

- This form is used for the purpose of application for module exemption for courses conducted by Professional & Adult Continuing Education (PACE) Academy, Singapore Polytechnic. It may take you 5 minutes to fill up.
- All data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of application for module exemption.
- Applicant must read the procedures overleaf.
- Applications must be made on this form and submitted with the required supporting documents to PACE Academy, Singapore Polytechnic or email to ptenquiry@sp.edu.sg

Student's Personal Particulars

Name (as in NRIC/FIN/Passport)			
NRIC/FIN/Passport No		Student ID	
Email Address.		Contact Nos	
Course Title			
Academic Year		Class	

I wish to be exempted from:

1	Module Name (for exemption)		Module Code	
	Module Name (use as a basis of exemption)			
	Grade		Exam (Diploma/Degree)	
	FOR OFFICIAL USE ONLY			
Exemption status	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	School/Dept	
Approval By	Name: _____ Signature/Date: _____			
Remarks (if any)				

2	Module Name (for exemption)		Module Code	
	Module Name (use as a basis of exemption)			
	Grade		Exam (Diploma/Degree)	
	FOR OFFICIAL USE ONLY			
Exemption status	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	School/Dept	
Approval By	Name: _____ Signature/Date: _____			
Remarks (if any)				

Declaration

- 1) I have / have not* previously applied for exemption using the qualification stated above.
- 2) I have read and understood the exemption procedure and regulations on page 2.
- 3) I affirm that all statements are true and that I have not omitted any relevant facts.

Signature of Applicant: _____ Date: _____

** Please delete whichever is not applicable*

Procedure & Regulations

- 1) Applicants may be considered for module exemption based on their tertiary qualification (e.g. Diploma, Degree).
- 2) The duration of application in each semester is 4 weeks, 2 weeks before and 2 weeks after the classes have commenced. Late applications will not be entertained.
- 3) Application is by semester and not by year, i.e. students should only apply for exemption for the modules/subjects taken in the current semester.
- 4) This application form must be completed in full, otherwise the application will not be considered. 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.
- 5) The applicant must continue to attend lectures for all modules pending the outcome of the application.
- 6) Applicants will be notified within 2 calendar weeks of request, for properly completed applications (with necessary attachments). Incomplete applications may experience a delay in the processing time.
- 7) Students are only allowed up to a maximum of 40% of all modules in the course.
- 8) If the applicant is exempted for all modules in a Module Certificate (MC) / Post Diploma Certificate (PDC), he/she will only be issued with a transcript and no certificate will be issued for that MC /PDC.