

CGS04

Application form for exemption of study units (postgraduate students only)

Student number					-				-	
Title, initials & surname										
Proposed qualification										
Qualification code										
Specialisation field (if applicable)										

Study unit(s) for which exemption must be considered					
	Previous institution's name	Previous institution's study unit code	NQF level	Year passed at previous institution	Equivalent Unisa study unit code
1					
2					
3					
4					
5					
6					

Important information:

1. Unisa reserves the right to grant and / or decline any application for credits and exemptions.
2. Prior to completing and submitting the CGS04 form, ensure that you have read the information published online at www.unisa.ac.za/credits, specifically Rule 10 in Unisa's rules for students.
3. A maximum of 50% of the credits of a completed qualification may be transferred to another qualification.
4. In addition to school qualifications and academic records already submitted, you may be required to submit additional supporting documents, such as syllabi / curriculums of courses passed, official academic records, conduct certificates, and so on. A SAQA evaluation may be required for foreign qualifications.
5. All applications for exemptions will only be dealt with after the relevant registration period. Exemptions will only be finalised if the necessary admission documentation is issued.
6. Exemptions from modules will disqualify you from obtaining a qualification cum laude in the future.
7. Credits / exemptions will not be granted if you studied and passed outdated information.

I hereby declare that I am fully aware that Unisa may amend my registration is necessary, should I not qualify for exemption from the modules requested.

Student consent in terms of the Protection of the Personal Information Act No 4 of 2013										
<ol style="list-style-type: none"> 1. I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my personal information. 2. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to students in general. 3. I, as a student registered at Unisa or an applicant intending to study with Unisa, hereby consent that Unisa may collect, use, distribute, process my personal information for all required academic processes pertaining to my application or registration to study with Unisa, which may include, but is not limited to: <ol style="list-style-type: none"> 3.1 internal administrative processing; 3.2 institutional and scholarly research; and 3.3 funding submissions. 4. I also consent that Unisa may share my personal information with the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions, Qualification Verification Agencies, professional bodies, third parties rendering various services to the university and legal entities which may lawfully require such information for legal obligations and/or investigations. 5. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available. 6. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. 7. I confirm that I have read the notice and understand the contents. <p style="margin-left: 20px;">Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za</p> 										
Signature		Y	Y	Y	Y	M	M	D	D	

This form should be submitted via e-mail to the relevant email address:

Honours and postgraduate diploma students:

- College of Accounting Sciences: cashons@unisa.ac.za
- College of Agriculture and Environmental Sciences: sciencehons@unisa.ac.za
- College of Education: eduhons@unisa.ac.za
- College of Economic and Management Sciences: econhons@unisa.ac.za
- College of Human Sciences: artshons@unisa.ac.za
- College of Law: lawhons@unisa.ac.za
- College of Science, Engineering and Technology: sciencehons@unisa.ac.za
- Graduate School of Business Leadership: SBL@unisa.ac.za

Master's and doctoral students: MandD@unisa.ac.za

Please include your student number and the name of the form (CGS04) in the subject line of your e-mail.