

Course Transfer Policy & Request

The requirements for transferring between undergraduate course programs are set out on the attached sheet. The credit point totals used for assessing course transfers must be from units completed at Macquarie University only. The GPA calculation includes Summer Course units but does not include Macquarie Non Award units or Credit for Previous Studies from designated units undertaken at other institutions, including SIBT. The following transfer requirements apply between students from North Ryde campus and Macquarie City Campus (MQC):-

- **North Ryde to MQC - Course transfer is only available in the first semester:-**
 - (a) Transfer to same degree offered at MQC: there are no requirements
 - (b) Transfer to other degrees offered at MQC: need to satisfy MQ current internal transfer requirements
- **MQC to North Ryde:-**
 - (a) Transfer to same degree: completion of 18 credit points at MQC with no GPA requirement
 - (b) Transfer to different degree: completion of 24 credit points at MQC with a minimum GPA of 3.0 or need to satisfy MQ current internal transfer requirements, whichever is higher.

How To Apply

- If you wish to change your course and you meet the requirements set out on the attached sheet please complete the "Request to Transfer Course" form and send to:

Coursework Studies Section
Level 1, Lincoln Building C8A
Macquarie University NSW 2109

or

Hand in to the
Student Enquiry Service
Level 1, Lincoln Building C8A

- Do not apply for a course transfer if you expect to complete and qualify for the course you are currently enrolled in at the end of this semester, i.e. Semester 1, 2009. Contact the Student Enquiry Service for further details.
- Students who have satisfied requirements for an award may not use the Course Transfer Policy form to take up a double degree.
- You are strongly advised to seek academic advice regarding transfer to the new program

You will be advised in writing of the outcome of your application.

You must review your study plan upon receipt of web availability notification. Failure to do so may impede your progression toward completion of your degree.

Any issues regarding the details of the updated study plan on the web should be raised by logging into eStudent at: <https://student1.mq.edu.au>

- Select 'Contact eStudent Support' in the Need Help? Menu located on the left hand side of your screen.

- Read the FAQs for Transferring Degrees. If you are unable to find an answer to your question, then select 'Contact eStudent Support'
- You will be required to include brief information about your request in the Student Enquiry form.

Web Enrolment

Successful degree transfer students WILL NOT be able to use web enrolment until they have received notification from eStudent that they can enrol on-line.

Closing Date

Requests for course transfer for First Half Year 2009 must be submitted by **5 January 2009**. Applications received after 5 January 2009 will not be processed. (Please see notes overleaf).

Note:

If the proposed transfer is not listed on the attached sheet, you would need to apply through UAC. UAC will accept applications for the first semester 2009 from August 2008.

If you are a Domestic Full Fee (DFEE) Paying student, you can only use this form to apply for transfer to another domestic fee paying place. If you wish to transfer to a Commonwealth Supported Place (CSP), you would need to apply through UAC.

Course Transfer Policy

	Transfer Policy Requirements: The Requirements are valid for the current period
General	<p>Transfer between the following degree programs will be approved automatically upon application.</p> <ul style="list-style-type: none"> • BA and BADipEd; BSc and BScDipEd; BA - Psy and BA - PsyDipEd • Combined LLB to the non LLB element of the combined LLB program eg. BALLB to BA • Transfer by 31 July in the first year of enrolment, from one course to another, if the student would have been accepted that year for enrolment in the latter and has been enrolled in first half year. • BEc or BCom (including BCom - ACST, BCom - Mktg and BCom - Accg) or BBA or BAppFin to BA or BADipEd/ BSc or BScDipEd/ BEd(ECE) • Transfer to BSc - Completion of 18 credit points • Completion of 18 credit points in BA to BED(ECE) • BCom-Accg to BCom
Course Sought:	Transfer Policy Requirements:
Double Degrees <i>eg. BAppFin and BCom – ActStud</i>	<ul style="list-style-type: none"> • If the double degree combination is available; meet the higher transfer criterion of the two individual degrees; if already in one then the student must meet the criteria for the other.
BA (transfer from Diploma in Ancient Languages)	<ul style="list-style-type: none"> • for students in the Diploma in Ancient Languages wishing to transfer to BA they must be enrolled in the Diploma in Ancient Languages, must transfer after gaining 12 credit points with an overall gpa of 2.0 and before satisfying requirements for Diploma in Ancient Languages. <p><i>You will need to indicate your Division</i></p>
BA (transfer from Diploma in Languages)	<ul style="list-style-type: none"> • for students in the Diploma in Languages wishing to transfer to BA they must be enrolled in the Diploma in Languages, must transfer after gaining 12 credit points with an overall gpa of 2.0 and before satisfying requirements for Diploma in Languages <p><i>You will need to indicate your Division</i></p>
BA BA DipEd	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.0
BA or BSc in Geographic Information Systems	<ul style="list-style-type: none"> • completion of GEOS 264 and • at least 12 credit points with an overall gpa of 2.0
BA in Developmental Studies and Cultural Change	<ul style="list-style-type: none"> • completion of ANTH150 and GEOS111 and • at least 18 credit points with an overall gpa of 2.0
BA in Media and Cultural Studies	<ul style="list-style-type: none"> • completion of MAS 104 , CUL 100 and CUL 101 and MAS 105 and • at least 18 credit points with an overall gpa of 2.5
BA - Psychology BSc - Psychology	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.5
B Ancient History (Hons)	<ul style="list-style-type: none"> • at least 18 credit points with a gpa of 3.0 including either AHST205, or AHST207, or AHST241 or AHST260
B Applied Finance	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.25
BBA	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.5
BBA (International Studies)	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 3.75
B Chiropractic Science	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.5
B Com – Accounting	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.0
B Com – Actuarial Studies	<ul style="list-style-type: none"> • at least 18 credit points with overall gpa of 3.0 and completion of STAT171 (Cr) and either MATH132 (Cr) or MATH133 (Cr)
B Com – Marketing	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.5
B Com or BEc	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.0
BCom in Finance BEc in Finance	<ul style="list-style-type: none"> • at least 12 credit points with an overall gpa of 2.0

