



This form may take you 2 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of application for module exemption.

1. All applicants must read the procedure/ regulations overleaf.
2. All applications must be made on this form and submitted to the respective academic school.

STUDENT PERSONAL PARTICULARS	
Name:	Admission Number:
Course:	Contact Number:

I wish to be exempted from:

SP Module Code +	SP Module Name + (for Exemption)	Module Name @	Grade	Exam ('A' / ITE, etc.)

For Official Use:

Approved / Rejected* Comments: _____

Approver's Name#

Signature

Date

SP Module Code +	SP Module Name + (for Exemption)	Module Name @	Grade	Exam ('A' / ITE, etc.)

For Official Use:

Approved / Rejected* Comments: _____

Approver's Name#

Signature

Date

SP Module Code +	SP Module Name + (for Exemption)	Module Name @	Grade	Exam ('A' / ITE, etc.)

For Official Use:

Approved / Rejected* Comments: _____

Approver's Name#

Signature

Date

I declare that:

- 1) I have read and understood the exemption procedures and regulations stated overleaf.
- 2) I affirm that all statements are true and that I have not omitted any relevant facts.

Student's Signature

Date

Notes: + Fill in the SP's code and name of the module which you are applying for exemption.

@ Specify the name of the module(s) which you are using as a basis for exemption

* Please delete whichever is not applicable

Approving Authority – Module Owner (e.g. MSxxxx – MS, LCxxxx & GExxxx – CASS, XXxxxx – Academic Sch)

Procedure & Regulations

- (1) Applicants may be considered for module exemption based on their post-secondary qualification (e.g. GCE 'A' Levels, ITE).
- (2) There will be 2 periods of application. The 1st period of application is in Semester 1 and the 2nd is in Semester 2. The duration of application in each period is 3 weeks, 1 week before and 2 weeks after classes commence.
- (3) Application is by semester and not by year i.e. students *should* only apply for exemption from modules taken in the current semester. Where a module stretches across 2 semesters (1 year duration) students who have been granted exemption for that module in semester 1, need not reapply in semester 2 for that same module.
- (4) This application form **MUST** be completed in full, otherwise the application will not be considered. All applicants **MUST** attach the photocopy of their statements of results, certificates as well as the syllabus that they are using as a basis of their application. (ITE qualification holders only need to attach their results. They need not attach the course syllabus).
- (5) The student **MUST** continue to attend lectures for all modules pending the outcome of the application. Notification will be by post within 2 calendar weeks of request, for properly completed applications (with necessary attachments). Improperly completed applications may experience a delay in processing time.
- (6) **LATE APPLICATIONS WILL NOT BE ENTERTAINED.**