



Application for Exemptions Bachelor of Arts (Hons) in English and History

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A Guide for Application for Exemptions

Students may apply to be exempted from the requirement to complete up to four modules on the Bachelor of Arts (Hons) in English and History, in order to qualify for the award of Degree or Diploma. Each exemption request is considered on its own merits by the Exemptions Board. The criterion for exemption from studying a specific module is that a student has engaged in prior learning, in the form of ECTS (European Credit Transfer System) credits, which is equivalent in NFQ (National Framework of Qualifications – www.nfq.ie) award level, subject matter, content, standard and learning outcomes to the modules on the programme. Normally, students will not be exempted from more than two post-foundation modules (modules numbered two to six, for example History 2).

Students who wish to seek exemptions should first familiarise themselves with the structure of the Bachelor of Arts (Hons) in English and History. The Bachelor of Arts (Hons) in English and History Syllabi are available from the following website – www.dcu.ie/registry/module_contents.php?function=4&programme=BAEH.

Please note that a student may not seek an exemption from an Bachelor of Arts (Hons) in English and History module, based on ECTS credits previously achieved, where those ECTS credits were used to attain another level 8 (on the NFQ) elsewhere. For example, a student may not seek an exemption for a History module on the basis that they studied History as part of a level 8 honours degree that they were awarded, as those credits went towards that previously attained degree. Please also note that a student may not present the same ECTS credits as qualification for more than one DCU award.

The form should be completed if you have engaged in prior learning, in the form of ECTS credits achieved at an appropriate NFQ level that covered the full content of a Bachelor of Arts (Hons) in English and History module (this is a **Specific Module Exemption**). For example, in order to be specifically exempted from the requirement to complete, for example, History 2 a student must have successfully covered the vast majority of content of History 2 in prior accredited studies.

Prior learning that is to be used as the basis of an exemption application must be on the NFQ, for example prior learning achieved, in terms of ECTS credits, on a level 8 Honours degree, but where the degree was not completed. The appropriate NFQ level for the previously achieved learning is level 8, as the Bachelor of Arts (Hons) in English and History is a level 8 Honours Degree programme. However, applicants with suitable qualifications at level 6 or level 7 on the NFQ will also be considered. The number of ECTS credits achieved in prior learning must be at least equivalent to the number of credits being sought as part of the exemption application. For example, as all Bachelor of Arts (Hons) in English and History modules are 15 ECTS credits, an application for a His1 exemption must be on the basis of prior learning of at least 15 ECTS credits at level 8 (or equivalent). If the prior learning is at level 6 or level 7 more credits may be needed to compensate for the difference in NFQ level.

Only the Exemptions Board has the authority to grant exemptions. The granting of an exemption will depend on the exact nature and content of any previous learning, the learning outcomes achieved and the date obtained. Given how quickly knowledge is evolving, the Exemption Board will pay particular attention to the content studied in dated awards. In addition, dated awards may give rise to questions as to the currency of the applicant's knowledge. (Please note that, at present, no exemptions are awarded on the sole basis of work experience or 'in-house' training.)

Students seeking exemptions **are required to submit ALL** of the following:

- Completed Exemption Application Form
- Official copy of the full details of syllabi studied, preferable including the Module Learning Outcomes
- Official copy of transcript of results
- Proof of qualification (if applicable)
- NFQ Level (for example a level 8 Honours Degree or a level 7 Ordinary Degree)
- Award Types (if applicable)
- Year of Award/achievement of ECTS credits
- Number of ECTS credits successfully completed
- Awarding body (for example NUI or HETAC)
- The appropriate, non-refundable, administration fee as indicated on the form of **€55 per module** should be transferred to:

Bank Name: BOI, 40 Mespil Road, Dublin 4

Bank Account No. 23614347

Sort Code: 906750

IBAN: IE04BOF190675023614347

On the lodgment slip please include the **Open Education Budget Code of D02500, your name and student id number.**

- Certified translations of relevant documentation (see points above) if the originals are not in English

An application will not be considered where any of the above are excluded from the application. It is the responsibility of the applicant to source, from the educational institution where the prior learning was achieved, all the required information and documentation and to include it in their application.

