

PROCEDURES FOR UNDERTAKING UNITS AT ANOTHER UNIVERSITY

Concurrent Studies

Students enrolled in a bachelor degree program at Macquarie University in the current academic year may undertake units at another accredited Australian university to count towards their Macquarie degree. Students contemplating this form of study need to check before applying to the other institution that the intended studies **are eligible for credit** at Macquarie. Carefully read the conditions below before proceeding further.

CONDITIONS

- **The unit or units must form part of a BACHELOR degree** course offered by an Australian university. Credit will **NOT** be granted for **individual TAFE units or TAFE certificates**, private university courses which are not accredited by Macquarie University, continuing education units and some other studies including Summer School subjects from another university. To seek approval from Macquarie, complete and submit the *“Advance approval for an exemption”* form on page 3
- **Credit points for the studies will be calculated as general credit points upon successful completion of the unit/s**
- **Credit will only be granted at 100 or 200 level** and units undertaken at higher levels will be assessed for credit at 200 level
- **General credit points are calculated** by converting the credit point value of the unit undertaken to a roughly equivalent credit point value at Macquarie University. You can calculate the expected credit point value of your unit using the formula below
- **Specific exemptions from units in your study pattern based on concurrent studies must be approved by the relevant exemptions officer** (see the form *“Advance approval for an exemption”* on page 3). The concurrent study at another institution must also be equal to or greater than the credit point value of the unit from which you wish to be exempt
- **You must be currently enrolled at Macquarie University**, *ie.* you must be taking some Macquarie University units in the year in which you are taking concurrent studies at another university
- **Units taken at another University do not count towards your full-time status** at Macquarie University or contribute towards your grade point average at Macquarie.

*** Please retain pages 1 and 2 for your information ***

CALCULATION OF GENERAL CREDIT FOR PREVIOUS STUDIES

For an understanding of the relationship between credit for previous studies and specific exemptions at Macquarie refer to the University *Credit for Previous Studies* booklet at www.reg.mq.edu.au/undergrad/admissions/newstudents/cps.htm#application

GENERAL CREDIT FOR PREVIOUS STUDIES

General credit for previous studies is calculated on a pro-rata basis *ie.* the credit point value of the unit/s completed at another university over the total credit point (cp) requirement of its related degree multiplied by 68* (the normal credit point degree requirement at Macquarie University) to yield the amount of credit to which you are entitled

* a few Macquarie degree programs vary from the standard 68cp requirement and their calculation is based on a different credit point total (eg, B Laws 74cp, and BBA , B Biotechnology, B Chiropractic, B Speech and Hearing Sciences, B eBusiness, B Information Technology (all 72cp))

Example: A student has cross-institutionally completed two 100 level units/subject s worth 12 credit points out of the 144 credit points required for the 3 year Bachelor of Science at the University of New South Wales. Her /His credit for previous studies at Macquarie University is calculated as follows:

$$12/144 \times 68 = 5.66 \rightarrow 6 \text{ credit points of advanced standing at 100 level}$$

Note: where a calculation results in 0.5 of a point or above, it is rounded up. In this case, 5.66 becomes 6. Conversely, a calculation of 5.01 to 5.49 would be rounded down to 5.

Note well: If a student completes units which are assessed at different levels of study (100 level and 200 level), these are calculated and applied separately (in the above example it is still yielding the same overall total of credit, 6cp).

Basic formula for calculating credit for previous studies: $a/b \times 68 \text{ (or 72)} = c$

where **a** = the credit point value of the unit or units at another university

b = total number of credit points required for the 3 year Bachelor degree at other university

c = amount of general credit at Macquarie University

CREDIT FOR PREVIOUS STUDIES IN LAW

As a general rule, only law units which are part of a Bachelor degree (LLB) leading to a professional legal qualification, **and** which are approved by the Department of Law, are eligible for credit.

You should seek advice from the Department of Law if you are thinking of taking any law studies at another University.

Ask the Department of Law Exemptions Officer for advance approval for a specified exemption. A form is provided on page 3 of this document. Keep a copy for yourself if you hand the advance approval form in to the Student Enquiry Service when requesting a letter for the other university.

EXEMPTIONS

If you wish to seek an exemption from a specific unit in your study pattern then you must consult with an academic adviser who has been authorised to grant exemptions from the department or faculty which offers the unit from which you want the exemption.

Note well: Exemptions are not automatic

Academic staff members do not automatically grant exemptions for studies done elsewhere. Exemptions are granted according to the policies of individual departments and faculties. Some faculties may have a policy of not granting exemptions for core units or other units. The academic staff member authorised to grant exemptions might consider that the content, level or assessment of the unit you have done elsewhere is not sufficiently similar to the content, level or assessment of the Macquarie University unit from which you want an exemption and therefore not grant you an exemption.

