



# KOPALINE UNIVERSITY COURSE EXEMPTION POLICY

<b>Policy Number</b>	KP/pol/0026	<b>Date of Application</b>	1 <sup>st</sup> November 2019
<b>Purpose</b>	To govern exemption and credit transfer		

## 1. Background

The University may grant a student exemption from a course or part of a course offered by the University where it has deemed a student to have a sufficient understanding of the subject matter to warrant the student not having to complete the course or part of the course. An exemption is not a credit but allows the student to proceed to the subsequent semester or year of study in a particular course. The full number of credits required for a qualification is not affected by the granting of an exemption. The University only offers course exemptions where the student has prior formal learning in a recognized institution. The grade-point average (GPA) of the student will only be calculated for actual points earned in the programme and not on courses exempted. Course exemptions and credit transfer are only granted for compulsory courses and those which form prerequisites for other courses.

## 2. Principles for exemption

- a. To be considered you must have duly completed the registration process of Kopaline University to be eligible for an exemption from one or more courses.
- b. The exemption will be for an equivalent academic or professional qualification, i.e., a degree obtained from a recognized institution may have certain courses exempted for



another degree offered by Kopaline University. A student cannot expect to be exempted when they have a lower qualification except if that lower qualification is a major in one of the courses applied for exemption.

- c. Exemptions will only be considered for individuals who obtained their qualification in the last five years from a recognized university.
- d. You may be required to write and pass an examination if they request to be exempted from a particular course.
- e. The course exemptions are limited to a maximum of the equivalent of four full courses. However, in special cases, especially for students who have taken courses at lower levels of Kopaline University programmes, the University may permit up to eight full course exemptions (e.g., for university foundation or diploma graduates from the University wishing to pursue an equivalent degree programme).
- f. Course exemptions and credit transfer are only available for the first- and second-year courses of a programme at Kopaline University.
- g. Payment of course exemption fee will be required by the University before any application for exemption can be considered
- h. An exemption will only be granted on verification and conformation of results by the institution where the applicant undertook the courses being applied to be exempted from.

### **3. Application Procedures**

- a. Students who wish to apply for credit transfer or course exemption based on previous qualifications attained prior to admission to the University, must make an application before the start of the first semester of their admission.
- b. Current students who have completed studies at other institutions after admission to the University, must submit their application immediately in the semester following attainment of the additional qualification.



- c. Before submitting the application, make sure that your studies elsewhere are equivalent in level and content to the specific Kopline University course(s).
- d. To apply, submit the application form online (available following successful registration).
- e. Scan and attach the official transcripts and other documentation in support of the application. Applications without relevant documents will not be considered.
- f. The university will contact the institution where the applicant undertook the courses being applied to be exempted from.
- g. The university will write to the student advising whether their exemption application is successful/unsuccessful.
- h. While waiting to hear the results of this application, students should continue to attend classes.

#### **4. Appeals**

Students may appeal all grades in accordance with the Appeals Procedure.