**COURSE EXEMPTION APPLICATION FORM**



**University of Zambia**

**FORM FOR LODGING AN APPLICATION FOR COURSE EXEMPTIONS**

**SECTION 1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** | Enter text | **Other name(s):** | Enter text |

|  |  |
| --- | --- |
| **Computer number:** | Enter text |

|  |  |
| --- | --- |
| **Programme in which you are registered:** | Enter text |

**Contact details for correspondence relating to your application (communication will be by email):**

|  |  |
| --- | --- |
| Email address: | Enter text |
| Postal address: | Enter text |
|  | Enter text |
|  | Enter text |
| Telephone: | Enter text |

***Note carefully that course credits may only be granted where the prior learning is considered equivalent to a specific University of Zambia course. The credits of the course will be added to the student’s credit accumulation for the purposes of degree classification prior to graduation from the programme.***

**SECTION 3. LIST OF COURSES YOU WISH TO BE EXEMPTED FROM AND THEIR EQUIVALENTS FROM OTHER INSTITUTIONS**

**Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Course Code** **(UNZA)** | **Course Code****(Other Institution)** | **Institution where the equivalent was taken** | **Approved** |
| 1 |  |  |  | [ ]  Yes | [ ]  No |
| 2 |  |  |  | [ ]  Yes | [ ]  No |
| 3 |  |  |  | [ ]  Yes | [ ]  No |
| 4 |  |  |  | [ ]  Yes | [ ]  No |
| 5 |  |  |  | [ ]  Yes | [ ]  No |
| 6 |  |  |  | [ ]  Yes | [ ]  No |

**SECTION 4. DETAILS OF THE APPLICATION**

Use the relevant boxes below to **explain in full** the grounds on which your application for exemption is based and also the other details as follows:

**Detailed description of your claim**

|  |
| --- |
| Enter text |

**Relevant third party evidence to support your application**List the documents you are submitting with this form. Documentary evidence should be scanned and submitted electronically wherever possible. Please note that:

1. Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
2. The evidence should be dated.

|  |
| --- |
| Enter text |

`

**SECTION 5. CHECKLIST**

Click box to select:

|  |  |
| --- | --- |
| [ ]  | I have read and understood the **‘Applications for Course Exemptions and Credit Transfer****- Guidelines for Students**’ |
| [ ]  | I have provided on/with this form **all** the information that I wish to be consider in relation to my application |

**SECTION 6. DECLARATION**

***By submitting this form: I declare that the above information is accurate and true; I confirm that the details of this application are complete and can be passed on to the relevant University staff considering this case; I confirm that I have included relevant third party documentary evidence to support my case (where applicable).***

**SECTION 7. SUBMISSION OF THE APPLICATION FORM**

Submit the completed application form and supporting evidence to the email address given below to be received **before** the expiry of the application submission deadline. Applications should be submitted electronically wherever possible.

|  |  |
| --- | --- |
| **Date of submission:** | Enter text |

**Submit the application by email to:** **dean.xxx@unza.zm** **(please obtain correct email address)**

**SECTION 8: RESOLUTION OF THE APPLICATION**

1. **DEAN MAKES CONSULTATIONS IN THE SCHOOL**

**Dean’s comments:**

|  |
| --- |
| Enter text |

**Note:** Please tick the appropriate boxes for course exemptions that have been approved/not approved in Table 1.

1. **ACADEMIC OFFICE NOTIFICATION**

|  |  |
| --- | --- |
| **Date of Receipt of Dean’s Comment:** | Enter text |