Before you apply at another university to do cross-institutional study for credit towards your Macquarie degree, you should consult an academic staff member who is authorised to grant exemptions for the relevant department. There is an application form "*Advance Approval for an Exemption*" on the next page. The academic staff member is not obliged to approve an exemption in advance.

If an authorised academic staff member approves an exemption in advance then you should lodge the completed form at the Student Enquiry Service (keep a photocopy for yourself).

ADVANCE APPROVAL FOR AN EXEMPTION BASED ON CONCURRENT STUDIES UNDERTAKEN AT ANOTHER UNIVERSITY

This form is for students who are applying to undertake a unit or units at another university concurrently with Bachelor degree studies at Macquarie University with the intention of counting those studies towards their Macquarie University degree. The Macquarie University policy is that students may undertake units at another tertiary institution under the provisions of credit for previous studies. **(In practice, it is advisable for these students to seek advance approval from an academic staff member authorised to grant exemptions if they wish to count the unit taken elsewhere in place of a prescribed unit in their study pattern at Macquarie University or as a prerequisite for a higher level unit at Macquarie. Exemptions Officers are not obliged to agree to an exemption in advance.**

SECTION TO BE COMPLETED BY THE STUDENT:

		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>										
<i>family name</i>	<i>other names</i>	<i>student number</i>										

_____ *address and postcode*

_____ *name of the degree in which you are enrolled at Macquarie* _____ *contact phone number*

Please complete this table:

Unit code at the other university	Unit name at other university	Name of the university providing the credit

You can only seek an exemption if the general credit points you receive for the study done elsewhere is **equal to or more than** the credit point value of the unit from which you wish to be exempt. Follow the instructions on page 2 to calculate the equivalent number of credit points the above units would be worth at Macquarie University before consulting an Exemptions Officer.

Credit point value of unit /s at other institution		X	68 (72) =		Credit points at Macquarie University
Total credit point value of degree at other institution					

Statement from Exemptions Officer:

If the above student successfully completes the following unit/s at another university and is eligible to be granted "credit for previous studies" for the unit/s then he/she will be granted the following exemption/s, provided the number of credit points granted is equal to or more than the credit point value of the exempt unit/s and at the same level or a higher level.

Unit or subject code and name at other university	Exemption at Macquarie University

Signature of Exemptions Officer: _____ Please print name _____

Department/Faculty of _____ / _____ Date: ____ / ____ / ____

REQUEST FOR LETTER FOR ANOTHER UNIVERSITY

If you are planning to enrol at another Australian university to undertake one or more units as a 'cross-institution' student, you will normally be asked to provide a letter from your home institution (Macquarie University) stating that the units will count for credit towards your Macquarie degree.

In providing such a letter for you, Macquarie University is **not approving the units at the other university as part of your program of study** and it is **not agreeing that the units will count in place of similar units at Macquarie**.

The letter for the other university is simply stating that the unit or units, if successfully completed, may count for credit as a certain number of credit points of "credit for previous studies". You must make sure that the unit or units you are planning to take will be recognised by Macquarie for the purposes of granting for credit for previous studies. You should read carefully the attached leaflet 'Procedures for undertaking units at another university'.

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<i>family name</i>	<i>other names</i>	<i>student number</i>								
<i>address</i>		<i>postcode</i>								
<i>name of the degree in which you are enrolled at Macquarie</i>		<i>contact phone number</i>								

I would like to request a letter for _____
name of university

I wish to apply to enrol in the following units **and I have attached a photocopy of the details of the unit/s from the university handbook which gives the following information:**

- the name and code for the unit
- the name of the degree to which it belongs
- the semester in which it is offered
- the credit point value of the unit

Unit or subject code and name at other university	Exemption at Macquarie University

I have checked that the units above form part of a **bachelor degree** program, that they are offered by the main body of the university and NOT BY an associated body (most summer school and continuing education units are run by associated bodies) and are recognised for credit for previous studies. I understand that I must consult an academic staff member authorised to grant exemptions prior to taking a unit if I wish to use it in **place of a particular Macquarie University unit**.

Declaration:

I understand that by providing me with a letter for concurrent study at another university, Macquarie University is not guaranteeing that I will be eligible for credit for previous studies upon completion of the unit/s.

Signature: _____

Date: ____ / ____ / ____

LODGE FORM WHEN COMPLETED AT THE STUDENT ENQUIRY SERVICE, LEVEL 1 LINCOLN BLDG