

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

REGULATIONS

- Applications must be submitted as soon as possible after admission to the program, **BUT NO LATER** than the end of the first session in which the student is registered.
- The maximum number of credits granted to a student through recognition of prior learning is:
for a degree program: two thirds (2/3)
for a certificate: the student must be registered in at least one course in their program, with the exception of the personalized certificate
- No degree, diploma or certificate may be earned by recognition of prior learning alone.
- Students may file an appeal if their Application for Recognition of Prior Learning is denied.
- A \$50.00 fee will be applied for each course recognized, with the exception of the DCS-BAC stream and UQAT courses.
- Request for equivalency – relevant experience: \$50.00 for each request + \$ 50.00 for each recognized course.

Please see the [regulation](#) on our Web site.

STUDENT IDENTIFICATION

Please print:

Last name (at birth): _____

Current program

First name: _____

Concentration: _____

Session: _____

Address: _____

Date of birth: _____

Home phone: _____

Email address: _____

Office phone: _____

CHECK THE APPROPRIATE BOX(ES)

EXEMPTION for courses taken in another institution. Course transcripts for these courses:

- are already in my student file
- will be placed in my student file shortly

a) Specify the institution of origin: _____

b) Specify the course(s) for which you are asking equivalency:

Completed course: _____ Course to be recognized: _____
_____ as equivalent _____
_____ if necessary _____

N.B. Transcripts must be official (including seal) and sent directly from the issuing institution to UQAT.
Please provide a description of the courses relevant to this application.

TRANSFER of courses from a program completed at UQAT: _____ in the _____ session

EXEMPTION for professional (work) experience or for volunteer work experience:

- Include a detailed letter to your request, specifying the course(s) you wish to be exempt from and the reasons that justify your application.
- Provide official confirmation from your employer, specifying the length of time worked and the tasks performed.

N.B. The same professional experience cannot be used for both admission and exemption purposes.

I request that my student file be studied to determine prior learning or possible course transfers relevant to my current program.

Signature: _____

Date: _____

Please return directly to:
U.Q.A.T.

Patricia Martin, School of Indigenous Studies Module
675, 1st Avenue, Val-d'Or (Qc) J9P 1Y3
819-874-8728 #6534
patricia.martin@uqat.ca.

RECOGNITION OF PRIOR LEARNING

PROCEDURES

APPLICATION FROM STUDENT: Any Application for Recognition of Prior Learning must be made and sent to the Office of the Registrar, accompanied by the necessary official supporting documentation (official transcript of grades, course descriptions or description of the experience acquired) as soon as possible after admission to the program, but prior to the end of the first session in which the student is registered, at the latest. The request is processed according to the regulations defined in Article 2.8 of the [General Undergraduate Studies Regulation](#).

ASSESSMENT OF THE APPLICATION: In the twenty (20) business days following receipt of a duly-completed application, including supporting documentation, the program administrator assesses the application and related documents, and as needed, contacts individuals competent in the subjects being reviewed, in order to determine the application's validity, with regard to the objectives, the courses and the activities of the program in which the student is registered. Once the assessment of the application is complete, the Module completes and signs the necessary form and sends it to the Registrar, who approves the recognition of prior learning and includes it in the student's file, for appearance on their next transcript. When an Application for Recognition of Prior Learning is denied, the Module notifies the student, and other affected individuals, of the decision, and of the reasons behind that decision.

APPEAL: In the twenty (20) business days following the issuance of a denial, the student who believes themselves wronged by this decision can appeal it by making their reasons for the appeal known, in writing, to the Office of the Registrar, which will convene an Appeal Committee with the affected individuals. The student may take the opportunity to appear before the committee and be heard; a decision regarding the appeal will be sent to the student as soon as possible after the Appeal Committee's consideration of it; this decision is final and may not be appealed.

DEFINITIONS

Recognition of prior learning may take one of the following forms:

- EXEMPTION:** Consists of waiving the obligation to take and to successfully pass a program course; credits related to this course will appear on the student's transcript of grades as a K.
- SUBSTITUTION:** Consists of substituting, on the student's transcript of grades, the credits and the grade received in another course, as a replacement for a course in their program.
- TRANSFER:** Consists of transferring the credits and the grade received in an already completed course from another program at the same academic level, to the student's transcript of grades. The program from which the courses are transferred must lead to the receipt of academic qualifications and the student must have completed that program.
- INTEGRATION:** Consists of recognizing knowledge obtained and skills developed through the completion of different activities which enabled the student to achieve some program objectives. The institution integrates prior learning corresponding to these objectives into the student's file.

RULES OF RECOGNITION

- Under no circumstances will the *Université* grant any qualifications solely by recognition of prior learning;
- No student admitted to a Bachelor or Master's program will have more than 2/3 of the necessary credits recognized;
- The student admitted to a certificate program must register in at least one activity in their program;
- Technical college studies (technical program completed) may lead to exemptions or substitutions, or be subject to integration, according to institutional regulations;
- In the case of a change of program or the re-activation of a student file, courses recognized in an earlier Application for Recognition of Prior Learning in the old program are rendered null and void. Thus, the student must submit another request for recognition of prior learning for the new program.

PROFESSIONAL EXPERIENCE

Where professional experience leads to recognition of prior learning, two complementary approaches are used:

- Determination of the level of education, knowledge or expertise acquired in relation to the courses being recognized.
- Assessment of the professional experience in terms of the program objectives and the theoretical framework necessary for structuring the education, the knowledge and the expertise acquired.

DOCUMENTS TO BE SUBMITTED

1. A written and signed report in which the student specifies the location, the nature and the length of the relevant professional experience. The document must also include an assessment of this experience which demonstrates the connection between the course in the university program and the knowledge and training acquired in the workplace.
2. Employer confirmation regarding the nature of the experience and the duration of each job relevant to the current application. Each confirmation must bear the employer's signature and the seal or stamp of the establishment from which it is issued.

The student who submits such a request may be required to submit themselves to the verification of their knowledge, by an examination of the validation of their prior learning.