Notice of Collection of Personal Information

Your personal information is collected under the authority of the University of Ottawa Act, 1965, in accordance with the Freedom of Information and Protection of Privacy Act of Ontario and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, registration, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or infoservice@uOttawa.ca.
PREAMBULE

The University of Ottawa recognizes that learning can occur by taking university credit courses (or its equivalent) as well as in other situations: professional experience, self-teaching, non-credited courses, workplace training, etc. Prior Learning Assessment (PLA) allows students who have acquired knowledge in a non-traditional manner to receive advanced standing for a course (specific course code) offered at the University or, in certain instances, to be granted an exemption.

Any specific advanced standing which is recognized by a faculty is done on behalf of the University and therefore should be recognized by other faculties.

RULES

• To have prior learning recognized and receive advanced standing, you must first be admitted to and register for a program of studies at the University of Ottawa.

• Your request must be submitted during your first session as a University of Ottawa student. (The assessment process can be lengthy; you are strongly urged to submit your request at the beginning of your first session.)

• A Request for prior-learning recognition applies only to undergraduate students and courses in the following faculties and school: Arts, Engineering, Health Sciences, Management, Sciences and Social Sciences.

• Only courses scheduled at the University of Ottawa within the last 24 months can be submitted for recognition of advanced standing.

• Advanced-standing credits are awarded strictly for courses that already exist at the University of Ottawa and are part of your program of studies.

• Exemptions, and not advanced-standing credits, may be granted for foreign and second-language skills acquired outside the University of Ottawa.

• You can receive no more than 30 advanced-standing credits through the recognition of prior learning.

• Advanced standing is granted only if your knowledge is considered equal to that of the students taking the course.

• Advanced-standing credits appear on your transcript but do not count as University of Ottawa residency requirements (that is, courses you must actually do with the University of Ottawa).

• Credits obtained for prior learning might not be recognized by the discipline's licensing body or professional association.

• Should advanced standing not be granted, you can submit a written appeal of the decision to the dean – or the dean's representative – of the faculty or school offering the course.

PROCEDURE

You can ask the department responsible for giving the course to provide you with the applicable outline to help you determine if indeed your knowledge and skills match the learning outcomes.

YOU MUST:

1. Complete and sign the University's Request for Prior-Learning Recognition form and submit it to your faculty or school either in person or by mail, along with the required supporting documents. Remember that you have to submit all materials in either French or English – or provide a certified translation if they were produced originally in another language. The material can include your résumé, descriptions of your experience and prior learning, assignments, employer letters, etc. To check the validity of your documents, the assessor may contact the employers and other references you list in your request.

2. Pay two non-refundable administrative fees to the University: The first is to have your request's eligibility examined, and the other is for the assessment itself if your request is deemed eligible. Please check the Administrative fees website (under Other admission-related fees) to see the costs associated with the request. By submitting a Request for prior-learning recognition, you are agreeing to pay all related fees (these fees cannot be refunded retroactively). The amounts owed, as well as the method of payment, will appear on your statement of account on uoZone, under Finances and jobs. (Note: If your fees remain unpaid, the University withholds your official documents - transcripts, grade reports, diplomas, etc. - until payment is received.)
SECTION À REMPLIR PAR L'ÉTUDIANT OU L'ÉTUDIANTE - SECTION TO BE FILLED IN BY THE STUDENT

NOM DE FAMILLE - SURNAME

PRÉNOMS - GIVEN NAMES

N° ET RUE - NO. AND STREET

PROV. / PROV. / PROV. / COUNTRY

CODE POSTAL - POSTAL CODE

ADRESSE LOCALE - LOCAL ADDRESS

VILLE - CITY

APP. - APT.

@uOttawa.ca

FACULTÉ / ÉCOLE - FACULTY / SCHOOL

PROGRAMME D'ÉTUDES - PROGRAM OF STUDIES

COTE ET TITRE DU COURS PRÉSENTÉ POUR LA RECONNAISSANCE DES ACQUIS

CODE AND TITLE OF COURSE FOR WHICH YOU ARE REQUESTING RECOGNITION

CR : ☐

ÉQUIVALENCE ACCORDÉE

ADVANCED STANDING GRANTED

COTE ET TITRE DU COURS

COURSE CODE AND TITLE

ÉQUIVALENCE REFUSÉE

ADVANCED STANDING REFUSED

RAISON

REASON

ÉQUIVALENCE ET BASE D'ADMISSION AJOUTÉES AU SIS

ADVANCED STANDING AND BASIS FOR ADMISSION ENTERED INTO THE SIS

À L'USAGE DE LA FACULTÉ - FOR FACULTY USE

DATE

SIGNATURE

ÉQUIVALENCE ACCORDÉE

ADVANCED STANDING GRANTED

ÉQUIVALENCE REFUSÉE

ADVANCED STANDING REFUSED

ÉQUIVALENCE ET BASE D'ADMISSION AJOUTÉES AU SIS

ADVANCED STANDING AND BASIS FOR ADMISSION ENTERED INTO THE SIS

J'ai lu et compris les règlements et la procédure concernant la demande de reconnaissance des acquis et j'accepte de m'y conformer.

Je comprends que je dois payer des frais administratifs non remboursables à l'Université d'Ottawa, tel que décrit dans la procédure.

□ J'ai lu et compris la documentation expliquant que mes renseignements personnels seront protégés en tout temps conformément à la loi sur la protection de la vie privée et sur l'accès à l'information. J'ai lu and understood the information explaining at all times my personal information will be protected in accordance with the freedom of information and protection of privacy act.

□ J'ai lu et compris que les cours à l'horaire de l'Université d'Ottawa dans les 24 derniers mois peuvent faire l'objet d'une demande de reconnaissance des acquis.

□ J'ai lu and understood that only courses scheduled at the University of Ottawa within the last 24 months can be submitted for recognition of advanced standing.

□ J'ai lu et compris que des copies d'un minimum de documents doivent être conservés au dossier en raison des normes de vérification.

□ J'ai lu and understood that photocopies of a minimum number of documents must be kept on file to meet auditing requirements.

□ J'ai lu et compris que les originaux vous seront remis.

□ J'ai lu and understood that originals will be returned to you; however, photocopies of a minimum number of documents must be kept on file to meet auditing requirements.

□ J'ai lu et compris que mes renseignements personnels seront protégés en tout temps conformément à la loi sur la protection de la vie privée et sur l'accès à l'information.

□ J'ai lu and understood that my personal information will be protected in accordance with the freedom of information and protection of privacy act.