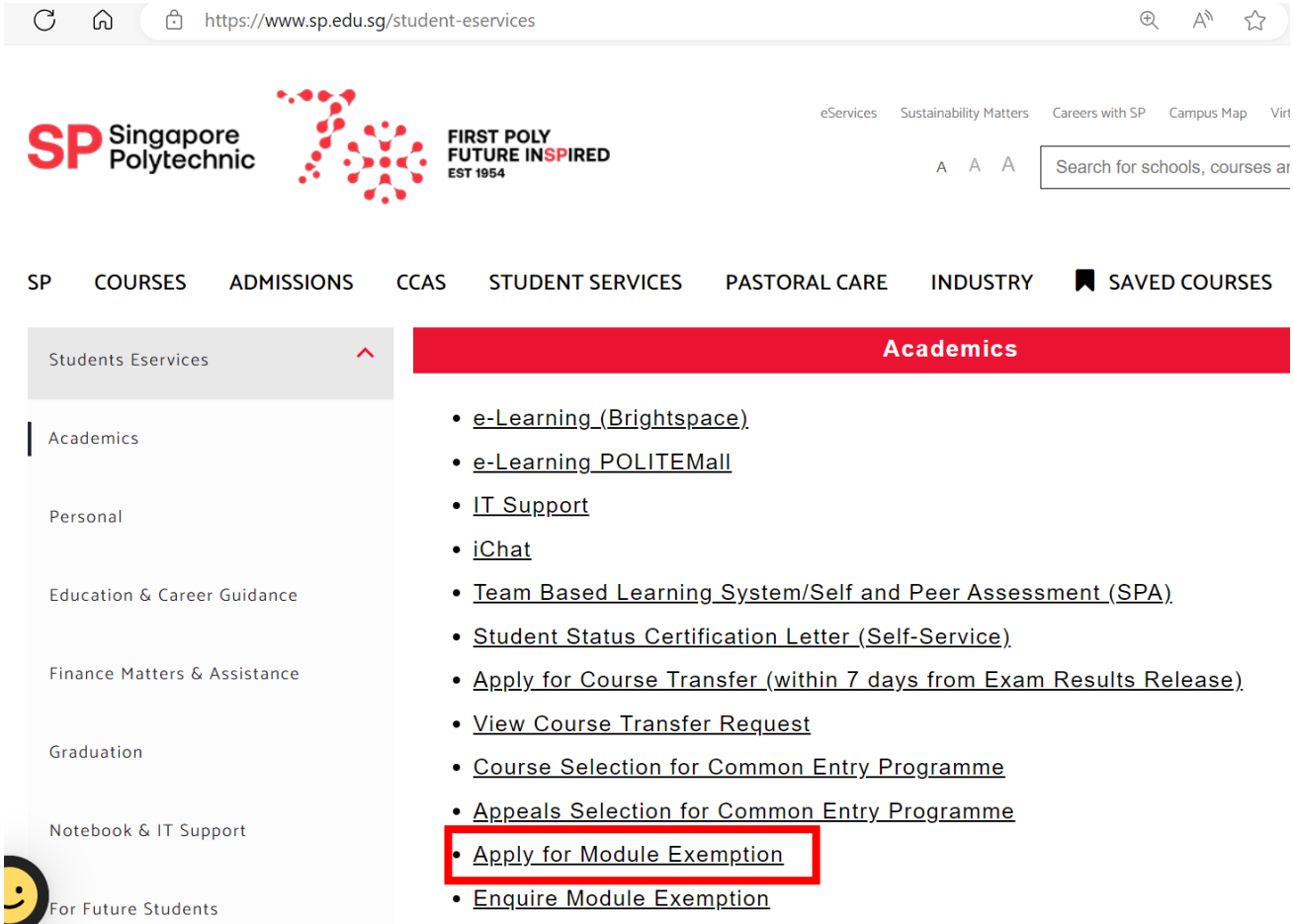



Guide for Submitting Module Exemption

A	Submitting a Module Exemption Application	
1.	<ul style="list-style-type: none"> Under student eServices, under “Academics”, click on “Apply for Module Exemption”. Proceed to log in. 	<p>Academics (sp.edu.sg)</p>  <p>The screenshot shows the Singapore Polytechnic website at the URL https://www.sp.edu.sg/student-eservices. The page features the SP logo and the tagline 'FIRST POLY FUTURE INSPIRED EST 1954'. A navigation menu includes 'SP', 'COURSES', 'ADMISSIONS', 'CCAS', 'STUDENT SERVICES', 'PASTORAL CARE', 'INDUSTRY', and 'SAVED COURSES'. A sidebar menu under 'Students Eservices' lists 'Academics', 'Personal', 'Education & Career Guidance', 'Finance Matters & Assistance', 'Graduation', and 'Notebook & IT Support'. The 'Academics' section is expanded, showing a list of services: 'e-Learning (Brightspace)', 'e-Learning POLITEMail', 'IT Support', 'iChat', 'Team Based Learning System/Self and Peer Assessment (SPA)', 'Student Status Certification Letter (Self-Service)', 'Apply for Course Transfer (within 7 days from Exam Results Release)', 'View Course Transfer Request', 'Course Selection for Common Entry Programme', 'Appeals Selection for Common Entry Programme', 'Apply for Module Exemption' (highlighted with a red box), and 'Enquire Module Exemption'.</p>



2. Click on "NEW Application"

Favorites ▾ Main Menu ▾ > Academic ▾ > Module Exemption Application

 Welcome to SAS2, NAME OF 2003502 (UAT). Official (Closed), Sensitive (High)

Student: 2003502 NAME OF 2003502
Current Term: 2110 2021/2022 S1

NEW Application

Module Exemption Applications Personalize | Find |  |  First ◀ 1 of 1 ▶ Last

Application Term	Application Number	Application Status	View Application
1			View Application

3.
 - Under “I wish to be exempted from”, input the details of the module(s) you are applying for exemption.
 - Under “Upload Documents/Credentials”, please upload the supporting document(s) for the exemption request. Please note that it is mandatory to upload supporting document(s). This may include certificate/transcript/result slip etc.
