Ulster University

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

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

- Belfast   Student Services Centre
- Coleraine   Registry Office
- Jordanstown Registry Office
- 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 Course Director. 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.

MODULE CODE	TITLE	LEVEL	CREDIT POINTS
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.

LEVEL	NUMBER OF CREDITS
3	
4	**40**
5	**20**
6	
7	

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

This information will be held in the student database.

PERSONAL DETAILS

Student ID Number:	
Surname/Family Name:	
Forename:	
Academic term exemption is to be applied to:	
Course Title:	
Course Code:	

SECTION 1: <u>EXEMPTION FROM SPECIFIC MODULES</u>

Please enter below the module code, title, level and credit points of each module for which exemption has been granted. If a module exemption is being recorded for a module the student is currently registered for, please forward a module amendment form to the Registry Office asking for this module to be deleted from the student's record to avoid duplication.

MODULE CODE	MODULE TITLE	LEVEL	CREDIT POINTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SECTION 2: <u>GENERAL CREDIT EXEMPTION</u>

Please indicate below the number of credit points at each level for which exemption has been granted.

DO NOT ENTER ANY INFORMATION IN SECTION 2 WHICH HAS ALREADY BEEN RECORDED IN SECTION 1 ABOVE.

LEVEL	NUMBER OF CREDITS
3	
4	
5	
6	
7	

Signature of Student:		Date:	
Signature of Course Director:		Date:	

FOR OFFICIAL USE

Computer updated:
Date: