**OPEN UNIVERSITY OF MAURITIUS**

**PROGRAMME…………………………………………………………..**

**EXEMPTION FORM**

This form is applicable to students who wish to consider their requests for exemption of modules. Completed form should be submitted to the **Administrative Officer of the**

**Academic Division within three (3) weeks** from the day of Induction.

application stage).

Full Name: …………………………………………………………………………………………………………………… Student ID No.: ……………………………………….

Programme of Studies: …………………………………………………………………………………………………………Academic Year: ……………………………................

Year/Level: …………………………………………………………………………………………………………………….Full-time/Part-time: …………………………………..

Correspondence Address: ……………………………………………………………………………………………………….Occupation: …………………………………………..

Email Address: ……………………………………………………………............. Telephone Number: (H) ………………….. (O) ……………………. (M) …………………….

I am hereby applying for exemption for the following module(s):

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | **EXEMPTION**  **REQUESTED FOR** | Year/  Level | Core/  Elective | **BASIS ON WHICH YOU ARE APPLYING FOR EXEMPTION** | | | | **FOR OFFICE USE ONLY** |
|  | Module(s) Name  Module Code |  |  | **Degree/Diploma/**  **Certificates awarded**(please attach copiesof relevantcertificates andtestimonials)\* | **Name of**  **University/**  **Examining Body** | **Date of**  **Award** | **Equivalent Subject(s)/Module(s) Completed**  (please attach copies of relevant syllabus /Programme Structure and grade(s)/mark(s) achieved)\* | **Original documents checked by:-**  **Name of Officer:**  **……………………………………**  **Signature:**  **……………………………………**  **Date: …………………………….**  ***UNIVERSITY STAMP*** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |

I do hereby declare that the information I have given on this form is true and correct.

Signature of Requestor: ……………………………………………………. Date: ………………………………………………

**Note:** *1. Students are required to produce* ***ALL*** *original certificates and related documents at the time of submission of this form for verification purposes.*

*2. \*(a) Incomplete exemption form will not be considered; and*

*(b) Exemption Form not supported by relevant documents will not be considered.*

*3. The qualification under consideration should be from a recognised institution.*

*4. Diploma Holders are not eligible for exemption in Level 3 and 4 modules.*

*5. A module cannot normally be exempted when the time lapse between the date when the module was passed and the date when exemption is being claimed for thatmodule exceeds 7 years.*

*6. Students wishing to make an appeal or a representation will be required to do so in writing before any further action can be taken.*

*7. Please note that false declaration of information may entail disciplinary action.*

*8. The onus is on the student to submit Equivalence Certificate of his/her qualification(s), from relevant authorities, if required.*