 - Supporting documents must meet the file requirements as stated under “Notes”. Else, you will not be able to upload them.
 - Ensure that you have read and understood the procedure/regulations by clicking on the hyperlink.
 - Check all the checkboxes under “I declare that”.
 - Click “Submit” to submit the completed application. The application outcome will be released to you through email.
 - Click “Save as Draft” if you like to keep the draft first before submitting. *(Draft will not be auto submitted. Please remember to submit for it to be processed)*

sas² Welcome to SAS2, NAME OF 2003502 (UAT).
Official (Closed), Sensitive (High)

SINGAPORE POLYTECHNIC **SP** Student Administration System
Logout

Welcome to SAS, NAME OF 2003502
Official (Closed), Sensitive (High) [Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Application for Module Exemption

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](#).
- All applications must be made through this online form. Once completed, it will be routed to the respective academic school for processing.

Student Personal Particulars

Name: NAME OF 2003502	Admission Number: 2003502
Course: DPCS DIP PERFUMERY & COSMETIC SC	Contact Number: 98765432 (HP)
School: CLS SCHOOL OF CHEM. AND LIFE SCI.	Email Address: 2003502test12345@FRND.COM

Application Number: 2110-2003502-001 Application Status: Draft

Application Term: 2110 2021/2022 S1

I wish to be exempted from:

*SP Module Code	SP Module Name	*Exam Type	*Module Code	*Module Name	*Grade	Student's Remarks	Status
1							Draft

Upload Documents/Credentials

Filename	Upload Date/Time	Upload	View
1		Upload	View

NOTE:

- 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. If you are using your local Diploma/Degree as basis for exemption from institutional courses, please specify the course name and year of study as a basis for the table in [procedure/regulations](#).
- Please note that the attachment should follow the specifications below:
 - * File Extension: PDF
 - * File Size Limit: 1000 KB
 - * Filenames Limit: 30 characters

I declare that:

I have read and understood the exemption procedures and regulations stated.

