



**MACQUARIE  
UNIVERSITY**

**CREDIT FOR  
PREVIOUS  
STUDIES 2012**

*~ information for undergraduate students ~*

## **Introduction**

This booklet is intended to provide a guide to Macquarie University's policies and procedures for the granting of credit for previous studies (sometimes called Advanced Standing) towards a Macquarie undergraduate degree program.

Credit for previous studies (CPS) is general credit given in the form of Macquarie credit points for accredited tertiary-level studies undertaken at other institutions (completed secondary studies are not eligible for CPS). When granted, CPS counts towards your credit point requirement for the degree in which you are enrolled.

**Credit for previous studies counts towards 100 and 200-level requirements only.**

You may direct preliminary enquiries about CPS to the Student Enquiry Service (SES), located on Level 1 of the Lincoln Building (C8A). It should be noted however, that it is not University policy to calculate individual credit for previous studies (CPS) until you have received and accepted an offer of a place. Current undergraduate students seeking to have credit for previous study added to their degree should obtain a CPS request sheet from the SES, attach an official transcript (or certified copy) and lodge it with the SES. CPS requests may take up to three (3) weeks to be processed.

Students who have been officially granted credit for previous studies at Macquarie can request exemptions for units of study (see 'What are exemptions?' on page 10) when they attend enrolment. Exemptions are determined by designated exemptions officers from different departments or areas of study.

## **Applying for credit for previous studies**

Obtaining credit is a two stage process:

1. If you receive an offer of an undergraduate place at Macquarie and wish to apply for credit for previous studies, you should go to the University website to download the Credit for Previous Studies for Undergraduate Students form  
- <http://www.studentadmin.mq.edu.au/undergrad/credit.html> .  
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2. You should complete this and lodge it, together with an **official** academic transcript/s of your prior studies. Distance education students should follow the special instructions given to them in their enrolment information. The University will then assess your request and if you are eligible for credit and have submitted the request early enough, you will receive written confirmation of your credit point entitlement prior to the specific enrolment day for CPS eligible students.
3. Enclosed with this confirmation letter will be a two-part Credit for Previous Studies form. If you want to seek exemptions for your previous studies (see page 11/12 for a full explanation) you need to bring this form, the letter of confirmation and the official transcript/s with you on the enrolment day. At enrolment the relevant Exemption Officer/s will assess your studies and determine whether you are eligible to be exempted from any Macquarie units within your degree program. It is important to note that the amount of your exemptions in credit point value will not necessarily be equal to that of the total of your credit for previous studies.

## **What evidence is required for proof of previous studies?**

You are required to supply complete official transcripts of all your previous studies. Transcripts should be on the Institution(s) letterhead and indicate all subjects attempted and grades achieved. Completed courses must clearly indicate “having satisfied all requirements for the award” or similar wording. You should start gathering this information as soon as possible. If you have studied at an institution other than an Australian university you need to submit calendar and handbook details of courses and units studied. Transcripts of studies and qualifications in a language other than English must be accompanied by certified English language translations of the studies.

## **How many credit points will I get for my previous tertiary or post-secondary studies?**

Students who successfully complete part of a qualification at another institution which has been recognised for credit for previous studies (CPS), will have their CPS calculated on a pro rata basis eg. If a student has completed one full-time year at UNSW their CPS is calculated as follows:

$$48^a/144^b \times 68^c = 23^d$$

Where: a = credit points completed at UNSW

b = credit points required for the 3 year degree at UNSW

c = credit points required to complete degree at Macquarie

d = credit points granted as CPS

The bulk of this student's successful UNSW studies would be attained at 100 level (1<sup>st</sup> year units). If some of these however were undertaken at 200 level (2<sup>nd</sup> year units) or above, the credit awarded would be expressed differently.

Eg. UNSW degree: 44 of the credit points were completed at 100-level and 4 credit points were completed at 200 level. This would be converted to a Macquarie total (out of 68cp) of 21cp (rounded off) at 100 level and 2cp (rounded off) at 200 level, making a total of 23cp.

Credit points attained at 300 level or above at the provider institution are awarded at Macquarie at 200 level only. All 300 level undergraduate study required for your particular degree at must be undertaken from the available pool of 300 level Macquarie units.

