RPL, APL, APEL ACADEMIC FRAMEWORK

Recognition of Prior Learning (RPL), Accreditation of Prior Learning (APL), and Assessment of Prior Experiential Learning (APEL)

Document Title	RPL, APL & APEL Policy & Fee Structure	**Document Reference**	GEPEA-POL-RPL-2026/V5
Approved By	Academic Senate & Evaluation Board	**Effective Date**	Academic Year 2026 / 2027
Target Audience	Applicants, Faculty Assessors, Admissions	**Official Domains**	gepea.eu | gepea.org.uk | gepea.education

1. EXECUTIVE OVERVIEW & LEGISLATIVE INTENT

GEPEA University (GEPEA Universidade Ltd.) recognizes that high-level learning occurs across diverse professional and non-formal environments—not restricted to traditional academic lecture halls. In alignment with global higher education directives, European Qualifications Framework (EQF) standards, and international recognition bodies, GEPEA University has instituted this formal **RPL, APL, and APEL Academic Framework**.

This policy eliminates redundant educational requirements for experienced candidates, broadens access to higher degree qualifications, and systematically maps prior experiential learning against accredited degree learning outcomes.

> **Institutional Assurance:** No academic qualification at GEPEA University is conferred purely on unverified claims. All RPL, APL, and APEL pathways require rigorous evidence mapping, portfolio audit, and formal ratification by the Academic Evaluation Board.

2. CORE TAXONOMY OF PRIOR LEARNING

GEPEA University classifies prior learning into three operational categories for credit mapping:

2.1 Formal Learning (APL / Credit Transfer)

Learning acquired through structured, accredited higher education programs conducted by recognized universities, colleges, or polytechnics. Evaluated via official academic transcripts and course syllabus matching.

2.2 Non-Formal Learning (RPL)

Structured learning outside traditional degree frameworks, such as executive corporate training, specialized military instruction, professional association certifications, and vocational courses. Verified through formal certificates of completion and instructional course outlines.

2.3 Informal Learning (APEL - Experiential Assessment)

Uncertificated experiential learning gained through executive leadership, professional practice, self-directed research, and domain mastery over time. Evaluated through comprehensive portfolio submissions, employer attestations, and oral defense examinations.

3. SCOPE OF QUALIFICATIONS & EXEMPTION LIMITS

The RPL/APL/APEL framework applies across all faculty divisions at GEPEA University. Experienced applicants may seek direct entry, module exemptions, or advanced standing in the following programs:

- **Undergraduate Level:** Bachelor of Business Administration (BBA), Bachelor of Science (BSc), and Higher Diplomas.
- **Postgraduate & Master Level:** Master of Business Administration (MBA), Master of Science (MSc), Master of Arts (MA), Master of Philosophy (M.Phil), and Executive Master Diplomas.
- **Doctoral & Senior Research Level:** Doctor of Business Administration (DBA), Executive PhD programs, and Senior Professional Doctorates.

4. CREDIT EXEMPTION CAPS & REGULATORY LIMITS

To preserve academic rigor and international accreditation integrity, GEPEA University enforces maximum allowable credit exemption caps:

QUALIFICATION LEVEL	MAXIMUM RPL/APL CREDIT LIMIT	MINIMUM GEPEA STUDY REQUIREMENT	PRIMARY ASSESSMENT METHOD
Undergraduate Degrees	Up to 60% of total ECTS / Credits	Minimum 40% completed at GEPEA	Transcript Mapping & Portfolio
Master Degrees (MBA/MSc)	Up to 50% of total ECTS / Credits	Minimum 50% completed at GEPEA	Advanced Standing Review & Defense
Postgraduate Diplomas	Up to 50% of total ECTS / Credits	Minimum 50% completed at GEPEA	Credential & Syllabus Evaluation
Doctoral Degrees (DBA/PhD)	Up to 30% coursework exemption	Full Dissertation & Viva Voce Required	Research Portfolio & Oral Examination

5. EVIDENTIARY STANDARDS (THE A.R.S.C. PRINCIPLE)

Every evidentiary item submitted for RPL, APL, or APEL evaluation must fulfill the **A.R.S.C. Quality Criteria**:

1. **Authenticity:** Documentation must be official, verifiable, and issued directly by recognized authorities or employers.
2. **Relevance:** Evidence must directly align with specific learning outcomes of the target GEPEA degree course.
3. **Sufficiency:** The volume and depth of submitted evidence must demonstrate full coverage of claimed competencies.
4. **Currency:** Prior experience should ideally fall within the last 5 to 10 years, unless continuous active practice is established.

6. STEP-BY-STEP RPL/APL EVALUATION PROCESS

Applicants seeking credit recognition or advanced entry must proceed through the five-stage evaluation workflow:

1

STAGE 1: Initial Inquiry & Preliminary Screening

The candidate contacts GEPEA Admissions via email and submits a detailed Curriculum Vitae (CV) for informal preliminary eligibility assessment.

2

STAGE 2: Official Form Submission & Fee Payment

The applicant submits the official *GEPEA RPL-APL-APEL Application Form* along with certified supporting documents and pays the non-refundable Application Fee.