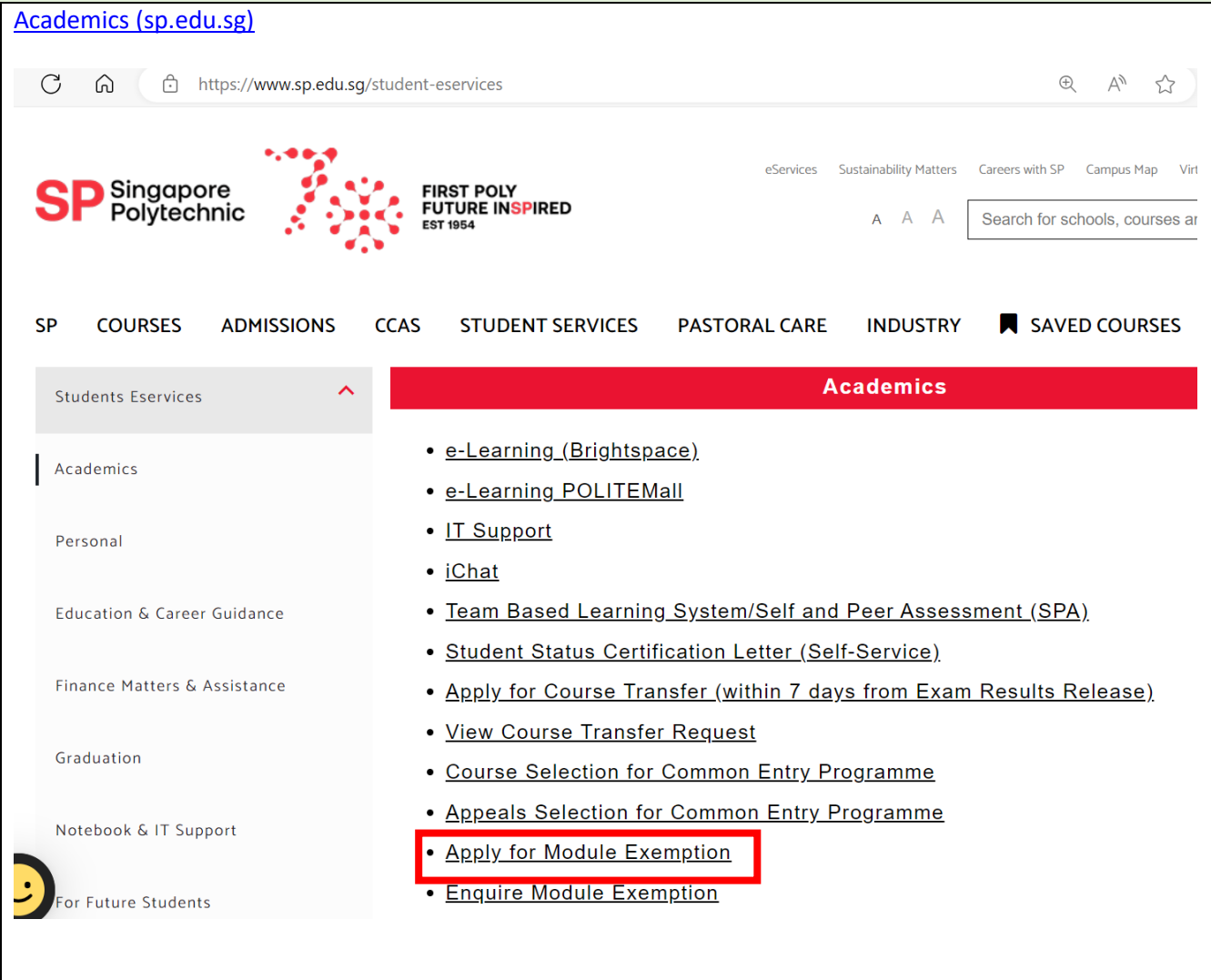
I affirm that all statements are true and that I have not omitted any relevant facts.

