


**APPLICATION FOR MODULE
EXEMPTION**

 Submit 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.

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 ¹	SP Module Name ¹ (for Exemption)	Module Name ²	Grade	Exam ('A' / ITE, etc.)

For Official Use:
Approved / Rejected³ Comments: _____

 Approver's Name⁴

 Signature

 Date

SP Module Code ¹	SP Module Name ¹ (for Exemption)	Module Name ²	Grade	Exam ('A' / ITE, etc.)

For Official Use:
Approved / Rejected³ Comments: _____

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 Signature

 Date

SP Module Code ¹	SP Module Name ¹ (for Exemption)	Module Name ²	Grade	Exam ('A' / ITE, etc.)

For Official Use:
Approved / Rejected³ Comments: _____

 Approver's Name⁴

 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: ¹ Fill in the SP's code and name of the module which you are applying for exemption. ² Specify the name of the module(s) which you are using as a basis for exemption. If you are using your local Diploma/Degree as basis for exemption from institutional modules, please indicate your Diploma/Degree name. Please refer to the table below. ³ Please delete whichever is not applicable. ⁴ 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) and tertiary education.
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 copies 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) or • Knowledge & Inquiry (Grade A-E)
Communicating for Project Effectiveness (CPR)	<ul style="list-style-type: none"> • H1 Project Work (Grade A-E)
Communicating for Professional Effectiveness (CPF)	<ul style="list-style-type: none"> • No exemption
Narrative Thinking (NAT)	<ul style="list-style-type: none"> • H1/H2 Literature in English (Grade A-E)
Bridging Mathematics	<ul style="list-style-type: none"> • Bridging Mathematics 1 at ITE
Institutional Modules <ul style="list-style-type: none"> • Common Core Modules • Education and Career Guidance 1: Personal Development • Sports For Life Module • Financial Education • Electives 	<ul style="list-style-type: none"> • Diploma from any of the 5 polytechnics (NYP, NP, SP, TP, or RP) or a degree from the Autonomous Universities (NUS, NTU, SMU, SUTD, SIT or SUSS)

Note: No exemption is allowed if minimum requirements stated above are not met.