

**Professional Doctorate in Human Performance and Innovation Application**

**Additional Application Documentation Form (AADF)**

**Version for Candidates Starting September 2023**

**Application Routes [All applicants]**

If you hold a minimum 2.2 honours undergraduate degree (Level 8) in a relevant area or equivalent qualification and at least 5 years of relevant professional experience, please complete online PG application form and complete Section 1 of this form (AADF). Please save this form as a word or pdf document, and upload it with your online PG application form and include all other required documentation:

**ROUTE 1**

**Candidate holds a primary degree\***

• Qualification transcripts and certificates

• English language qualification(s) if English is not your first language

• Certified English translation of your transcripts/certificates where the original transcripts are in a language other than English

• A CV (Curriculum Vitae)

• Completed Additional Application Documentation form (ADDF). Please note for applicants who do not meet the minimum entry requirements this form facilitates the submission of your Recognised Prior Learning (RPL) supporting statement.

• A copy of birth certificate (long documents) or passport.

• A recent digital quality head and shoulders photo for your ID card.

• A signed sponsorship letter from your employer, if they are funding your application and tuition fee.

*\*Relevant subject areas include coaching, health, performance, physical activity, physical education, sport sciences etc. Contact the Course Director if additional direction is required (Ciaran.MacDonncha@ul.ie)*

**ROUTE 2**

**Recognition of Prior Learning**

If you do not hold a first or second class Level 8 degree or international equivalent in a relevant subject, but you do have at least 5 years of relevant professional experience then please complete online PG application form and Sections 1 and 2 of this form (AADF). Section 2 below facilitates the Recognition of Prior Learning (RPL) for entry onto the programme. Please save this form as a word or pdf document, and upload it with your online PG application form and include all other required documentation as listed above.

**Section 1. Evidence of Relevant Professional Experience [All applicants]**

Please describe your relevant professional experience (not qualifications) using the headings provided below. Add all experiences/roles to date. Professional experience maybe current or past employment; professional contribution to existing organisations, institutions, groups or individuals; community involvement/contribution etc.

We are using this form to evaluate your breadth of professional experience and practice and to confirm the minimum 5 years of experience required. Complete table below and add rows if required.

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| **PROFESSIONAL EXPERIENCE** |
| **Dates:**  **Nature of role (Full/Part/Paid/Volunteer)**  **Number of hours/wk**  **Organisation:**  **Details of Role/Responsibility:**  **Key Learning/Skills Gained:**  **Contact Email/Referee for this experience:** |
| **Dates:**  **Nature of role (Full/Part/Paid/Volunteer)**  **Number of hours/wk**  **Organisation:**  **Details of Role/Responsibility:**  **Key Learning/Skills Gained:**  **Contact Email/Referee for this experience:** |
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**Section 2. Recognised Prior Learning [Route 2 applicants only]**

**Information for applicants to the Professional Doctorate in Human Performance and Innovation who do not meet standard academic entry requirements i.e. hold a relevant primary degree**

Graduate programmes normally require a minimum academic qualification at primary degree level. It is recognised that learning can and does occur outside of traditional routes. The University is committed to recognising prior learning (RPL). The Department of Physical Education and Sport Sciences is committed to the principles of equity and accessibility and facilitates entry to programmes through non-traditional routes. Applicants who do not meet the normal academic requirements (Level 8 Honours degree) may apply to have prior learning considered by submitting a RPL supporting statement.

In applying RPL the university will be cognisant of the need to ensure that the integrity of its awards is rigorously guarded and that academic standards are maintained. Applicants need to be aware that these programmes require a high level of commitment of time and study. Academic writing, science and computer skills are required for this programme. The recognition of prior learning may only be used in the context of making an application for admission to a particular programme and not for an academic award.

**Recognition of Prior Learning (RPL)**

RPL is an assessment process to determine the extent that the applicant meets the knowledge base, competency or standards for entry into and completion of a programme of study. The prior learning may have been acquired by formal or informal routes. Assessors will take due regard to professional and statutory accredited study. RPL statements are very individual and should focus on demonstrating the relevant learning, knowledge, skills and competencies you have achieved to date. The RPL statement is intended to provide you with the opportunity to demonstrate that you can perform adequately within the context and rigours of higher level academic programmes.

**RPL Supporting statement guidance**

**Introduction:** The introduction should include a short reflective statement of relevant knowledge, skills, competencies and strengths you have gained and achieved to date and how these have contributed to your profession and practice. In additional, you should include a statement on why engaging in the Professional Doctorate in Human Performance and Innovation could further enhance your professional practice and impact.

**Main Body:** This **must include a record of the** relevant learning, knowledge, skills and competencies you have achieved to date, please provide as much detail as possible and if a formal qualification was gained include the name of qualification and year gained. You may use bullet points to present this content.

**Conclusion:** Summarise the main points and emphasise the additional knowledge, skills and competencies that you believe you require and that you will gain from the Doctorate in Human Performance and Innovation.

**RPL Appendix**

Include any evidence which supports your RPL statement that you have not submitted with the standard PG application e.g. qualifications gained, completed courses, continued professional learning, skills updating, study days attended etc. A photocopy of certification is sufficient.

**RPL Statement (1500 words max)**

**RPL Statements are evaluated using the following criteria:**

**Authenticity -** Is the evidence genuine, and clearly defended as your own achievement?

**Sufficiency -** Is there sufficient evidence to support your claim?

**Standard-** Are the learning, knowledge, skills and achievements demonstrated through the

evidence at an acceptable level?

**Validity -** Does the evidence support your claim?

**Relevance** - Is the learning demonstrated through the evidence relevant to the target programme of study you are applying for? This means that it will be considered in the context of the learning outcomes of the programme.

**Currency** - Is the learning current, or if not, is there evidence of appropriate updating?

**Further Information**

For further information or clarification re Programme contact the Programme Director: [Ciaran.MacDonncha@ul.ie](mailto:Ciaran.MacDonncha@ul.ie)

For further information on Application process contact:

Graduate and Professional Studies

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