I have uploaded all relevant documents to support this application.

Submitted By: _____
Last Update Date/Time: _____


Save as Draft Submit
Close

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B	Enquire Status of Module Exemption Application	
1.	<ul style="list-style-type: none"> Under student eServices, under “Academics”, click on “Apply for Module Exemption” Proceed to log in. 	<p>Academics (sp.edu.sg)</p>  <p>The screenshot shows the Singapore Polytechnic eServices website. The URL in the browser is https://www.sp.edu.sg/student-eservices. The page features the SP logo and the tagline 'FIRST POLY FUTURE INSPIRED EST 1954'. A navigation menu includes 'SP', 'COURSES', 'ADMISSIONS', 'CCAS', 'STUDENT SERVICES', 'PASTORAL CARE', 'INDUSTRY', and 'SAVED COURSES'. The 'Academics' section is expanded, showing a list of services: e-Learning_(Brightspace), e-Learning_POLITEMall, IT Support, iChat, Team Based Learning System/Self and Peer Assessment (SPA), Student Status Certification Letter (Self-Service), Apply for Course Transfer (within 7 days from Exam Results Release), View Course Transfer Request, Course Selection for Common Entry Programme, Appeals Selection for Common Entry Programme, Apply for Module Exemption, and Enquire Module Exemption. The 'Apply for Module Exemption' link is highlighted with a red box.</p>





2. This page will list down the application status.

Favorites ▾ Main Menu ▾ > Academic ▾ > Module Exemption Application

 Welcome to SAS2, NAME OF 2100820 (UAT). Official (Closed), Sensitive (High)

Student: 2100820 NAME OF 2100820
Current Term: 2110 2021/2022 S1

[NEW Application](#)

Module Exemption Applications			Personalize Find  	First  1-3 of 3  Last
Application Term	Application Number	Application Status	View Application	
1 2110	2110-2100820-003	Submitted	View Application	
2 2110	2110-2100820-002	Submitted	View Application	
3 2110	2110-2100820-001	Cancelled	View Application	

3. For module exemption application that is approved:
- Under student eServices, under “Academics”, click on “Enquire Module Exemption”.
 - Proceed to log in.

[Academics \(sp.edu.sg\)](https://www.sp.edu.sg)

The screenshot shows the Singapore Polytechnic student eServices website. The browser address bar displays <https://www.sp.edu.sg/student-eservices>. The page header includes the Singapore Polytechnic logo and the tagline "FIRST POLY FUTURE INSPIRED EST 1954". A navigation menu at the top lists various services, with "Academics" highlighted in a red bar. A sidebar menu on the left lists categories such as "Academics", "Personal", "Education & Career Guidance", "Finance Matters & Assistance", "Graduation", and "Notebook & IT Support". The main content area displays a list of services, with "Enquire Module Exemption" highlighted in a red box.

SP Singapore Polytechnic FIRST POLY FUTURE INSPIRED EST 1954

eServices Sustainability Matters Careers with SP Campus Map Virt

Search for schools, courses ar

SP COURSES ADMISSIONS CCAS STUDENT SERVICES PASTORAL CARE INDUSTRY **SAVED COURSES**

Students Eservices ^

Academics

Personal

Education & Career Guidance

Finance Matters & Assistance

Graduation

Notebook & IT Support


For Future Students


Academics

- [e-Learning_\(Brightspace\)](#)
- [e-Learning_POLITEMall](#)
- [IT Support](#)
- [iChat](#)
- [Team Based Learning_System/Self and Peer Assessment \(SPA\)](#)
- [Student Status Certification Letter \(Self-Service\)](#)
- [Apply for Course Transfer \(within 7 days from Exam Results Release\)](#)
- [View Course Transfer Request](#)
- [Course Selection for Common Entry Programme](#)
- [Appeals Selection for Common Entry Programme](#)
- [Apply for Module Exemption](#)
- **[Enquire Module Exemption](#)**

