

School of Management and Law

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 with 2 columns: Module name, Module code. Includes example text like 'e.g., Statistics\*' and 'e.g., w.BA.XX.2Stat.XX\*'.

\* This information can be found in the degree program's module table or module description.

This request is based on successful completion of the following module(s):

Table with 3 columns: Module, University, No. of ECTS credits. Multiple empty rows for data entry.

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.

## Bachelor's Programs (BSc)

### School of Management and Law

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#### How to Proceed:

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- 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.

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#### 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.
- Students receive a credit transfer agreement via E-Mail which lists all modules from which they have been exempted. A signed copy must be submitted to the Student Services via E-Mail.
- Students who have been exempted from a module must not attend classes, nor are they entitled to write the end-of-module exam.
- 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](mailto:studentservices.sml@zhaw.ch)).