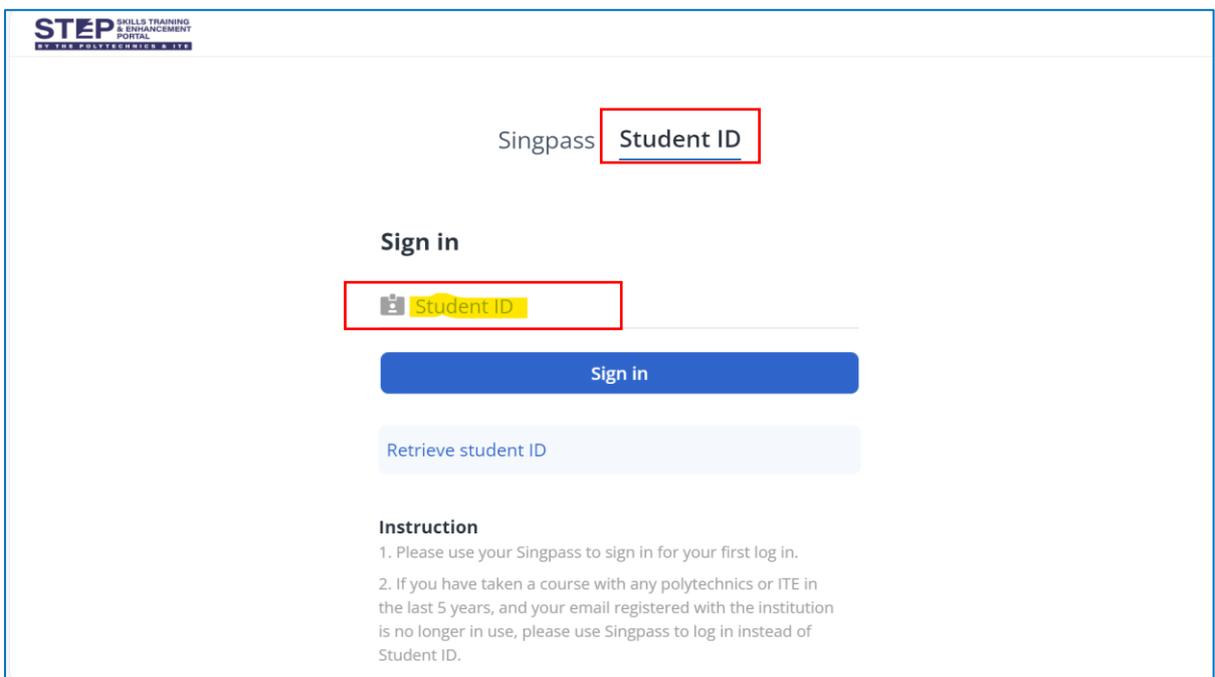
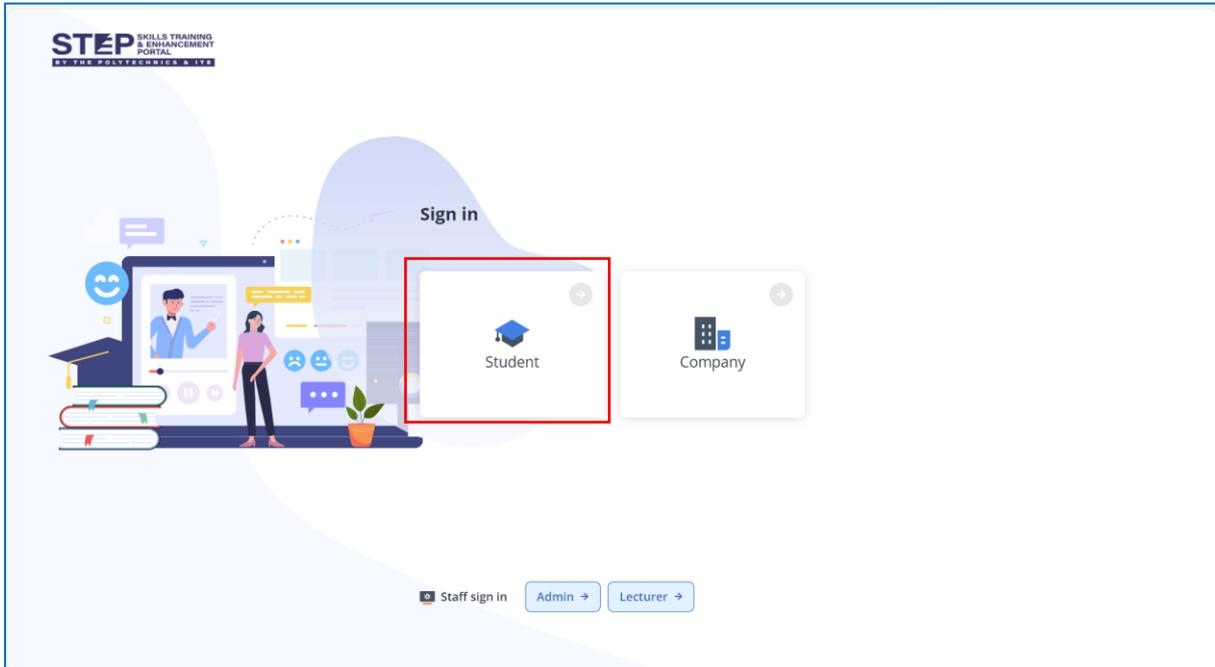
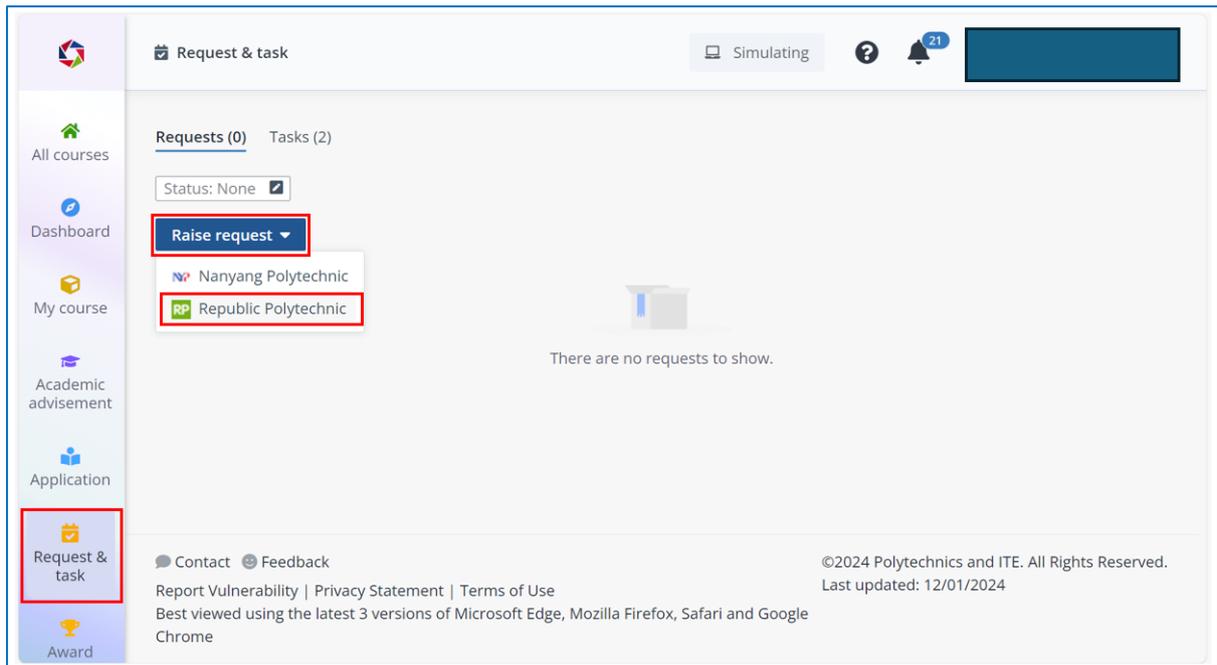


Guide on Applying for Module Exemption/Credit Transfer in STEP

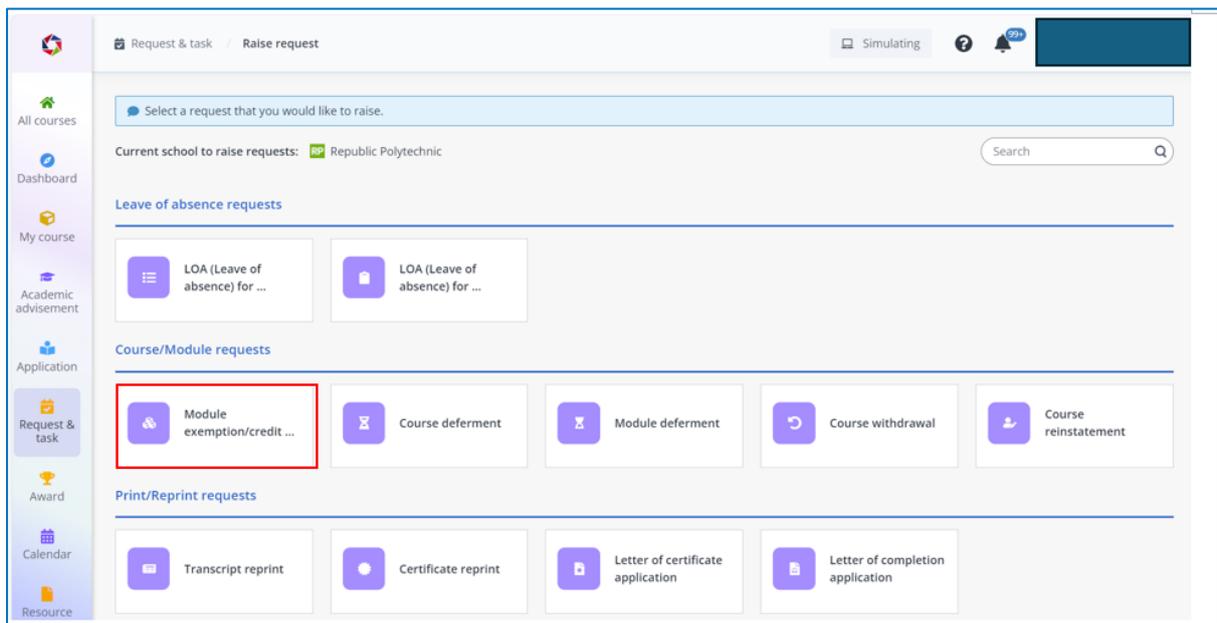
1. To submit module exemption/credit transfer applications request. Log in to STEP and key in your student ID and click “Sign In”.



2. Under Request & Task, click on Raise request and select Republic Polytechnic.



3. Click on Module Exemption/Credit Transfer



4. Select the corresponding course and click “Next”.

Request & task / Raise request / Raise module exemption/credit transfer request

Simulating

Raise module exemption/credit transfer request

Select a course intake that you would like to request for *

Course	Course intake No.	Course category	Course type	Enrolment status
RP-EE1 - Diploma in Engineering (Electrical and Electronics)	RP-EE1-240001	Part-time Diploma	Academic Full Qualification	Enrolled

Cancel Next

5. Select the relevant modules that you wish to apply for module exemption/credit transfer.

Request & task / Raise request / Raise module exemption/credit transfer request

Simulating

Personal information

Student name [Redacted] Email address [Redacted]
Student ID [Redacted]

RP-EE1 - Diploma in Engineering (Electrical and Electronics)