3

STAGE 3: Formative Assessment & Portfolio Mapping

The Evaluation Board maps prior credentials against course learning outcomes. Assessors may request additional work samples or schedule an oral interview.

4

STAGE 4: Formal Exemption Determination

The Academic Board issues a formal *RPL Credit Exemption Statement* detailing approved course exemptions, granted ECTS credits, and remaining tuition requirements.

5

STAGE 5: Final Matriculation & Transcript Registration

Upon final enrollment, exempted courses are recorded on the student's transcript under the designation **"CR - RPL Exemption"**.

7. GOVERNANCE & ASSESSMENT ROLES

GOVERNANCE ROLE	PRIMARY RESPONSIBILITIES
RPL Candidate	Compiles authentic evidence portfolios, provides official translated records, and adheres to submission deadlines.
Faculty Assessor	Evaluates portfolios using standardized academic rubrics and conducts viva examinations when required.
Academic Senate Board	Ratifies credit decisions, enforces quality compliance, and manages formal appeals.

8. APPLICATION FEES & FINANCIAL STRUCTURE

INITIAL APPLICATION ASSESSMENT FEE

Application Assessment Fee: EURO 60 or GBP 50 (Non-Refundable)

This mandatory application fee must accompany the submission of the RPL/APL/APEL Application Form. It covers the initial administrative review, document verification, and preliminary portfolio mapping by the Admissions Board.

8.1 Determination of Remaining Program & Tuition Fees

The remaining tuition and assessment fees for candidates admitted via the RPL/APL route are determined individually by **GEPEA's International Admission Office** upon completion of the preliminary assessment. Fee calculations depend on:

- **Category of Qualification:** Certificate, Executive Diploma, Bachelor, Master, Executive MBA, or Doctoral level.
- **Volume of Granted Exemptions:** Candidates receiving partial course exemptions pay reduced tuition proportional to the remaining taught/research credits required.
- **Specialized Assessment Requirements:** Any program requiring external practical verification, capstone thesis evaluation, or international authentication services.

8.2 Fee Determination Matrix

PROGRAM CATEGORY	INITIAL FEE REQUIREMENT	REMAINING FEE DETERMINATION BASIS
Diploma / Certifications	EURO 60 / GBP 50	Determined by International Admissions based on module credits mapped.
Undergraduate Programs	EURO 60 / GBP 50	Calculated on remaining ECTS required to reach 180 / 240 credit threshold.
Master Degrees (MBA/MSc)	EURO 60 / GBP 50	Determined by course specialization and capstone dissertation assessment.
Doctoral Degrees (DBA/PhD)	EURO 60 / GBP 50	Custom evaluation based on research proposal review and viva voce defense.

APPENDIX A: FORMAL APPLICATION FORM

RPL, APL & APEL CREDIT ASSESSMENT PATHWAY

1. APPLICANT PERSONAL DETAILS

Full Legal Name:

Passport / National ID No:

Email Address:

Phone / WhatsApp:

2. TARGET GEPEA ACADEMIC PROGRAM

Target Program / Diploma:

Faculty / Field of Study:

3. ASSESSMENT ROUTE CLAIMED & FEE ACKNOWLEDGMENT

[ ] APL (Formal Transfer) [ ] RPL (Non-Formal Training) [ ] APEL (Experiential Learning)

[ ] I confirm payment of the Non-Refundable Application Fee of EURO 60 / GBP 50.

4. BRIEF SUMMARY OF SUBMITTED PRIOR EVIDENCE

5. DECLARATION

I declare that the information provided is accurate and authentic. I acknowledge that the remaining tuition and assessment fees will be determined by GEPEA's International Admission Office upon formal preliminary review.

APPLICANT SIGNATURE & DATE

GEPEA ADMISSIONS OFFICER SIGNATURE

9. APPEALS PROCEDURE & ACADEMIC INTEGRITY

Applicants who wish to appeal an RPL/APL/APEL assessment decision must submit a formal written request to the **Academic Appeals Committee** within 30 calendar days of receiving their evaluation result. Valid grounds for appeal include procedural irregularity or the presentation of new material evidence that was previously unavailable.

10. GLOBAL RECOGNITION & INSTITUTIONAL REGISTRY

GEPEA Universidade Ltd. is registered with the UK Companies House and listed on the UK Register of Learning Providers (UKRLP). Certificates and academic transcripts issued under the RPL/APL framework are eligible for international legalisation, notarial attestation, and educational equivalency evaluation (including recognition alignments with California University FCE, USA).

INSTITUTIONAL INFORMATION & DIRECT CONTACT

For further details, course catalogs, fee schedules, or assistance with your RPL/APL application, please contact GEPEA University's International Admission Secretariat:

Official Emails:	office@gepea.eu | info@gepea.org.uk
Web Portals:	**www.gepea.eu** | **www.gepea.org.uk** | **www.gepea.education**
Admissions Office:	GEPEA International Admissions & Evaluation Directorate
Institutional Status:	GEPEA Universidade Ltd. (UK Companies House & UKRLP Registered)

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