

APPENDIX D**Application Form for Exemption from Module(s)**

Name			
Postal Address			
Date of Birth		Student ID	
Programme Code (Banner)		Academic Year / Stage	
Programme Code (Banner)			
Programme Title			

SETU Carlow is prepared to consider granting an exemption from the assessment process for specific module(s) to applicants who have successfully achieved the required learning outcomes through previous qualifications or prior learning.

*Applicants must provide a fee of €____, along with appropriate evidence of prior learning, which will be considered by the relevant Head of Department.

**All Application Forms for Exemption and all accompanying shall be received on or before _____

Please note that exemptions granted in the award year of any programme may result in an unclassified award.

I declare that the information given by me on this form is true and accurate and I hereby authorise SETU Carlow to contact the relevant authority for each subject listed as part of the assessment process.

Applicant's Signature: _____ **Date:** _____

Year / Stage	Module Title	Banner Module Code (CRN Number)	Head of Department	
			Signature	Granted Not Granted

Comments: _____

South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the Institute's Privacy notice is available on the Institute's website (<https://www.setu.ie/about/setu-governing-body/policies>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the Institute's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

Exemptions or otherwise as indicated above have been:

Approved / Not Approved by: _____ **Date:** _____
Head of Faculty/Campus

Approved / Not Approved by: _____ **Date:** _____
Vice President for Academic Affairs & Registrar

For Office Use Only – Exams / Admissions Timeline Checks

Date Applicant informed of decision _____ Copy sent to Applicant: _____
Copy to Files: _____ Fees Assessed: _____ Recorded on Banner: _____

ANNEX A**DATE RECEIVED**

Uncertified learning Application Form**APPLICATION PROCEDURE:**

This Application Form to be used by applicants who wish to apply for a stage exemption based on uncertified prior learning or when certified learning is deemed to be outside the five year valid time limit since graduation

CLOSING DATE FOR APPLICATIONS: _____

Completed application forms to be returned to: _____

Admissions Office, South East Technological University Carlow, Kilkenny Road, Carlow

Admissions Tel. No.:

Fax No.:

Email: admissions@itcarlow.ie

Website: www.itcarlow.ie

Personal Information**FAMILY NAME:****FIRST NAME:****DATE OF BIRTH:****APPLICANT LEARNER NUMBER****NATIONALITY:****GENDER:****HOME ADDRESS:****NEXT OF KIN:****MOBILE NUMBER:****E- MAIL ADDRESS:****PROGRAMME CHOICE**

PROGRAMME CODE	PROGRAMME TITLE	YEAR OF ENTRY (tick appropriate year)							
		Y1		Y2		Y3		Y4	
1.									

ACADEMIC RECORD

INSTITUTE ATTENDED	PROGRAMME(S) TAKEN	DATES (From / To)	FINAL RESULTS IF KNOWN (indicate Summer / Autumn)

Copies of qualification transcripts to be attached to this application
 If you have not yet obtained your exam results, then they need to be forwarded to the Admissions Office, SETU Carlow, Kilkenny Road, Carlow as soon as you receive them as failure to do so may delay the application process.

OTHER TRAINING*		
PROGRAMME	BRIEF DESCRIPTION	DATES (From / To)

* Industry in-house or informal training or continuous professional development (CPD) – certification to be provided

RELEVANT WORK EXPERIENCE		
COMPANY	DESCRIPTION OF ROLE	DATES (From / To)

Please attach proof of employment, references and any other relevant information

PERSONAL STATEMENT
<p>Please detail why you feel your uncertified learning qualifies you for the exemption(s) applied for:</p> <hr/> <hr/> <hr/> <hr/>

Please include additional page if required

CERTIFICATION

I CERTIFY THAT THE DETAILS GIVEN IN THIS APPLICATION AND THE TRANSCRIPTS ATTACHED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I hereby authorise the Institute to contact all organisations and referees identified in this document as part of the assessment process

SIGNED _____ DATE _____

South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the Institute's Privacy notice is available on the Institute's website <https://www.setu.ie/about/setu-governing-body/policies>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the Institute's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

FOR OFFICE USE ONLY

TRANSCRIPT ENCLOSED _____ PLACE OFFERED ON PROGRAMME _____

RESULTS _____ CW _____

AVERAGE MARK _____ YEAR _____

SIGNED _____ DATE _____

HEAD OF DEPARTMENT

SIGNED _____ DATE _____

HEAD OF FACULTY/CAMPUS

SIGNED _____ DATE _____

VICE PRESIDENT FOR ACADEMIC AFFAIRS & REGISTRAR

RELEVANT REFERENCES

REFeree NO. 1: NAME _____

POSITION: _____

REFERENCE ATTACHED: YES / NO _____

REFeree NO. 2: NAME _____

POSITION: _____

REFERENCE ATTACHED: YES / NO _____

RPL to Learning Outcomes Submission

**This annex will only be completed if requested by the Head of Department/
Faculty/Campus**

Introduction. The aim of this annex is to match the work experience of the candidate to the specified Learning Outcomes of the stage(s) or module(s) that the candidate is seeking an exemption for.

It is vital that detailed comprehensive statements are made against each of the learning outcomes specified.

It may not be possible for a candidate to match exactly to a specific learning outcome but the individual should be capable of giving a reasonable equivalent to the specific outcome in order to allow a full assessment to be carried out.

Each Learning Outcome essay should be no longer than 400 words.

Learning Outcomes Analysis: INSERT FIRST LEARNING OUTCOME

(Advice to Candidate: INSERT SHORT PROMPT TO GUIDE THE CANDIDATE ON THE REQUIREMENT)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

FOR OFFICE USE ONLY

Application Strengths:

Application Weaknesses:

Grade (out of 100):

NB: CUT AND PASTE AS NECESSARY to include all relevant learning outcomes