

## Recognition of Prior Learning (RPL) – Policy & Process

### What is the RPL Method?

The Recognition of Prior Learning (RPL) policy provides a structured framework for assessing and recognizing the knowledge, skills, and competencies acquired through prior formal education, professional experience, and informal learning.

Under this policy, applicants may be granted advanced standing, credit exemptions, or entry into higher levels of a program, subject to a formal assessment process. The evaluation is conducted based on documented evidence, including academic records, professional certifications, portfolios, and relevant work experience.

All RPL applications are reviewed in accordance with established academic standards to ensure consistency, transparency, and integrity. The institution reserves the right to determine the extent of credit awarded based on the relevance and equivalence of prior learning to the program requirements.

The RPL pathway promotes lifelong learning, enhances access to higher education, and supports students in efficiently achieving their academic and professional goals while maintaining the quality and rigor of the qualifications offered.



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## Eligibility Criteria for RPL

### Bachelor Degree

- Higher National Diploma (HND) + Minimum 5 years of relevant work experience
- Minimum 10 years of relevant work experience

### Master Degree

- Degree + Minimum 2 years of relevant work experience
- Postgraduate Diploma (PGD) + Minimum 1 year of relevant work experience
- Higher National Diploma (HND) + Minimum 7 years of relevant work experience

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## How to Apply for RPL

- Submit a Curriculum Vitae (CV)
- Provide all academic qualification documents
- Submit a request via email
- Documents will be forwarded to the university within 4–5 working days

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## How to Start the RPL Process

- Submit the required documents
- Complete and submit the RPL Application Form

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### **Payment Process**

- Admission Fee: LKR 10,000
- Program Fee: LKR 375,000
- RPL Fee: USD 100

### **Payment Terms:**

(Payments can be made in two installments.)

- 1st Installment: Admission Fee + LKR 200,000 + RPL Fee
- 2nd Installment: LKR 175,000

### **Conditions:**

- The 1st installment must be completed at the time of document submission
- The 2nd installment must be completed before thesis submission

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### **RPL Process Timeline**

- Upon submission of the required documents and completion of the 1st payment, candidates must submit their thesis within 30 working days
- The 2nd installment must be completed prior to thesis submission
- After submission of the thesis and completion of full payment, scanned copies of the original certificates will be issued within 25 working days
- Original hard copies will be delivered within an additional 10 working days

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### **Award of Qualification**

Candidates eligible under the Recognition of Prior Learning (RPL) pathway may submit their thesis for assessment. Upon successful evaluation, the original Degree or Master's Degree will be awarded within 65 working days.

### **Academic Division**

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