**Exemption Request Form**

Students must attend all compulsory courses identified in the relevant Researcher Development Programme Handbook or, where applicable, apply for exemption. Please complete the form following the instructions below and provide evidence to support your application.

1. Please tick the column “Exemption Requested” to indicate those courses you wish to apply for exemption from.

2. You must provide evidence to support your request for an exemption. Please refer to page 3 of the Researcher Development Programme Handbook for the criteria that must be met when applying for exemption.

3. Evidence might include:

- transcripts and module outline for Master’s courses completed,

- certificates and course content detail for relevant courses,

- details of prior work related experience,

- details of prior research related experience,

- supporting statement from supervisors.

4. The completed exemption request form **must** be supported by a statement from your first supervisor. Please ensure they have completed section 4 of the form.

5. Forward the completed exemption request form, together with the relevant material that supports your application, to your Faculty Training Assessor for consideration.

6. Your Faculty/Research Centre Training Assessor will consider the form and forward this to the Research Training Manager for final approval by the Chair of the Research Training Sub-Committee.

7. You will receive written notification on the outcome of your exemption request.

**Researcher Development Programme Exemption Request Form**

|  |  |  |
| --- | --- | --- |
| **1. Student Details** | | |
| Name: |  |
| Student Number: |  |
| First Supervisor: |  |
| Enrolment Date: |  |
| Mode of Study: | Part-time/ Full-time (please circle as appropriate) |
| Faculty: |  |

|  |  |  |
| --- | --- | --- |
| **2. Generic Course Exemption Request**  (Please tick the appropriate box to indicate the course(s) you are applying for exemption from) | | |
| **Course Code and Title** | **Exemption Requested** | **Approved by Training Assessor** |
| REST7001: Literature Searching and Reference Management |  |  |
| REST7002: Writing Skills |  |  |
| REST7003: Creating & Managing Large Documents |  |  |
| REST7017: Beginning To Teach In Higher Education |  |  |
| REST7102: Planning and Managing Research |  |  |
| REST7103: Intellectual Property Rights and Ethics |  |  |
| REST7104: English Language Course For Academic Research Purposes (where applicable) |  |  |
| REST7201: Presenting Your Research to an Audience |  |  |
| REST7202: Effective Presentation Using PowerPoint |  |  |
| REST7203: Publication Research Findings |  |  |
| REST7301: Structuring and Completing Your Thesis |  |  |
| REST7302: Successful CV’s, Job Applications and Interviews |  |  |
| REST7525: Research Ethics |  |  |

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| **3. Discipline Specific Course Exemption Request**  (Please tick the appropriate box to indicate the course(s) you are applying for exemption from) | | |
| **Course Code and Title** | **Exemption Requested** | **Approved by Training Assessor** |
| Faculty of Art Design and Humanities  REST7701: Research Methods  REST7703: Critical Thinking and Information Management  REST7702: Developing Research and Communicating Your Ideas  REST7705: Academic Futures  REST7704: Presentation of Abstracts |  |  |
| Faculty of Business and Law  REST7012: Research Methods Training Programme  Activity 1: Advanced Research Methodology  Activity 2: Research Seminars  Activity 3: Research Days |  |  |
| Faculty of Technology  REST7013: Research Methods |  |  |
| Faculty of Health and Life Sciences  REST7015: Health and Safety in Laboratories  REST7016: Induction  REST7025: Research Ethics Workshop  REST7026: Presentation of Research Data and Participation in Analytical Discussion  REST7028: Discussion of Principles of Research in the Health and Life Sciences |  |  |
| Other Not Listed (please specify): |  |  |

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| **4. Student Signature** |
| I confirm the information provided with respect to my claim for exemption is accurate.  Signed Date |

**THIS SECTION IS TO BE COMPLETED BY THE FIRST SUPERVISOR**

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| --- |
| **5. Confirmation Of Evidence Submitted and Supporting Statement From First Supervisor** (please continue on a separate sheet if necessary) |
| Having seen the evidence I do/do not\* support this claim for exemption.  (\* Please delete as appropriate)  Signed Date |

**THIS SECTION IS TO BE COMPLETED BY THE FACULTY ASSESSOR**

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| **6. Faculty Training Assessor Approval** |
| To confirm your support of exemption please sign against each course where exemption is sought in **Sections 2 and 3**.  **Comments or Requests For Additional Information**:  If you have any comments or require additional information before approval can be granted please provide further details below.  I do/do not\* support this claim for exemption. (\* Please delete as appropriate)  Signed Date  Please return the completed form to the Graduate School Office, Room 1.06 John Whitehead Building The Gateway LE1 9BH. If you have any questions please email rtp@dmu.ac.uk. |

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| **7. Research Training Committee Approval** |
| ❒ Claim for exemption has been approved by the Research Training Committee.  ❒ Claim for exemption has not been approved by the Research Training Committee.  **Comments:**  Signed Date |