**ACA36 - EXTERNAL CREDIT AND EXEMPTION APPLICATION**

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| **Note:*** Please complete this form, obtain the signature(s) of the relevant Head(s) of Department or nominee and return the form to your Faculty Office. You need to contact the HoD(s) via email. Remember the HoD must also see a copy of your transcript and, if needed, other sources. The Dean will approve the credit/exemption as part of the curriculum approval process, so you do not need to get the Dean’s approval on the ACA36 form.
* Once you have the HoD(s) signatures for each course, you must upload the ACA36 form(s) with your curriculum form as a single service request. Your curriculum form cannot be processed without your ACA36 credit /exemption application.
* Please also note, that a small fee is charged for each credit transfer. This will be charged to your fee account, so you need not pay in advance.

**Personal details** |
| **Name** |  | **Student number** |  | **PeopleSoft number** |  |
| **Qualification** |  | **Stream** |  |
| **Date** |  | **Mobile Number** |  |
| **Effective date of Matriculation Exemption (UG Only)** |  | Credits can only be passed once the candidate has Matriculation Exemption |
| **Certified copy of transcript attached?** | **Y** | **N** | **NQF credits included on transcript?** | **Y** | **N** |
| **Note:** If NQF credits are not on the transcript, please provide certified copies of another source (Example: Yearbook entries) showing the credit values. |
| **Academic credit / exemption details****Note:** Course convener signatures and HOD signatures are required. A Head of Department signature constitutes only an academic recommendation to the Faculty. Approval is granted by the Dean or nominee. |
| **Name of Institution** | **Course code** | **Course title** | **NQF****credit** | **NQF****level** | **Equivalent UCT course code** |
|  |  |  |  |  |  |
| **Recommended** | **Course Convenor** | **Head of Department** |
| **CR** | **CX** | **EX** | Name | Signature | Name | Signature |
|  |  |  |  |  |  |  |
|  |
| **Name of Institution** | **Course code** | **Course title** | **NQF****credit** | **NQF****level** | **Equivalent UCT course code** |
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| **Recommended** | **Course Convenor** | **Head of Department** |
| **CR** | **CX** | **EX** | Name | Signature | Name | Signature |
|  |  |  |  |  |  |  |
|  |
| **Name of Institution** | **Course code** | **Course title** | **NQF****credit** | **NQF****level** | **Equivalent UCT course code** |
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| **Recommended** | **Course Convenor** | **Head of Department** |
| **CR** | **CX** | **EX** | Name | Signature | Name | Signature |
|  |  |  |  |  |  |  |
|  |
| **Name of Institution** | **Course code** | **Course title** | **NQF****credit** | **NQF****level** | **Equivalent UCT course code** |
|  |  |  |  |  |  |
| **Recommended** | **Course Convenor** | **Head of Department** |
| **CR** | **CX** | **EX** | Name | Signature | Name | Signature |
|  |  |  |  |  |  |  |
|  |
| **Captured** | Faculty Office |  | **Date** |  |

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**ADDITIONAL INFORMATION**

**Credit values**

Modules/courses at other universities do not necessarily have the same credit values as UCT courses, even if the course content is the same.

For example, two courses (of 9 credits) at another institution may be needed to get the equivalent of **one** semester at UCT (18 credits).

**Source documents**

Students must provide the following documents before the Head of Department or Dean can consider the request:

* Certified copy of the transcript (full course names and not only course codes to be reflected).
* Clear indication of the NQF **credit value** and level of the module/course for the year in which the course was taken.
* Course outline from the official handbook or calendar of the institution concerned for the year in which the course was taken.

**Definitions**

* **Credit (CR)**

This recognizes that the student has done work elsewhere, equal in credit value to a UCT course in that discipline which may be counted towards achieving the degree requirements, but it does not allow the student to be admitted to the next level in that discipline. No exemption is given. This means that the student has been deemed not be have met the prerequisites for advancing to the next level. A credit is shown by a **CR.**

* **Credit and Exemption (CX)**

This recognises that the student may progress to the next level and may count the course towards meeting the degree requirement. A credit and exemption is shown by a **CX.**

* **Exemption (EX)**

This recognizes that the student has covered the (equivalent) content of the course, does not need to repeat it, and may progress to the next level in that discipline. No credit is given towards the degree. In other words, it thus serves as achieving the prerequisite requirement, but it does not count credit towards fulfilling the programme requirements. An exemption is shown by an **EX.**