

## Recognition of prior learning and the accreditation of prior learning (APL)

### Credit Transfer Process

Recognition of prior learning and the accreditation of prior learning (hereinafter referred to as APL) enhances educational and professional mobility and aims to broaden the opportunities for lifelong learning. The APL assessment is made on the basis that learning can be documented and the applicant can demonstrate the standard they achieved from participating in these activities is comparable to the standards in the program in which they are seeking credit. Learning may include relevant professional experience. The onus shall be on the applicant to provide evidence during the application process and prior to official admission that demonstrates relevant skills, academic level, knowledge and understanding.

Glion recognize some prior hospitality work experience as academic credit transfer onto the BBA program only, although work experience does not replace admissions requirements into undergraduate and master's programs.

Application/Request for credit recognition and transfer to GIHE will be made to Admissions who will confer with the Academic Dean (or Program Director) to agree transferability and entry point.

Requirements for the APL decision-making process are the following:

- An updated **Curriculum Vitae**
- Senior Secondary Education: **an official copy of the final transcripts and an official copy of the Diploma/Leaving Certificate**. If documents are not in English, then an official certified/notarized English translation is also required.
- **An official English language certificate** (IELTS, TOEFL, FCE or CAE) equivalent to the programs entry requirements as per the GIHE website. Certificate cannot be older than 12 months from the day the certificate has been issued and the program start\*.
- **Previous studies and/or degree**: an official copy of all the transcripts (past semesters and current semester) from the institution the applicant attended\*.
- **Academic catalogue/program syllabus with course unit descriptions/hours/credits**. Where GIHE has established credit precedents as identified through an approved articulation agreement, then accompanying official documents may not be needed. All documents must be in English\*.
- **An official work/or internship certificate or work contract**. A diploma, a certificate or other documents certifying professional work experience learning including in-service training can also be sent (a job description, a directive on appointment to office, a professional certificate, a portfolio of or reference to work completed, etc.) \*.

NB: Official documents are needed before arrival to campus, however provisional documents can be reviewed during the evaluation process.

### **Undergraduate BBA Programs:**

Students who transfer to Glion Institute of Higher Education for the BBA programs are required to adhere to the following:

- Academic credit transfer is recognized and granted by the Admissions Department, under the guidance of the Academic Dean / Program Director, prior to the student starting their studies with GIHE.
- A maximum of 82 credits for 120 credit BBA program can be transferred to GIHE with a minimum of 38 credits taken at GIHE in the final year of studies to include the specialization (semester 6 and 7).
- After the student has been admitted to the program, no request for credit transfer or exemption will be considered.

### **Work Experience Recognition:**

- No more than semester 1 and 2 or a maximum of 20 academic credits can be recognized through previous hospitality-based work experience prior to admission to campus.
- Internship academic credit (semester 5 and to a maximum of 10 credits) recognition may be granted by the appropriate panel on campus for students with extensive work experience in a relevant domain.
- For students seeking an early exit award during their program of study work experience or non-collegiate learning may not be recognized to fulfil certification. Academic credit recognition for experiential or non-collegiate credits transfer at GIHE is limited to a maximum of 25% of the credit requirement. If a student's total credits are outside of these requirements a student is eligible for a transcript of study and certificate of attendance only. No early exit award can be given.