4. This page will list down the module(s) that you are exempted from.

Favorites ▾ Main Menu ▾ > Academic ▾ > Module Exemptions

 Welcome to SAS2, NAME OF 1901002 (UAT). Official (Closed), Sensitive (High)

 Student Administration System

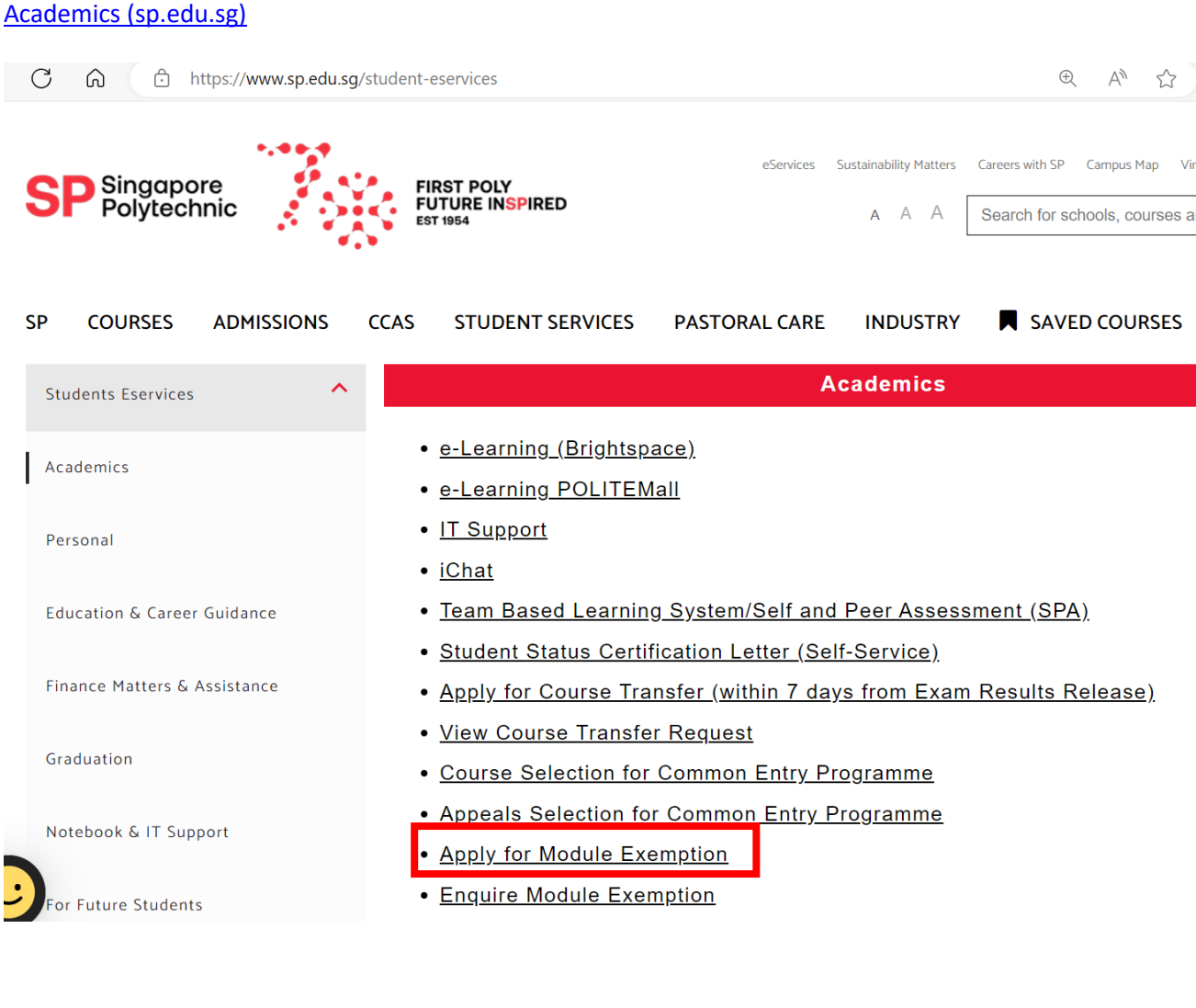
Welcome to SAS, NAME OF 1901002 [Logout](#)

