



EXEMPTION GUIDLINES

Background

The Institute for Labour and Employment studies (ILES) is legally registered corporate entity accredited by the Botswana Qualifications Authority (BQA). ILES is the brain child of the Botswana Public Employees Union (BOPEU) created to provide labour and employment studies and related services to Union members, Government officials/ employees, parastatals, private companies and members of the public who wish to upskill themselves.

Introduction

The exemption guidelines outlines the principles that apply to students seeking exemption(s) in one or more modules in the programme of study of which he/she has enrolled in. Requests for exemption will only be considered for enrolled students at ILES. All requests for exemptions will only be considered within three (3) weeks from the day of enrollment.

Principles of exemptions

- Students are required to apply formally by writing to the institute stating which modules they require exemption on.
- Exemptions will only be considered from institutions which are recognized by a qualification authority e.g BQA, SAQA etc.
- A student is allowed exemption on **one (1) module per semester**.
- The module from which exemption is being sought should be equivalent or higher than the programme previously obtained.
- Upon submission of an exemption application, it is the responsibility of the student to submit the following documents; (transcript, Certificate and where applicable the course outline).

Payment for application of exemption fee should be made prior to submission of the application.

The module from which exemption is being sought should not be more than 10 years old. Once exempted, the student will be allocated a 60% grade which shall reflect in the transcript.

Students are required to continue attending classes until they are notified of the decision regarding their requests for exemption.

Feedback & Appeals

An email shall be sent to students informing them of the outcome of their requests within one week (1) of submission.

Application should be made to the Academic Department.

All appeals can be directed to the Research & Academic Subcommittee.