The table overleaf details the amount of credit applying to a range of accredited qualifications:

**Table A: Credit point values for a range of accredited qualifications.**

Type of qualification	Credit Point Values		
	100 level	200 level	Total
Completed degree (Bachelor, Masters, Doctorate)	18	10	28
Completed University Diploma	16	8	24
Completed Postgraduate Diploma or Graduate Diploma	8	4	12
Completed Associate Degree	24	12	36
Completed TAFE Associate Diploma	23	0	23
Completed TAFE Diploma	16	8	24
Completed TAFE Advanced Diploma	24	12	36
Completed TAFE Associate Degree	24	12	36
Completed Diploma from Private Inst.	16	8	24
Completed Advanced Diploma from Private Inst.	24	12	36

Please note the following:

- An Associate Degree that is incomplete will not be eligible for credit unless the units completed in the same form also counted for credit toward a full Bachelor degree (in which case it would be awarded on the same basis as a partially completed degree).
- If you have been granted credit towards your present Macquarie undergraduate degree for a completed Australian Bachelor or Masters degree (or any overseas qualification deemed comparable), you will not be eligible for any additional credit above the standard entitlement of 18cp at 100 level and 10cp at 200 level, irrespective of any other studies undertaken.
- TAFE qualifications below diploma level such as Certificates, Statements of Attainments etc are not eligible for CPS at Macquarie.
- Eligible TAFE qualifications must be complete ie have satisfied all requirements for the award of the qualification.
- High School students who undertake a JSST program (Joint Secondary School & TAFE) within their Year 12 Examinations are not eligible for CPS.
- Eligible qualifications from private education providers must be AQF accredited. AQF (Australian Qualifications Framework) is a unified national system linking courses and qualifications and formally recognising them for educational and vocational purposes. Visit the AQF website for more details: [www.aqf.edu.au](http://www.aqf.edu.au).

### **Students with an incomplete accredited degree**

Undergraduate Macquarie students with an incomplete bachelor degree from another accredited institution are eligible for general credit on a *pro rata* basis up to a total of 44 credit points (comprising 26 at 100 level and 18 at 200 level). However, if a student holds a (completed) bachelor degree, she/he is **not entitled** to any additional credit from a separate, incomplete degree.

**Table B: Formal institutional agreements**

Institution and Qualification	Credit Points	
	100 Level	200 Level
College of Hotel Management (ICHM) Adelaide: Advanced Diploma in International Hotel Management	24	18
International College of Management Sydney (ICMS): Diploma of Hospitality Mgt/Event Mgt/Int. Tourism/Property Services Mgt/Retail Services/Sport Mgt	24	18
Insearch Institute of Commerce: Diploma	16	8
SFA: Diploma of Superannuation Mgt	21	3
Melbourne Institute of Business & Technology (MIBT): Diploma of Commerce, Diploma of Computing	24	0
Macleay College: Associate Diploma (prior to 1997)	12	0
Macleay College: Advance Diploma (AQF)	24	12
Perth Institute of Business and Technology (PIBT): Diploma of Business	24	0
Alexander College: Diploma in Business Studies, Diploma of Business (Marketing or Tourism)	16	8
Alexander College: Advanced Diploma	24	12
Thames School of Commerce (Singapore): Diploma in Business Administration	16	8
Metropolitan Business College: Diploma of Business	16	8
Australian Quality College: Diploma of Business	16	8
Top Education: Diploma in Business	16	8
Australian College of Physical Education: degree or partially completed degree	Awarded as per Table A	
<b>Open Universities Australia (OUA)</b>		
<p>Macquarie OUA units: Units taught through the OUA program are recognised as being academically equivalent to their internal and external counterparts offered by Macquarie University. Where a Macquarie OUA unit is based on an existing Macquarie unit, academic credit is to be granted for that unit of study, irrespective of the level that the study is taken at (ie, 100 Level, 200 Level, 300 Level). Completed units are eligible for exemptions for the equivalent Macquarie unit ( eg, PLT220 (OUA-MQ) = POL206 (MQ) )</p> <p>OUA unit completed through other universities: each subject completed = value of 3cp general credit</p> <p>NB: Macquarie bachelor degree students, unable to attempt an Internal unit, should take unit offerings from External or Composite mode at Macquarie when available. Study through Macquarie OUA (OUA-MQ units) cannot be undertaken by current Macquarie students except with the permission of the Dean of Students. Any OUA-MQ units completed concurrently <b>without approval</b> will not count towards the student's bachelor degree requirements.</p>		

Macquarie has credit transfer arrangements with a number of post-secondary education providers. The above list is not a definitive list. The studies indicated above need to be course complete or qualified for the related award.

