

DEPARTMENT OF CHEMISTRY

Student Name :	Student ID :
Email :	Mobile :
Programme / Major / Cohort :	
Course Code / Title : _____	
Attempted Semester / Year : _____ Grade : _____	
Exemption for : Lab / Lecture classes*	
Reason : _____	
Time Clash with other courses : Yes / No*	
Signed by : _____ Date : _____	

Course Leader : _____

For Exemption of Lab Classes :

Student's marks for the Laboratory Classes in past attempt : _____
For "F-grade" cases : Recommended / Not Recommended* the student for exemption form the Lab classes and use the past Lab marks for assessment purpose.
Signature of Course Leader : _____ Date : _____

***** Departmental Guideline for Approval *****

With respect to Laboratory Classes :

Failed cases :

MUST retake Lab Classes IF the students got less than 40 marks for the Lab component in the past attempt of the course. Otherwise, Course Leaders would be the approving authority for granting exemption for Lab classes of the repeated courses. If students are approved to exempt from Lab classes, their past Lab marks will be used for assessment purpose.

Grade D cases :

Course Leaders should advise students on their marks for the Lab component in the past attempt of the course, and students may opt for retaking the Lab classes or not. If they would like to exempt from Lab classes, their past Lab marks will be used for assessment purpose.

For Exemption of Lecture Classes :

Recommended / Not Recommended* the student for exemption from Lecture Classes which are scheduled for

_____.

AND the student is still required to submit coursework assignments.

Further comments (if any) :

Signature of Course Leader : _____ Date : _____

Endorsed by Major/Programme Leader : _____ Date : _____

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Office use :

Notified student of the recommendation on _____ by _____ (GO)

***** Departmental Guideline for Approval *****

With respect to Lecture Classes :

Failed / Grade D cases :

Normally, no exemption of Lecture classes would be approved (especially for failed cases). Under special circumstances (e.g. timetabling clash), exemption may be granted by Major/Programme Leaders in consultation with the respective Course Leaders. Students who are approved to exempt from lecture classes are also required to submit coursework assignments.