Academic > [Enquire Module Exemption](#) Official (Closed), Sensitive (High) [Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

You are currently exempted from the following modules:

Module Code	Long Module Title
EP0106	CONVERSATIONAL MANDARIN 1

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C	Updating a Module Exemption Application (<i>only when school returns the application to you. You will be alerted through email notification</i>)	
1.	<ul style="list-style-type: none"> You will receive an email notification if the application is returned to you. Under student eServices, under “Academics”, click on “Apply for Module Exemption” Proceed to log in. 	<p>Academics (sp.edu.sg)</p>  <p>The screenshot shows the Singapore Polytechnic website at https://www.sp.edu.sg/student-eservices. The 'Academics' menu is expanded, showing a list of options. The option 'Apply for Module Exemption' is highlighted with a red box. Other options in the menu include e-Learning (Brightspace), e-Learning POLITEMall, IT Support, iChat, Team Based Learning System/Self and Peer Assessment (SPA), Student Status Certification Letter (Self-Service), Apply for Course Transfer (within 7 days from Exam Results Release), View Course Transfer Request, Course Selection for Common Entry Programme, Appeals Selection for Common Entry Programme, and Enquire Module Exemption.</p>

2. • Click on "View Application".

Favorites ▾ Main Menu ▾ > Academic ▾ > Module Exemption Application

sas² Welcome to SAS2, NAME OF 2100820 (UAT).

Student: 2100820 NAME OF 2100820
Current Term: 2110 2021/2022 S1

NEW Application

Module Exemption Applications Personalize | Find | First ◀ 1 of 1 ▶ Last

Application Term	Application Number	Application Status	View Application
1 2110	2110-2100820-001	Returned	View Application

- 3.
- Please read the remarks under “Sch Mod Exemption Officer Remarks” on the reason(s) why the application has been returned.
 - Update the application and/or attach the appropriate supporting document(s).
 - Once done, click “Submit” and it will be resubmitted for processing. The application outcome will be released to you through email.

sas² Welcome to SAS2, NAME OF 2001381 (UAT). Official (Closed), Sensitive (High)

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Application for Module Exemption

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](#).
- All applications must be made through this online form. Once completed, it will be routed to the respective academic school for processing.

Student Personal Particulars

Name:	NAME OF 2001381	Admission Number:	2001381
Course:	DAPC DIP APPLIED CHEMISTRY	Contact Number:	98785432 (HP)
School:	CLS SCHOOL OF CHEM. AND LIFE SCI.	Email Address:	2001381test12345@FRND.COM

Application Number: 2110-2001381-002 Application Status: Returned
 Application Term: 2110 2021/2022 S1

I wish to be exempted from:

Cancel	*SP Module Code	SP Module Name	*Exam Type	*Module Code	*Module Name	*Grade	Student's Remarks	status	Sch Mod Exemption Officer Remarks
<input type="checkbox"/>	LC0257	COMMUNICATING FOR PROFESSIONAL EFFECTIVENESS	GCE 'A' Level	UPJ	H1 Project Work	A		Returned	Please submit supporting documents.

Upload Documents/Credentials

Filename	Upload Date/Time	Upload	View
1 ModExemption\2110-2001381-002_8.05.v2.14.pdf	19/08/24 17:38:10	<input type="button" value="Upload"/>	<input type="button" value="View"/>

NOTE:

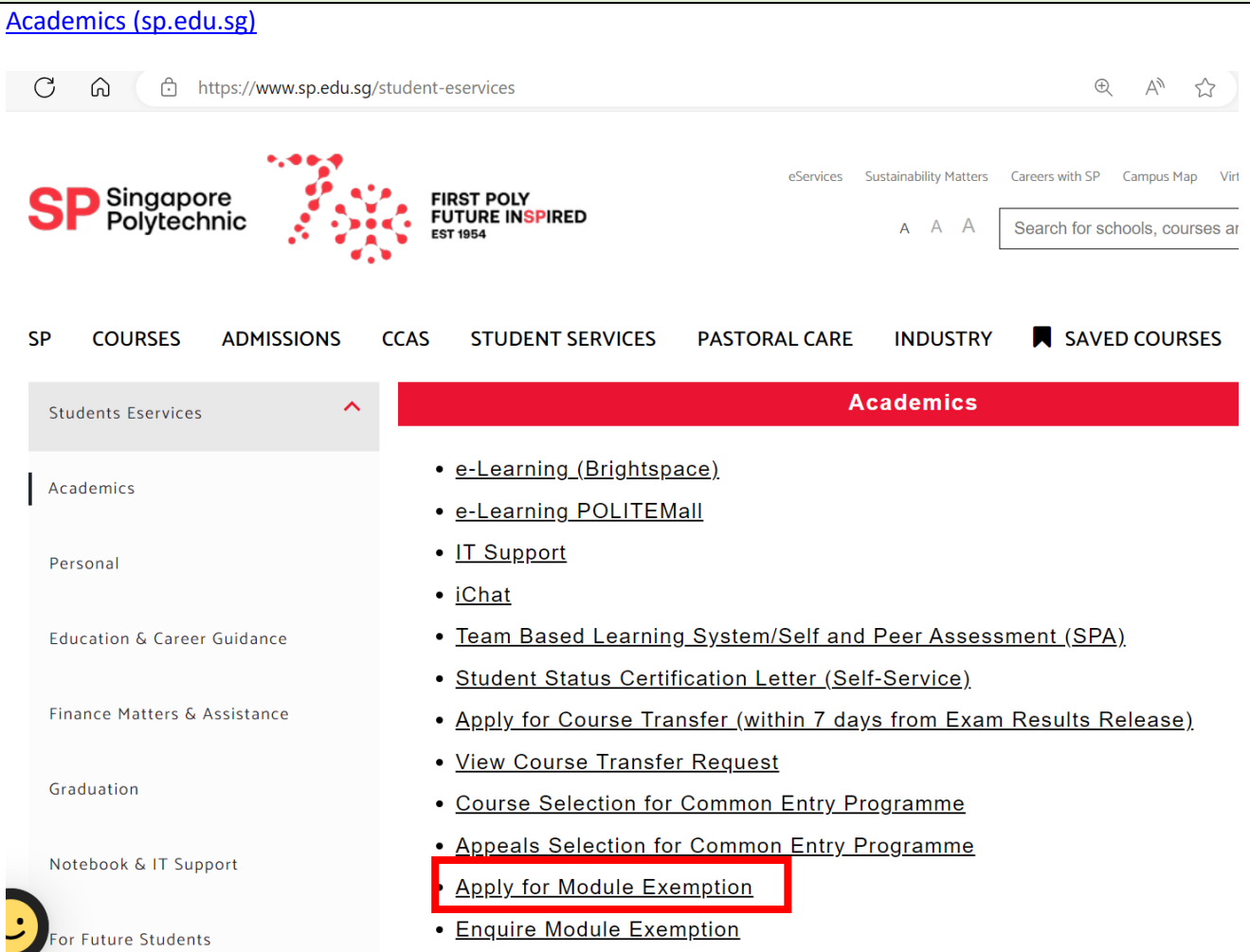
- Fill in the SP's code and name of the module which you are applying for exemption.
- Specify the name of the module(s) which you are using as a basis for exemption. If you are using your local Diploma/Degree as basis for exemption from institutional modules, please indicate your Diploma/Degree name. Please refer to the below [guidelines/requirements](#).
- Please note that the attachment should follow the specifications below:
 - * File Extension: **PDF**
 - * File Size Limit: **1000 KB**
 - * Filename Limit: **50 characters**

I declare that:

- I have read and understood the exemption procedures and regulations stated.
- I affirm that all statements are true and that I have not omitted any relevant facts.
- I have uploaded all relevant documents to support this application.

Submitted By: P2001381
 Last Update Date/Time: 19/08/2024 17:38:17

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D	 labelling a Module Exemption Application (<i>only when school returns the application to you. You will be alerted through email notification</i>)
<p>1.</p> <ul style="list-style-type: none"> You will receive an email notification if the application is returned to you. Under student eServices, under “Academics”, click on “Apply for Module Exemption” Proceed to log in. 	<p>Academics (sp.edu.sg)</p>  <p>The screenshot shows the Singapore Polytechnic eServices website. The URL in the browser is https://www.sp.edu.sg/student-eservices. The page features the SP Singapore Polytechnic logo and the tagline 'FIRST POLY FUTURE INSPIRED EST 1954'. A navigation menu includes SP, COURSES, ADMISSIONS, CCAS, STUDENT SERVICES, PASTORAL CARE, INDUSTRY, and SAVED COURSES. The 'Academics' section is highlighted in red. A sidebar menu on the left lists various services, with 'Academics' selected. The main content area lists several services, including 'Apply for Module Exemption', which is highlighted with a red box.</p> <ul style="list-style-type: none"> e-Learning_(Brightspace) e-Learning_POLITEMall IT Support iChat Team Based Learning System/Self and Peer Assessment (SPA) Student Status Certification Letter (Self-Service) Apply for Course Transfer (within 7 days from Exam Results Release) View Course Transfer Request Course Selection for Common Entry Programme Appeals Selection for Common Entry Programme Apply for Module Exemption Enquire Module Exemption

2. • Click on "View Application".

Favorites ▾ Main Menu ▾ > Academic ▾ > Module Exemption Application

sas² Welcome to SAS2, NAME OF 2100820 (UAT).

Student: 2100820 NAME OF 2100820
Current Term: 2110 2021/2022 S1

NEW Application

Module Exemption Applications Personalize | Find | First ◀ 1 of 1 ▶ Last

Application Term	Application Number	Application Status	View Application
1 2110	2110-2100820-001	Returned	View Application

- 3.
- Please read the remarks under “Sch Mod Exemption Officer Remarks” on the reason(s) why the application has been returned.
 - If you decide to cancel the module exemption request for that particular module, check the box under “Cancel”, then click “Submit’.
 - You will receive an email acknowledgement that the module exemption request has been cancelled. If there are other module(s) in the same application (*which are submitted but not cancelled by you*), it will be processed, and an email application outcome will be released to you once ready.

sas² Welcome to SAS2, NAME OF 2001381 (UAT). Official (Closed), Sensitive (High)

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Application for Module Exemption

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Name:	NAME OF 2001381	Admission Number:	2001381
Course:	DAPC DIP APPLIED CHEMISTRY	Contact Number:	98785432 (HP)
School:	CLS SCHOOL OF CHEM. AND LIFE SCI.	Email Address:	2001381test12345@FRND.COM

Application Number: 2110-2001381-002 Application Status: Returned
 Application Term: 2110 2021/2022 S1

I wish to be exempted from:

Cancel	SP Module Code	SP Module Name	*Exam Type	*Module Code	*Module Name	*Grade	Student's Remarks	status	Sch Mod Exemption Officer Remarks
<input type="checkbox"/>	0257	COMMUNICATING FOR PROFESSIONAL EFFECTIVENESS	GCE 'A' Level	UPJ	H1 Project Work	A		Returned	Please submit supporting documents.

Upload Documents/Credentials

Filename	Upload Date/Time	Upload	View
1 ModExemption\2110-2001381-002_8.05.v2.14.pdf	19/08/24 17:38:10	<input type="button" value="Upload"/>	<input type="button" value="View"/>

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. 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 in [application/using](#)
- Please note that the attachment should follow the specifications below:
 - * File Extension: PDF
 - * File Size Limit: 1000 KB
 - * Filename Limit: 80 characters

I declare that:

- I have read and understood the exemption procedures and regulations stated.
- I affirm that all statements are true and that I have not omitted any relevant facts.
- I have uploaded all relevant documents to support this application.

Submitted By: P2001381
 Last Update Date/Time: 19/08/2024 17:38:17

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