

APPLICATION FOR MODULE
EXEMPTIONSubmit personally at
your Academic School

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.

- All applicants must read the procedure/ regulations overleaf.
- 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:

- I have read and understood the exemption procedures and regulations stated overleaf.
- 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 – LSC, 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) Please refer to the table below for guidelines for selected modules.
- (7) **LATE APPLICATIONS WILL NOT BE ENTERTAINED.**

SP Module	Minimum Requirement for exemption (if any)
Communicating for Personal and Team Effectiveness (CPT)	<ul style="list-style-type: none"> • General Paper (Grade A-E) <u>or</u> • Knowledge & Inquiry (Grade A-E) <u>or</u> • WSQ Statement of Attainment for Developing Personal Effectiveness at Operations Level <u>and</u> WSQ Statement of Attainment for Apply Emotional Competence to Manage Self at the Workplace
Communicating for Project Effectiveness (CPR)	H1 Project Work (Grade A-E)
Communicating for Professional Effectiveness (CPF)	<ul style="list-style-type: none"> • WSQ Statement of Attainment for Maintain Personal Presentation and Employability at Operations Level <u>and</u> • WSQ Statement of Attainment for Apply Emotional Competence to Manage Self and Team at the Workplace
Critical and Analytical Thinking (CAT)	<ul style="list-style-type: none"> • General Paper (Grade A-E) <u>or</u> • Knowledge & Inquiry (Grade A-E)
Narrative Thinking (NAT)	H1/H2 Literature in English (Grade A-E)
Social Innovation Project (SIP)	No exemption
Bridging Mathematics	Bridging Mathematics 1 at ITE