

## DEPARTMENT OF CHEMISTRY

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

Course Leader : \_\_\_\_\_

### For Exemption of Lab Classes :

Student's marks for the lab classes in the previous attempt : _____
<b>For Grade F cases :</b> the student is recommended / not recommended* for exemption from attending lab classes, and the previous lab marks will be used for assessment purposes.
Signature of Course Leader : _____ Date : _____

\*\*\*\*\* Departmental Guidelines for Approval \*\*\*\*\*

### With respect to Laboratory Classes :

#### Grade F cases :

Students must retake lab classes if they received less than 40 marks for the lab component in their previous attempt of the course. Otherwise, Course Leaders will be the approving authority for granting exemptions from lab classes in repeated courses. If students are approved for an exemption, their past lab marks will be used for assessment purposes.

#### Grade D cases :

Course Leaders should advise students on their marks for the lab component from their previous attempt of the course. Students may choose whether to retake the lab classes. If they wish to be exempted from lab classes, their past lab marks will be used for assessment purposes.

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**For Exemption of Lecture Classes :**

The student is recommended / not recommended\* for exemption from attending lecture classes, which are scheduled for \_\_\_\_\_

However, the student is still required to submit assessment tasks (e.g., assignments, tests, presentations, etc).

Further comments (if any) :

Signature of Course Leader : \_\_\_\_\_ Date : \_\_\_\_\_

Endorsed by Major/Programme Leader : \_\_\_\_\_ Date : \_\_\_\_\_

\*\*\*\*\* Departmental Guidelines for Approval \*\*\*\*\*

**With respect to Lecture Classes :**

Grade F / Grade D cases :

Normally, no exemption from lecture classes will be approved, especially for failed cases. However, 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 exempted from attending lecture classes are still required to submit assessment tasks.

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