**University of Vocational Technology**

UoVT/QA/005

**Request form for exemptions from the modules of semester 1, 2 & 3**

*(Students who have NVQ 6 diploma or equivalent or higher qualification may apply)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Student’s Name (as at registration of University)** | | |  | | | | | | |
| **2** | **Degree course** | | |  | | | | | | |
| **3** | **Student Registration No.** | | |  | | | | | | |
| **4** | **Diploma Qualification with the specialization that the student possesses as the entry qualification for the degree course mentioned in (2)** | | | | |  | | | | |
| **5** | **Subjects / Units passed in the Diploma**  **mentioned in (4)**  **(Copy of the Transcript should be attached.)** | | **Year 1** | | **Year 2** | | | **Year 3** | | |
| **6** | **Titles of modules and category requested by the student for exemption** | **Semester 1** | | | | | **Semester 2** | | | |
| **Module Name and Code** | | | | **Cate-gory** | **Module Name and Code** | | **Cate-gory** | |
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| **Semester 3 (with special approval)** | | | | |  | | | |
| **Module Name and Code** | | | | **Category** | **Module Name and Code** | | | **Category** |
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I certify that the aforementioned information provided by me is true and accurate.

Student’s Signature:

Date:

**Guide for granting exemptions from modules of degree programmes**

**Conducted by the University of Vocational Technology**

1. **Eligibility for exemptions**

Only the students who have NVQ 6 diploma or equivalent or higher qualification should apply for exemptions.

1. **Module wise exemptions**

Exemptions are granted for modules provided that the student has successfully completed the equivalent subject at diploma level. Original transcript of the diploma and other required evidence should be produced.

1. **Status of subject modules to be exempted**

Subjects with full passes in the previous qualification will be considered for exemption. Weak passes or unevaluated modules / sessions will not be considered.

1. **Two categories of students**

Students may seek exemptions under following two categories or decide to follow subject modules without seeking exemption. (See cage 7 in the form on over leaf)

**Category 1**

Students opting to this category will be granted exemption from attending lectures and practical classes and all assessments including semester end examination. However, irrespective of the performance he/she has shown in the equivalent subject at diploma level, the level of performance of the particular module will be considered as equivalent to simple pass for the purpose of calculating GPA.

**Category 2**

Students opting to this category will be granted exemptions from attending lectures and practical classes. However, they will have to complete the continuous assessments and sit for the semester end examinations. Performance levels that the students achieve at those evaluations will be counted for their GPA calculation. Any student failing a module at the examination will not be granted exemptions under category 1.

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| **For Office Use Only** | | | | | | | |
| Module | Code | Dip. Module | | Grade | Category | Approval | Remarks |
| **Semester 01** | | | | | | | |
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| **Semester 02** | | | | | | | |
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| **Semester 03** | | | | | | | |
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| Signature: | | | Date: | | | | |