

Name:

NRIC:

Year attend:

Diploma in:



COURSE EXEMPTION APPLICATION FORM

Notes:

1. Participants applying for exemption are required to attach a copy of the relevant certificate(s), transcript(s) and synopses of the course(s) specified in this form below as the proof of evidence for review.
2. Application for exemption will only be accepted if it is submitted not later than one week after the relevant semester has commenced.
3. Participants are required to pay a non-refundable processing fee of \$21.40 per exemption for review. The payment is to be submitted together with your application form.

PERSONAL PARTICULARS

Name

NRIC/ Passport Number

Address

Mobile No. / Telephone (Resident)/ Telephone (Office)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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PROGRAMME CURRENTLY ATTENDING:

YEAR ENROLLED:

COURSE REQUESTED FOR EXEMPTION: (Please fill in one course for each form)

Name:

NRIC:

Year attend:

Diploma in:

RELEVANT COURSE(S) DETAILS:

(Please provide the details of the course(s) to substantiate your request for exemption in the table below)

Course		
Course Objective		
Duration (Total no. of hours)		
Entry Requirements (E.g. O' level, A' level, prerequisite, etc.)		
Level (Certificate, Diploma, Degree, etc.)		
Scope of Study (Scope that relevant to the course requested for exemption)		
Method of Assessment (Percentage allocated for each assessment)	Written Assignments: Individual Oral Presentation: Group Project: Class Participation: Other (please specify):	Written Assignments: Individual Oral Presentation: Group Project: Class Participation: Other (please specify):
Awarding Institution		

Please indicate whether you obtained any prior exemption for the course(s) listed in the table above.

Please provide the information related to the grading systems, abbreviation used in the transcript.

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Declaration

I hereby declare that the particulars given above are true and correct in every aspect.

Applicant's Signature/ Date

For Official Use

Registration Officer: _____ Date: _____

Amount Received: _____ Receipt No. _____

Remarks from Course Leader:

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Name:

NRIC:

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SAMPLE

RELEVANT COURSE(S) DETAILS:

(Please provide the details of the course(s) to substantiate your request for exemption in the table below.)

Course	Business and Technical Communications (CS2301)	IT Marketing (CS3261)
Course Objective	Develop students with strong business and technical communications skills.	Develop an innovation and entrepreneurial mindset with the use of Information Technology.
Duration (Total no. of hours)	11 hours per week	10 hours per week
Entry Requirements (E.g. O' level, A' level, prerequisite, etc.)	A Levels	A Levels
Level (Certificate, Diploma, Degree, etc.)	Degree	Degree
Scope of Study (Scope that relevant to the course requested for exemption)	<p>The module surveys the kinds of business and technical communication needed by Information Systems and Computer Science students. The module is designed to sharpen students' oral and written skills in business and technical communication. The technical communication component will emphasize documentation, writing user's manuals and instructions, and the proposal process. Students will also need to become aware of the importance of the interactive nature of communication. After completion of this module, students will be able to analyse communication situations according to the models presented in lectures, on videotapes, or in the course text or handouts, and discuss the relevant principles. More importantly, the course will help students put the communication principles and skills they have mastered into practice in stimulated real-world situations. The course uses half-size tutorial groups to facilitate discussion and to provide more opportunities for practice. This module covers theory of communication, interpersonal communication, oral communication, written communication, the job process, and technical communication.</p>	<p>This module introduces students to the principles and practice of marketing in the information technology (IT) industry, and the application of computing environments in marketing. The market for IT products is very different from other markets. The main topics of this module are: the concept of marketing, marketing environment in the information technology age, consumer behaviour, IT market analysis and targeting, IT product design, pricing, distribution and sales force management, advertising and promotion, and international marketing. Case studies and examples will be drawn from the IT industry. System development of a project forms an essential part of the module. Students are also required to form groups and work amongst themselves to come out with innovative products and try to get sponsorship (votes from audiences; fellow course mates and external companies' management) through a short business presentation which comprises of product introduction, marketing/pricing strategies etc.</p>

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Method of Assessment (Percentage allocated for each assessment)	Written Assignments: Yes Individual Oral Presentation: Yes Group Project: Nil Class Participation: Yes Other (please specify): Nil _____	Written Assignments: Yes Individual Oral Presentation: Nil Group Project: Yes Class Participation: Yes Other (please specify): Nil _____
Awarding Institution	National University of Singapore	National University of Singapore

Please submit the synopses and transcript of the course(s) specified in the table above.

Please indicate whether you obtained any prior exemption for the course(s) listed in the table above.

No. _____

Please provide the information related to the grading systems, abbreviation used in the transcript.

CS3261 and CS2301 are both module codes _____