



01 April 2022

MODULE EXEMPTION POLICY

Students may be admitted to a programme of study with exemption of module, if they have attained the desired standards in similar module(s) in another qualification(s). Such requests for exemptions would be considered only once for the whole programme. Exemption request should be submitted within 10 working days of commencing the programme on the form 'Request for Exemption'. If requests are made Online, schools will receive them through Google Forms. These should be printed together with additional information submitted and handed over to the respective Coordinators for their recommendations.

The request for exemption(s) will be considered in the School, where the programme is offered, by an Exemption Committee comprising:

- the Head of School (Chairperson)
- the Heads of Department
- the Programme Director/Coordinator
- the Head of Quality Assurance or his/her representative
- at least one more academic staff member
- the School Administrative Officer or his/her representative (Secretary)

The Head of School can co-opt other members of staff as and when required in order to provide specialist inputs.

The Exemption Committee will assess the requests submitted by the applicants including:

- Certified copies of syllabi undertaken
- Certified copies of examinations results with grades

The criteria to be considered by the Committee shall include but not limited to:

- The qualification under consideration should be from a recognized institution,
- The qualification under consideration should not have been awarded for more than six years from the date of application,
- Content of module should be relevant

The Committee will send a recommendation concerning the applicant to the School Board. The final decision on granting exemptions rests with the Academic Council.