Your submission will be treated as strictly confidential.

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

Application for Exemption – Bachelor of Arts (Hons) in English and History

Submit to: ba.openeducation@dcu.ie
Time frame: Applications to arrive on, or before, the 25 th September 2020

All relevant sections of this form must be completed, legibly.

Section A: Student Details

Surname

First Names

Student ID Number

PAC Number (Office use only)

Applicants receive a DCU student number once they have applied for and received an offer of a place on the Bachelor of Arts (Hons) in English and History programme.

Applications cannot be accepted without a student number.

Address

Tel (day): _____

Tel (evening): _____

Email: _____

Is this your first time to seek an exemption?

Y N

If yes please provide the:

date of that previous application _____

result of that previous application _____

Section B: Application Details

Students seeking exemptions **are required to submit ALL** of the following:

- Completed Exemption Application Form
- Official copy of the full details of syllabi studied, preferable including the Module Learning Outcomes
- Official copy of transcript of results
- Proof of qualification (if applicable)
- NFQ Level (for example a level 8 Honours Degree or a level 7 Ordinary Degree)
- Award Types (if applicable)
- Year of Award/achievement of ECTS credits
- Number of ECTS credits successfully completed
- Awarding body (for example NUI or HETAC)
- Non-refundable Exemption Application fee of €55 **per module** (see payment details above).

- Certified translations of relevant documentation (see points above) if the originals are not in English

Incomplete applications will not be considered.

Specific Module Exemptions:

(Specific Modules: where your prior learning, in the form of ECTS credits achieved at an appropriate NFQ level, duplicates course content and standard of the specific modules you are applying to be exempted from.)

Please indicate ✓ the credit module(s) you wish to gain specific exemption from:

<input type="checkbox"/>	His1	<input type="checkbox"/>	Lit1
<input type="checkbox"/>	His2	<input type="checkbox"/>	Lit2
<input type="checkbox"/>	His3	<input type="checkbox"/>	Lit3
<input type="checkbox"/>	His4	<input type="checkbox"/>	Lit4
<input type="checkbox"/>	His5	<input type="checkbox"/>	Lit5
<input type="checkbox"/>	His6	<input type="checkbox"/>	Lit6

Total Number of Requested Exemptions

(Normally, a maximum of four exemptions will be granted to students)

Total Number of Exemptions being requested _____

Section C: Details of Prior Learning Achieved

Qualifications:

Please list below the qualifications on which your request for exemptions is based. You must provide evidence that these qualifications have been obtained. **In order for your application to be processed you must provide ALL of the information/complete ALL the required fields. Your application will not be considered if you fail to do so.**

Year Of Award/ Credits Achieved	NFQ Level (e.g., level 7, level 8)	* ECTS credits achieved	Title of Award (e.g., <i>Certificate in Literary Studies</i>) (provide even if Award was not achieved)	Main Subjects Covered	Awarding body (e.g., HETAC, NUI)	Classification (pass, honours etc)

*European Credit Transfer System

Reasons for seeking exemption: Please explain why you think an exemption should be awarded:

I confirm that all statements I have made on this form are true and accurate and can be supported by relevant documentation.

Signature: _____

Date: _____

Please email your application to: ba.openeducation@dcu.ie

For Office Use Only

Date of Exemption Board: _____

Exemptions recommended: _____

Comments:

CHECKLIST BEFORE YOU SEND

Please check below that you have provided the required documentation and fee:

- Bank transfer to Dublin City University.
This fee is not refundable under any circumstances
- The application form, with **ALL** sections completed as requested.
- Copy of learning certification, e.g. the Certificate/Diploma of results showing awarding body and year of award (if applicable)
- Relevant detailed syllabus to support the application for both specific and non-specific exemptions (preferably including learning outcomes).
- Official transcript of results

Examined by: _____

Date: _____