

# Application for partial exemption from assessment in a course

## Introduction

Under the General Course and Examination Regulations A. 5 and A. 6 (2013 UC Calendar, 44):

“A student may upon application to the relevant Head of School seek an exemption from tuition in lectures, tutorials, laboratory, practical, field or any other work. A student seeking such an exemption, must apply to the Head of School before the end of the second teaching week of the course or the first teaching week for a summer programme course;” and

“If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of fieldwork) related to the work for which an exemption has been granted.”

## Important

A student must apply for any exemption, and it may be granted at the discretion of the Head of School. A student accepting an exemption acknowledges that the course work is exempted on the basis of prior work, and that the grade(s) for such prior work will contribute to the overall course mark during the year for which exemption is sought. Please attach evidence of previous assessment and grade. If an exemption is not granted, all assessment requirements for the course must be completed. Applicants will be advised of the outcome of their application in writing.

Student to fill out	Full Name	
	Student ID number	
	Email Address	
	Phone Number	
	Qualification	
	Course Code and Title	
	Course Coordinator	
	Assessment for which an exemption is being sought	
	Supporting evidence of previous assessment and grade is attached (tick)	

Co-ordinator	Assignment grade(s)	Grade(s):
	Assignment weighting as part of overall course	Weighting:

Administration	Course Coordinator Recommendation	Approved	Yes	No
	Signed:	Date:		
	Head of School/ Programme Coordinator Decision	Approved	Yes	No
	Signed:	Date:		

## Please return this form to:

Student Advisor  
College of Education  
University of Canterbury  
Private Bag 4800  
Christchurch 8140