

Application Form Exemption from Module(s) or Stage of a Programme



SETU is prepared to consider granting an exemption from the assessment process for a specific module(s) to students who have successfully achieved the required learning outcomes through previous qualifications or prior learning.

1. Applicants must **provide evidence of appropriate prior learning**. This evidence will be considered by the (a) Programme Director; (b) Head of Department; (c) Head of Faculty and (d) Assistant Registrar Curriculum Administration & Systems.
2. All application forms for exemption, and all accompanying information, **must be received by the Faculty/Campus Office within 6 weeks of the start date of the Module or Stage**.
3. Note that exemptions granted in the award year of any programme may result in an unclassified award.

Student Name:			
Student ID number:			
BANNER Programme Code:		Programme Stage:	
Full Programme Title as Per Programme Schedule:			

Year	Full Module Title	Module Credit Value	BANNER Module Code (not CRN code)	To be completed by Programme Director		To be completed by Head of Department	
				Signature	Recommended / Not Recommended	Signature	Recommended/ Not Recommended

Comments: _____

I declare that the information given by me on this form, and the attached supporting documentation, is true and accurate and I hereby authorise the Institute to contact the education bodies for each subject listed as part of the assessment process.

Student's Signature: _____ Date _____

Exemption Approval Process:

1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Head of Faculty	Date	Recommended	Not Recommended
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Assistant Registrar Curriculum Administration & Systems	Date	Approved	Not Approved

AR Curriculum Administration & Stems to notify final decision to Heads of Faculty, Department, and Academic Admin Manager

***Copies of evidence of prior learning *MUST* be attached to this form. Incomplete forms will not be processed and will be returned to the Head of Faculty.**