

## **Exemption from Module(s)**

This exemption policy outlines the principles that apply to students seeking exemption(s) in one or more modules in the programme of studies that s/he is enrolled. Application for exemption from module(s) for the whole Programme of Studies can only be considered within three (3) weeks from the day of the Induction, by filling in the prescribed 'Exemption Form'. Download and use the prescribed Exemption Form, accessible on the OU website, under the Exemption criteria.

An Administrative fee of Rs 2,500 per module will be charged for the processing of requests for exemptions. No refund of tuition fees will be granted for exempted modules, with the exception of OU modules. Similar/equivalent modules from OU or other institutions will not be considered for refund.

### **Exemption Process:**

- (i) Students are required to apply formally in writing by filling in the Exemption Form;
- (ii) Students are expected to go through the criteria for exemption before submitting the exemption form.
- (iii) A student should request exemption for one or more specific taught modules for the whole Programme of Studies, on the basis of previous qualification(s) obtained prior to the first year of studies (i.e. at application stage).
- (vi) It is the responsibility of the student applying for exemption to obtain and submit the following:
  - (a) Duly filled in Exemption Form.
  - (b) Photocopies of relevant Certificates, Transcripts, Testimonials, Programme of Studies (syllabi, Programme Structure, etc).
  - (c) Evidence of payment of prescribed Administrative fees.

Incomplete forms and applications **not supported** by relevant documents will not be considered.

Application for Exemption on a piece-meal basis will not be entertained.

Students are required to continue attending classes until they are notified of the decision of the Committee regarding their requests for Exemption.

It is the student responsibility to submit Equivalence Certificate of his/her qualification(s), from the relevant authorities, if required.

An acknowledgement email shall be sent to students informing them that the outcome of their requests will be communicated to them within a period of two (2) weeks from the date of application.

Open University may grant module exemption subject to fulfilment of the following criteria:

- The module from which exemption is being sought should be the same level as the qualification already obtained, i.e., a module at a degree level would be considered against another relevant module already completed at a degree level.
- The general principle for exemption would be that the Exemption Committee should be satisfied that there are no significant differences in the two syllabi in terms of level and depth of coverage and assessment.
- Exemption would be granted for not more than 50% of the taught modules, excluding the project/dissertation, constituting a Programme of Studies.
- The qualification from which exemption is being sought should have been obtained within 7 years of the date of application for exemption, except for ACCA modules where it is 10 years.
- The student must have scored at least a grade 'C' in the relevant module.
- Students of OU who have opted to exit at Certificate/Diploma/Postgraduate Diploma level receive a certificate. Should they wish to proceed to the next level, they will have to submit a fresh application for the programme and then seek exemption for the modules already completed provided they have obtained at least a grade C.

Note that the grade and/or mark previously obtained for

(i) all exempted OU module(s) will be considered in the computation of the Cumulative Point Average (CPA), Grade Point Average (GPA) and the Level/Year Point Average (LPA/YPA) to determine the student's academic standing.

(ii) all exempted module(s) taken/passed from local/international institutions (other than OU) will not be considered in the computation of the Cumulative Point Average (CPA), Grade Point Average (GPA) and the Level/Year Point Average (LPA/YPA) to determine the student's academic standing. Only the credits earned will be accounted for.