

FORM FOR NOTIFICATION OF APPROVED MODULE AND/OR GENERAL CREDIT EXEMPTIONS

The student should complete this form in conjunction with their Programme Director/Studies Advisor. The student should retain a copy of the completed form for their own records. It is the responsibility of the student to return the form to the appropriate location as listed below.

- | | |
|----------------|-----------------|
| a) Belfast | General Office |
| b) Coleraine | Registry Office |
| c) Jordanstown | Registry Office |
| d) Magee | Registry Office |

NOTES OF GUIDANCE FOR COMPLETION

- 1) This form is to be used to notify the Registry Office of exemptions which have been agreed in conjunction with the Programme Director/Studies Advisor. Exemption can be recorded in terms of individual modules and/or in terms of credit points and levels. *Please do not enter credit points in Section 2 for specific module exemptions which have already been entered in Section 1.*

- a) On a module basis in section 1 e.g.

<i>CRN</i>	<i>Code</i>	<i>Title</i>	<i>Level</i>	<i>Credit Points</i>
1234	ABC123	General Studies	4	20

- b) As a general exemption from a certain number of credit points at a given level in section 2 e.g.

3	-	<input type="text" value="..."/>	
4	-	<input type="text" value="40"/>	7 - <input type="text" value="..."/>
5	-	<input type="text" value="20"/>	
6	-	<input type="text" value="..."/>	

Exemptions may be recorded either at the start of each academic year, or at the beginning of the programme. Please note that partial module exemptions cannot be recorded.

This information will be held in the student database.

PERSONAL DETAILS

<i>Student ID Number</i>	
<i>Name</i>	
<i>Programme Title</i>	
<i>Programme Code</i>	
<i>Year/Stage of Programme</i>	

SECTION 1: EXEMPTION FROM SPECIFIC MODULES

Please enter below the module code, C.R.N (course reference number) title, level and credit points of each module for which exemption has been granted.

<i>C.R.N</i>	<i>Module Code</i>	<i>Module Title</i>	<i>Level</i>	<i>Credit Points</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

SECTION 2: GENERAL EXEMPTION

Please indicate below the number of credit points at each level for which exemption has been granted. *Do not enter any information which has already been recorded in Section 1 above.*

Level

3	-	<input type="text" value="..."/>
4	-	<input type="text" value="..."/>
5	-	<input type="text" value="..."/>
6	-	<input type="text" value="..."/>

7	-	<input type="text" value="..."/>
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<i>Signature of Student:</i>		<i>Date:</i>	
<i>Signature of Programme Director/Studies Advisor:</i>		<i>Date:</i>	

FOR OFFICIAL USE

Computer updated:

Initials: