



## University Learning and Teaching (ULT) Course Application for Exemption

Academic staff members who wish to apply for exemption from the University requirement to undertake the ULT Course as a condition of appointment should complete this form.

This form may be submitted where the applicant can meet exemption criteria as outlined in the University of Wollongong ULT Course policy, which can be found at:

<http://www.uow.edu.au/about/policy/documents/ULTCpolicy.pdf>

Applications will be considered by the ULT Exemptions Committee which is chaired by the Deputy Vice-Chancellor (Academic & International).

### Important information

- Please complete **all** required sections of the form
- All relevant supporting documentation should be attached
- A maximum of **12** pages of attachments will be accepted – applications that include more than 12 pages of attachments and/or do not provide summary information on the form itself will be returned for amendment
- Please submit photocopies only as documentation will not be returned
- Exemption may be granted for all, part or none of the program

### Please submit your application to:

The Secretary  
ULT Course Exemptions Committee  
Centre for Educational Development and Interactive Resources (CEDIR)  
University of Wollongong.

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### Section 1: Personal details

Title: ..... Name:.....

Position:..... Status: (full time/part time).....

Extension number: ..... Email: .....

Date of appointment to the university: .....

Department/program: .....

Faculty: .....

Academic supervisor: .....

## Section 2: Exemption grounds

Exemption is sought on the following grounds (*please tick appropriate boxes and provide copies of academic record and course description*)

**a) Alternative qualification in higher or adult education**

- Graduate Certificate or Diploma in Adult Education or Higher Education
- Master of Education in Adult Education or Higher Education
- Subjects completed that may be credited to one of the above
- Other (*please explain*)

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Or

**b) Participation in an equivalent course at another university**

Please describe the course

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Or

**c) Demonstrated excellence in teaching *and* reflective practice in higher education**

Please describe your reasons for seeking exemption on the grounds of teaching excellence and reflective practice in the university sector.

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## Section 3: Supporting documentation

I attach the following documentation of up to 12 pages to support my request:

- A copy of my teaching qualification/s in adult or higher education
- A copy of the adult or higher education course/unit/module outline I completed (learning outcomes, learning activities, topics, assessment tasks, hours of study)
- A copy of a certificate/statement of completion of the adult or higher education course/unit/module I completed
- Evidence of excellence in university teaching (maximum **2** pages)
- Evidence of ongoing reflective practice in university teaching (maximum **2** pages)
- Evidence of ongoing professional development in university teaching (maximum **2** pages)
- Summary of student evaluations of university teaching (maximum **4** pages)
- Peer evaluations of university teaching (maximum **4** pages)
- Academic supervisor evaluations of university teaching (maximum **2** pages)
- University teaching award
- Other (*please explain*)

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**Section 4: Signature**

- I have discussed this application with my Head of Unit.
- I have forwarded this request to my Head of Unit.

Signed: ..... Date: .....

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**Office use only**

- Full exemption granted on following grounds:
- Alternative qualification in adult or higher education
- Participation in an equivalent course at another university
- Demonstrated excellence in teaching and reflective practice

**OR**

- Partial exemption granted from:  
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on the following grounds:

- Alternative qualification in adult or higher education
- Participation in an equivalent course at another university
- Demonstrated excellence in teaching and reflective practice

Comment:

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Signed: ..... Date: .....  
*Deputy Vice-Chancellor (Academic & International)*

Noted: ..... Date: .....  
*Director, CEDIR*

Recorded: ..... Date: .....  
*ULT Course Administrator*

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