## **Credit for previous studies for studies undertaken at overseas tertiary institutions**

Eligibility will depend on the particular qualification held and whether the overseas tertiary institution has been approved by the University for this purpose. Completed Bachelor degrees from overseas which are recognised as being comparable to an Australian Bachelor degree, are allocated credit in accordance with that set down in Table A. In determining the comparability of specific countries' tertiary institutions, Macquarie is guided primarily by the National Office of Overseas Skills Recognition (AEI – NOOSR).

For programs of study at overseas institutions you will need to provide details in English of the institution (including any affiliation with a recognised university), and outline of the structure of the course(s) undertaken and a transcript of your results. The Coursework Studies Section can advise on this matter (☎ 61 +2 + 9850 6410).

## **Previous Macquarie Students**

Students who have completed or partially completed a degree at Macquarie or successfully undertaken non-award units at Macquarie are eligible for credit towards a new undergraduate course. You must apply to have your eligibility and amount of credit assessed. Non-award students who have met the requirement to transfer in to an undergraduate degree and have enrolled, do not need to formally apply for credit.

## **Restrictions on the amount of credit points granted for completed degrees/qualifications**

There are clearly defined limits on the amount of credit that students enrolled in a Macquarie undergraduate degree can receive for accredited previous studies. For example: If you already hold an accredited completed degree you are entitled to a maximum of 28 credit points (18 at 100 level and 10 at 200 level). A student granted 18 + 10 credit points for a completed degree cannot receive any extra credit for previous studies from a separate incomplete degree. When the holder of an accredited degree (undergraduate and/or postgraduate) also holds other qualifications at a lower level of study (eg, Associate Degree, Advanced Diploma, Diploma, etc), the full degree takes precedence over other qualifications *even if* the qualification/s yield a greater value of credit points.

See table overleaf for further explanations.

Qualifications held	Maximum amount of credit entitled to		Explanation
	100 Level	200 Level	
Bachelor degree + Master degree★	18	10	Both qualifications have the same credit point value
Bachelor degree + AQF Diploma	18	10	Bachelor degree has higher credit value
Bachelor degree + Associate Diploma	18	10	Bachelor degree has higher credit value
AQF Advanced Diploma + AQF Diploma	24	12	Advanced Diploma has higher credit value
AQF Diploma + Associate Diploma	16	8	Diploma has higher credit value
Bachelor degree + AQF Advanced Diploma or Associate Degree	18	10	Bachelor degree takes precedence because it is study at higher level (see preceding paragraph)

★ a student holding a completed degree is not eligible to receive any additional credit for any other incomplete degrees attempted

### **Restrictions on the amount of credit points granted for incomplete degree studies**

If a student has incomplete degree-level studies from an accredited institution plus holds a completed AQF Diploma, the student will be entitled to receive the prescribed amount of credit for the diploma (16cp at 100 level and 8cp at 200 level) as well as the applicable amount of credit for the incomplete tertiary studies up to the maximum allowable total of 44 credit points. Similarly, if a student has incomplete degree-level studies from an accredited institution plus holds a completed AQF Advanced Diploma, the student will be entitled to receive the prescribed amount of credit for the advanced diploma (24cp at 100 level and 12cp at 200 level) as well as the applicable amount of credit for the incomplete tertiary studies up to the maximum of 44 credit points.

### **Credit for Sydney Institute of Business Technology (SIBT) units**

Students coming into a Macquarie undergraduate degree having qualified with a completed SIBT Diploma are normally eligible for Designated Credit for these studies (designated credit has effectively the same function as an exemption, see page11f).

A particular formula is applied to students with previous studies combining a number of SIBT units and an incomplete degree which total a credit point value in excess of 44cps – as in the following example:

Student Y has an SIBT transcript totalling 24cp at 100 level as well as 23cp general credit at 100 level from the University of Wollongong (UOW). However, nine of the credit points on his SIBT record represent exemptions granted from the earlier incomplete UOW studies. Student Y would still receive the 24cp designated credit from SIBT as CPS and would also receive the balance of his UOW general credit after those 9cp were deducted. This would be expressed as:

Designated credit: 24cp comprising 15 completed from SIBT + 9 from UOW exemptions PLUS

General credit: 14cp from the adjusted UOW credit.