Course name: Diploma in Engineering (Electrical and Electronics) Course intake No.: RP-EE1-240001
Course date: 06/08/2024 - 13/08/2024 Course category: Part-time Diploma
Status: Commenced Course type: Academic Full Qualification

Result of module exemption/credit transfer request *

<input type="checkbox"/>	Module	Credit units	Core/Elective	Module status
<input type="checkbox"/>	RP-E2129C - Analogue Electronics	4	Core	Not started
<input type="checkbox"/>	RP-E2139C - Linear IC Applications	4	Core	Not started
<input type="checkbox"/>	RP-E2149C - Digital Electronics	4	Core	Not started
<input type="checkbox"/>	RP-E2159C - Digital Systems	4	Core	Not started

Cancel Back Next

6. Click on “Add education qualification” to fill in the necessary qualification information and click save.

The screenshot shows a web application interface for raising a request. The main page is titled 'Request & task / Raise request / Raise module exemption/credit transfer request'. A sidebar on the left contains navigation options: All courses, Dashboard, My course, Academic advisement, Application, Request & task, Award, Calendar, and Resource. The main content area has a section for 'Relevant qualifications' with a red box around the '+ Add education qualification' button. Below this is a table with columns: No., Qualification type, Full-time/Part-time, and Academic qualification/professional certification. The table is currently empty. Below the table is a section for 'Modules' with a table for 'Module name' and 'Study institution', also empty. At the bottom, there is a 'Supporting documents' section with a file upload area. A modal window titled 'Add education qualification' is open on the right, with a red box around its content. The modal contains the following fields: 'Qualification type' (dropdown menu with 'None' selected), 'Full-time/Part-time' (dropdown menu with 'None' selected), 'Year of award' (text input with 'Select date' placeholder), 'Award institution' (text input), 'Academic qualification/professional certification' (dropdown menu with 'None' selected), and 'Additional information' (text input). At the bottom of the modal are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box.

7. Upload the relevant supporting documents. If working experience is also applicable for the module exemption/credit transfer application, click on “Add working experience” and fill in the information, otherwise click on “No working experience”.

The screenshot shows the 'Working experience' section of the web application. The main page is titled 'Request & task / Raise request / Raise module exemption/credit transfer request'. The sidebar on the left is the same as in the previous screenshot. The main content area has a section for 'Supporting documents' with a red box around the text 'Upload your certificates, transcripts, or syllabus.' and a file upload area with a red box around the text 'Drag files here, or browse' and 'Up to 10 MB (DOC, DOCX, PPT, MOE)'. Below this is a section for 'Working experience' with a red box around the 'No working experience' checkbox. Below the checkbox is a section for 'Add working experience' with a red box around the '+ Add working experience' button. Below this is a table with columns: No., Start date, End date, Working experience type, Field of work, Name of employer, Position held, and Brief job description. The table is currently empty. Below the table is a section for 'Supporting documents' with a file upload area. At the bottom of the page are 'Cancel', 'Back', and 'Next' buttons, with 'Next' highlighted by a red box.

8. Click Next.

Request & task / Raise request / Raise module exemption/credit transfer request

+ Add module

Module name	Study institution	Completion date	Grade
No items to show in this view.			

Supporting documents *

Upload your certificates, transcripts, or syllabus.

Drag files here, or [browse](#)
Up to 10 MB (DOC, DOCX, PPT, [more](#))

Supporting document.pdf
31.5 KB

Working experience

No working experience

Cancel Back **Next**

9. Read through the terms and condition and tick the checkbox and click "Submit".

Request & task / Raise request / Raise module exemption/credit transfer request

← Raise module exemption/credit transfer request

Declaration

Before you submit the request, please carefully read the following terms and conditions.

I hereby give my consent for the relevant authorities to obtain and verify the necessary information from or with any source as appropriate.

I declare that the information provided in this application is true and complete to the best of my knowledge.

I accept that should any part of the information given by me is ascertained to be false, I will be subjected to disciplinary action(s).

I have read and agree to the terms and conditions listed above.

Cancel Back **Submit**