Course Sought:	Transfer Policy Requirements:
B Computer Science	<ul style="list-style-type: none"> at least 18 credit points with an overall gpa of 3.0
B Creative Arts	<ul style="list-style-type: none"> completion of ARTS 100 (Cr) or SOC 100 (Cr) and at least 12 credit points with an overall gpa of 2.5
B Creative Arts (International)	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 3.5 or attach letter of permission from Director, Bachelor of Creative Arts
B eBusiness	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.5
B Ed (Secondary)	<ul style="list-style-type: none"> enrolled in the Graduate Diploma of Education
B Engineering in :- Computer; Electronics; Instrumentation & Control; Photonics; Software; Telecommunications; Wireless	<ul style="list-style-type: none"> at least 18 credit points with an overall gpa of 2.25
B Environmental Management	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Environmental Science	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Health	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Human Resource Management	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Information Systems	<ul style="list-style-type: none"> At least 12 credit points with an overall gpa of 2.0
B Information Technology	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B International Business	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.25
B of International Communication	<ul style="list-style-type: none"> completion of ICOM100, ICOM101, CUL 100 and MAS 104 and at least 18 credit points with an overall gpa of 2.5
B International Studies	<ul style="list-style-type: none"> completion of 18 credit points with an overall gpa of 2.25
B Marine Science	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Media	<ul style="list-style-type: none"> completion of MAS104 (P) and MAS105 (P) and at least 18 credit points with overall gpa of 2.75
B Medical Sciences	<ul style="list-style-type: none"> at least 24 credit points with and overall gpa of 3.0
BSc BA in Natural & Cultural Heritage & Museums	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.0
B Soc Sc	<ul style="list-style-type: none"> at least 18 credit points with an overall gpa of 2.0
B Sp & Hearing Sciences	<ul style="list-style-type: none"> at least 12 credit points with an overall gpa of 2.5
B Optical Technology	<ul style="list-style-type: none"> at least 21 credit points in Science units including completion of PHYS140(P), PHYS143(P), ELEC166(P), and; either MATH135(P) or MATH132 (P) or MATH136 or MATH133 and; either COMP115(P) or COMP125(P)
Combined Law <i>(eg BALLB, BMediaLLB etc)</i> Students must apply for the non-law quota no later than the end of second year.	<p>Transfer for students <u>not</u> enrolled in LLB</p> <ul style="list-style-type: none"> completion of LAW 113/LAW 114 (P) & LAW 103/LAW 104 (P) and at least 18 credit points with a gpa of 2.0 and be enrolled or eligible to transfer to the non-LLB element of the combined award eg. BBA <p><i>If transferring to BA or BSc please indicate Division</i></p>
Combined Law <i>(eg BALLB, BMediaLLB etc)</i>	<p>Transfer for students already enrolled in LLB</p> <ul style="list-style-type: none"> completion of LAW 113/LAW 114 (P) and LAW 103/LAW 104 (P) and be eligible to transfer to the non-LLB element of the combined award eg.BBA <p><i>If transferring to BA or BSc please indicate Division</i></p>
Diploma in Ancient Languages	<p>You must be enrolled in Certificate in Ancient Languages</p> <ul style="list-style-type: none"> must transfer after gaining 8 credit points with an overall gpa of 2.0 in the Certificate in Ancient Languages and before satisfying requirements for the Certificate
Diploma in Languages	<p>You must be enrolled in Certificate in Languages</p> <ul style="list-style-type: none"> must transfer after gaining 9 credit points with an overall gpa of 2.0 in the Certificate in Languages and before satisfying requirements for the Certificate
Grad Dip Education	<ul style="list-style-type: none"> enrolled in Bachelor of Education (Secondary)

