

PROCEDURES FOR UNDERTAKING UNITS AT ANOTHER UNIVERSITY

Concurrent Studies

If you are enrolled in units in a bachelor degree program at Macquarie University for this current year, you may undertake units as a cross institution student at another Australian University to count towards the requirements for your Macquarie degree. Once you have satisfactorily completed the unit, credit will be assessed in the same way as credit for previous studies is done for new students. However, you must be aware of the conditions which apply to such studies and the way credit is calculated **or you may find that you are not eligible for credit**. Read the conditions carefully or you might be wasting your time and money doing study that will not count towards your Macquarie degree.

CONDITIONS

- **the unit or units must form part of a BACHELOR degree** course offered by an **Australian university**. Credit will **NOT** be granted for **OUA (Open University Australia)** units offered by Macquarie University, **individual TAFE** units, continuing education units or units from postgraduate diplomas or degrees, and some other courses. **SUMMER SCHOOL** Bachelor degree units offered by the University of Sydney are accepted. Other summer school units may not be approved. To seek approval, complete the “*Advance approval for an exemption*” form on page 4.
- **credit points for the studies will be calculated as general credit points upon successful completion of the unit** or units, provided the units are acceptable for credit purposes.
- **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 should calculate the expected credit point value of your unit using the formula on page 2.
- **credit will only be granted at 100 or 200 level** and units undertaken at higher levels will be assessed for credit at 200 level.
- **specific exemptions from units in your study pattern can only be granted** if the credit point value calculated for the unit done elsewhere is equal to or greater than the credit point value of the unit from which you wish to be exempt. *For example: if you wish to gain exemption from a 4 credit point unit at Macquarie University then the unit done elsewhere must be equivalent to 4 credit points or more at Macquarie University. Do the calculation on page 2.*
- **Specific exemptions for units in your study pattern will determined by the academic staff delegated by each Department or Division to make these decisions.** If you intend to replace a specific unit in your study pattern at Macquarie University with a similar one from another university then complete the form “*Advance approval for an exemption*” on page 4.
- **You must be 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.

CALCULATION OF GENERAL CREDIT FOR PREVIOUS STUDIES

Credit for previous studies consists of two parts, that is, general credit points and specific exemptions:

1. **General credit points for previous studies** are calculated by administrative staff in the Undergraduate Studies Section in the manner outlined below.
2. **Exemptions** are determined by academic staff in the Department offering the unit from which you wish to be exempt.

GENERAL CREDIT FOR PREVIOUS STUDIES

General credit for previous studies is calculated on a pro-rata basis *ie.* the proportion of the degree completed at another university is calculated in terms of 68 credit points at Macquarie University (except for Law where a proportion of 74 is calculated).

1. Example: A student has completed one 200 level unit/subject worth 4 credit points out of the 108 credit points required for the 3 year Bachelor of Arts at the University of South Australia. Her credit for previous studies at Macquarie University is calculated as follows:

$$\frac{4}{108} \times 68 = 2.5 \rightarrow 3 \text{ credit points of credit for previous study at 200 level}$$

Note: where a calculation results in 0.5 of a point or above it is rounded up. In this case, 2.5 becomes 3.

2. Example: A student has completed two 200 level units/subjects each worth 4 credit points at the University of South Australia where 108 credit points are required for the 3 year Bachelor of Arts. The credit point values of the units are added together (4+4=8) prior to calculating the credit for previous studies.

$$\frac{8}{108} \times 68 = 5 \text{ credit points of credit for previous studies at 200 level}$$

*Note: when a student has completed more than one unit/subject at another university, the credit point values of the units are added together **prior** to calculating the credit for previous studies. In this case the amount of credit for previous studies for two units is not twice the amount granted for one unit.*

3. Example: A student has completed two units/subjects each worth 4 credit points at the University of South Australia where 108 credit points are required for the 3 year Bachelor of Arts degree. **One unit is at 100 level and the other is at 200 level.** The credit point values of the units are added together (to make 8) prior to calculating the total general credit points for previous studies. Then the credit for previous studies at 200 level is calculated separately.

total credit for previous studies: $\frac{8}{108} \times 68 = 5$ credit points

credit for previous studies at 200 level: $\frac{4}{108} \times 68 = 2.5 \rightarrow 3$ credit points

Basic formula for calculating credit for previous studies: $\frac{a}{b} \times 68 = c$

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

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

c = amount of general credit for previous studies at Macquarie University

CREDIT FOR PREVIOUS STUDIES IN LAW

As a general rule, only units in Law which constitute part of a program of studies leading to the award of a Bachelor degree which is part of a professional legal qualification **and** which are approved by the Division of Law are eligible for credit.

