Request for Dispensation from a Module

Last name, first name: ..............................................................
Class (e.g., WR23TZc): ..............................................................
ZHAW email address: .........................................................@students.zhaw.ch

I request dispensation from the following module offered by the ZHAW School of Management and Law:

<table>
<thead>
<tr>
<th>Module</th>
<th>University</th>
<th>No. of ECTS credits</th>
</tr>
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Comment:
I confirm that I have read the information on page 2 in full and that I definitely want to submit this request.

Place, date: ____________________________ Signature: ____________________________

If you have any questions, please contact studentservices.sml@zhaw.ch. For more information, refer to page 2 of this form.
How to Proceed:

➢ Please supply all requested information correctly and in full.

➢ The following documents must be supplied with your request:
  ✓ Copy of certificate of achievement / performance assessment with grades marked
  ✓ Module description(s) (if, due to another module concept, the contents of several modules need to be considered, please supply all corresponding module descriptions)

➢ Please sign your request and send it with all supporting documents to: studentservices.sml@zhaw.ch

➢ For each module, a separate request must be submitted.

Information on Dispensation from Modules / Module Exemption

➢ Requests for dispensation must be submitted on time even if not all documents (e.g., evidence of grades achieved) required can be supplied yet.

➢ Grades or assessments from other universities will not be transferred.

➢ Achievements that have already been credited (e.g., for direct entry into the main study period) will not be credited twice.

➢ Only modules you have passed will be considered in a request for dispensation.

➢ For modules from which you have been exempted you will only be credited with the corresponding ECTS credits.

➢ Modules from which you have been exempted will not appear in your transcript of records.

➢ Modules from which you have been exempted will be listed in your first-year (Assessment) and degree certificates, but they will have no effect on your grade point average and will not be taken into account in calculating your final grades.

➢ Once submitted, requests for dispensation cannot be withdrawn.

➢ As confirmation, you will receive a transfer agreement in duplicate listing all modules from which you have been exempted. One signed original copy must be returned to Student Services.

➢ If you have been exempted from a module, you are not entitled to attend classes or do the performance assessments for that module.

➢ Requests for dispensation for the fall semester must be submitted no later than the end of calendar week 33, those for the spring semester no later than the end of calendar week 3. Late or incomplete requests will not be considered.

➢ If your request for dispensation has been rejected, you can request an appealable decree (rekursfähige Verfügung). In such a case, please contact Student Services (studentservices.sml@zhaw.ch).