail at committeepl@ucm.edu.mt