You should seek advice from the Division of Law if you are thinking of taking any Law studies at another University. The policy that the value of the exemption cannot exceed the value of the general credit for which you would be eligible does not always apply. It is a matter for the Division of Law to determine.

Ask the Division of Law Exemptions Officer to give you advance approval for an exemption. A form is provided on page 4 of this document. Keep a copy for yourself if you hand the purple 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 advisor who has been authorised to grant exemptions, in the Department or Division which offers the unit from which you want the exemption.

As explained above, credit for previous studies consists of two parts – general credit points and specific exemptions.

1. You can only seek an exemption if the number of 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.

Examples:

If you take a subject offered in the second year of a Bachelor degree course at UTS which is equivalent to 3 credit points at 200 level at Macquarie University (calculated using the formula on page 2) then you could seek an exemption from a 200 level, 3 credit point unit with a similar content at Macquarie. However if the unit you took at UTS was only equivalent to 2 credit points at Macquarie University then you may not be exempt from a 3 credit point Macquarie unit.

Likewise, a Law unit from UNE may only be equivalent to 3 credit points at Macquarie and therefore exemption from a 4 credit point Law elective unit at Macquarie may not be granted.

2. 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 Divisions. Some Departments/Divisions 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.

If you thinking of taking a unit at another university to count towards your Macquarie University degree then you should consult an academic staff member who is authorised to grant exemptions for the relevant Department. There is a form “*Advance Approval for an Exemption*” overleaf. You can ask the academic staff member whether advance approval is possible. 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 can either submit the completed form at the Student Enquiry Service to be attached to your student file (keep a photocopy for yourself) or keep the form in a safe place yourself and submit it when you ask for credit to be calculated after you receive the results for the concurrent studies.

ADVANCE APPROVAL FOR AN EXEMPTION

because I am planning to take a unit 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 (refer: Academic Manual 1998, page 26, for the University policy). **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 **core** 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:

<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>									

Please complete this table.

Unit code at the other university	unit name at other university	name of the other university

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 (the Division of Law makes its own assessment).

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 =		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 study" 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 code and name at other university	exemption at Macquarie University

Signature of Exemptions Officer: _____

Department/Division of _____ Date: _____

HOW TO ENROL FOR CONCURRENT STUDIES

- 1. Enrol as usual at Macquarie University in units offered by Macquarie University.** Units and grades from the other university are not recorded on your Macquarie University record, they do not count for credit towards your full-time status at Macquarie University and they do not contribute to your grade point average at Macquarie.
- 2. Arrange to enrol at the other university:** If you are a HECS paying student you will enrol at the other university as a **cross-institution** student. If you are a full fee paying international student you will enrol at the other university as a fee paying student.
- 3. Calculate the number of credit points of “credit for previous study”** that you would expect to receive for the unit done at another university by following the instructions on page 2 of this document.
- 4. Consult an authorised academic staff member for the discipline at Macquarie University if you wish to obtain advance approval for an exemption from a unit in your study pattern.** If advance approval for an exemption is obtained then you can either submit the completed form at the Student Enquiry Service to be attached to your student file (keep a photocopy for yourself) or keep the form in a safe place yourself and submit it when you ask for credit to be calculated after you receive the results for the concurrent studies.
- 5. Request a letter from the Undergraduate Studies Section at Macquarie University** if you need it for the other university. A special form for lodging your request is attached at page 6. You will need to bring with you the photocopied details of the unit you intend to take.
- 6. Purchase a Macquarie University transcript** if it is required for the other university (order forms are at the Student Enquiry Service).
- You must ensure you are aware of the conditions which apply to concurrent studies and the way credit is calculated **or you may find that you are not eligible for credit.** Read the conditions in this document carefully or you might be wasting your time and money doing study that will not count towards your Macquarie degree.
- 8. Submit an official transcript of your studies (showing the grades obtained) from the other university (when you have completed the unit)** to the Student Enquiry Service at Macquarie with a written request for credit to be assessed.

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 usually 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 (for units which are not on the approved Supplementary Schedule), Macquarie University is **not approving the unit/s at the other University as part of your program of study** and it is **not agreeing that the unit/s will count (as exemptions) in place of similar units (core 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*’.

<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 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/Calendar 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 code at other university	unit name at other 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 or core 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 study” upon completion of the unit/s.

Signature: _____

Date: _____