

**School of Chemical Engineering and Industrial Chemistry**  
**APPLICATION FOR EXEMPTION/COURSE VARIATION**

This form should be filled and submitted to the School's Student Admin Officer if you want to apply for complete or partial exemption from a course, or if you want to replace a course in the standard program by another. A separate form should be submitted for *each* course for which exemption or variation is requested.

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Academic Program Code: \_\_\_\_\_

Course for which exemption is being requested (Code & title): \_\_\_\_\_

Component for which exemption is being requested: \_\_\_\_\_

**Reasons for request (cross out entries not applicable):**

(a) I have done or intend to do a similar course at an equivalent level, details as below:

- Title and code of substitute course: \_\_\_\_\_
- Institution where course was/will be done: \_\_\_\_\_
- Year & session done (e.g. 2001): \_\_\_\_\_
- Qualification for which course was studied (e.g. Dip. Chem Eng): \_\_\_\_\_
- Stage of course in the program (1, 2...): \_\_\_\_\_
- Duration (sessions): \_\_\_\_\_
- Contact hours per week: \_\_\_\_\_
- Fraction of yearly load: \_\_\_\_\_
- Mark and grade obtained: \_\_\_\_\_

(b) Other reason (explain)

\_\_\_\_\_  
\_\_\_\_\_

Have you discussed this with a staff member? If so give name and details of discussion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach full documentation. Normally, this should include

- an official description of syllabus of the course done
- copy of academic transcript
- a letter giving any other detail you think might be relevant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**SCHOOL'S DECISION**

Exemption/Course Variation granted (Y/N): \_\_\_\_\_

Component: \_\_\_\_\_

Exemption granted by (Staff name): \_\_\_\_\_

Date: \_\_\_\_\_

