



# Application for Exemptions

## Bachelor of Arts (Hons) in Humanities

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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 Humanities, 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](http://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 Humanities. The Bachelor of Arts (Hons) in Humanities Syllabi are available from the following website – [www.dcu.ie/registry/module\\_contents.php?function=4&programme=BA](http://www.dcu.ie/registry/module_contents.php?function=4&programme=BA)

Please note that a student may not seek an exemption from a Bachelor of Arts (Hons) in Humanities 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 Humanities 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.
- where the content of that learning does not cover the content of any Bachelor of Arts (Hons) in Humanities Module (this is a Non-specific Exemption). Non-specific exemptions apply only to the foundation level Modules, for example Literature 1. A non-specific foundation module exemption allows the student to reduce the number of modules required to complete the degree/diploma programme by the number of exemptions (for example, one non-specific foundation module exemption means that students have to successfully pass a further eleven modules to complete the degree). Currently, students are required to complete at least two, but no more than four foundation modules as part of their degree. The granting of one non-specific exemption would mean that the recipient should complete at least two but no more than three foundation level modules.

- Normally, a maximum of two non-specific module exemptions may be awarded at foundation level. Please note that, if you intend to study any other modules in a subject stream, for example the foundation module in History must be taken and cannot be replaced by a Non-Specific exemption if you intend to take any of the other History modules.

Prior learning being 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 Humanities 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 Humanities 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 **€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 Humanities**

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

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

**Section A: Student Details**

**Surname**

\_\_\_\_\_

**First Names**

\_\_\_\_\_

**Student ID Number**

\_\_\_\_\_

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 Humanities programme. Applications cannot be accepted without a student number.

**Application Number (Office Use only)**

\_\_\_\_\_

**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"/>	PH100	<input type="checkbox"/>	SC100	<input type="checkbox"/>	PY100
<input type="checkbox"/>	His2	<input type="checkbox"/>	Lit2	<input type="checkbox"/>	PH200	<input type="checkbox"/>	SC200	<input type="checkbox"/>	PY200
<input type="checkbox"/>	His3	<input type="checkbox"/>	Lit3	<input type="checkbox"/>	Phil3	<input type="checkbox"/>	Soc3A	<input type="checkbox"/>	PY210
<input type="checkbox"/>	His4	<input type="checkbox"/>	Lit4	<input type="checkbox"/>	PH220	<input type="checkbox"/>	Soc4	<input type="checkbox"/>	PY230
<input type="checkbox"/>	His5	<input type="checkbox"/>	Lit5	<input type="checkbox"/>	Phil5	<input type="checkbox"/>	Soc5B	<input type="checkbox"/>	PY310
<input type="checkbox"/>	His6	<input type="checkbox"/>	Lit6	<input type="checkbox"/>	Phil6	<input type="checkbox"/>	SC300	<input type="checkbox"/>	

**Non-Specific Foundation Module Exemptions:**

*(Non-specific foundation module: where your prior study, in the form of ECTS credits achieved at an appropriate NFQ level, does not duplicate course content in specific modules)*

Number of (15 ECTS credits at level 8 on the NFQ) Non-Specific Foundation Module exemptions being sought \_\_\_\_\_

**Total Number of Requested Exemptions**

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

Total Number of Exemptions (specific and non-specific) 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.**

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

\*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](mailto:ba.openeducation@dcu.ie)

**For Office Use Only**

Date of Exemption Board: \_\_\_\_\_

Exemptions recommended: \_\_\_\_\_

Comments:

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**CHECKLIST BEFORE YOU SEND**

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

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

Examined by: \_\_\_\_\_

Date: \_\_\_\_\_