Total: 38cp at 100 level.

### **Credit for Previous Studies in Law**

Students enrolling in any of the undergraduate Macquarie Law degrees should be aware that credit for completed law studies is applied differently to other CPS in regard to the levels of study that can receive credit. When students lodge their requests for Law CPS prior to enrolment they are forwarded to a designated Exemptions Officer in the Department of Law for determination of eligibility for credit in Law. The Department of Law has developed a list of specific exemptions for a number of accredited law programs from around Australia. If the Officer deems that any or all of the studies are entitled to exemptions, he/she will nominate which specific Macquarie Law units are to be exempted. The number of exemptions in Law that a student can receive depends on the overall amount of credit points that he or she is entitled to, ie 28cp for a completed degree and up to 44cp for an incomplete degree. These maximum totals apply to credit for all units of study – law and non-law.

Students who are deemed to be not eligible for specific law credit, are entitled to general CPS and will be granted the applicable amount of credit points as part of the non-Law component of their combined degree. CPS for the non-Law component is not appropriate to the Bachelor of Laws stand alone program. Specific exemptions in Law or in any discipline or area of study are not approved automatically.

### **Credit towards sub-degree awards at Macquarie University**

Certificate, diploma, graduate certificate and graduate diploma courses at Macquarie require candidates for these awards to complete a fixed number of core Macquarie units as set out in the course structure for each award.

If in the opinion of the relevant Executive Dean of Faculty, a student completed at another accredited tertiary institution a unit or units comparable to the core unit/s within the sub-degree program, on the recommendation of the Executive Dean, the candidate may be granted a limited amount of credit.

The entitlement to credit for previous studies varies from award to award, and in relation to whether the studies were completed or not - as indicated in the table below:

<b>INCOMPLETE</b> previous studies (sub-degree level) undertaken at another accredited institution		
<i>Macquarie course being attempted</i>	<i>Course that previous studies were attempted in (must not be completed)</i>	<i>Eligibility for CPS</i>
Certificate Diploma Graduate Certificate Graduate Diploma	Certificate Diploma Graduate Certificate Graduate Diploma	If approved, may receive up to 50% of the Macquarie program requirement for units passed

  

<b>COMPLETED</b> previous studies (sub-degree level) undertaken at another accredited institution		
<i>Macquarie course being attempted</i>	<i>Course that previous studies were completed in</i>	<i>Eligibility for CPS</i>
Graduate Certificate Graduate Diploma	Graduate Certificate Graduate Diploma	If approved, may receive up to 25% of the Macquarie program requirement
Certificate Diploma	Certificate Diploma	NOT eligible for any credit towards the award

The credit, where approved, would take the form of an exemption or exemptions granted by the faculty responsible for the unit or units.

(Award Rules, Macquarie University Handbook of Undergraduate Studies).

### **Concurrent Studies at another tertiary institution and prior approval of exemptions**

If you are a continuing Macquarie student wanting to study at another tertiary institution to earn credit/exemptions towards your undergraduate degree, you should request in advance permission to undertake concurrent studies at the other institution (pick up a Concurrent Studies form from the Student Enquiry Service (SES) or from [www.reg.mq.edu.au/Undergrad](http://www.reg.mq.edu.au/Undergrad)). If you are seeking exemptions based on these studies, you need to obtain the necessary signatures from the relevant Department's Exemptions Officer on the form and submit it via the SES.

Aside from the above Macquarie requirements for concurrent studies, you will need to make an application to the provider institution as well and fulfil any requirements they have.

### **What are exemptions?**

An exemption is a decision made by an Exemptions Officer of the University that you need not take a particular unit at Macquarie because you have successfully completed a similar unit at another recognised institution. These exemptions are determined on the basis of overlap of content and only apply to students who have been granted credit for previous studies (CPS). If you are exempted from a unit which is a prerequisite for other units, you are considered to have satisfied that prerequisite and so can enter directly into higher level units in that subject area. Exemptions are normally determined at the time of enrolment by members of the academic staff from the relevant areas of study.

Students requesting an exemption from the requirement to complete a unit of study must provide the following information for each unit completed or currently being undertaken that may be deemed relevant for exemption:

Unit guide or outline that must include the following information:

- Weekly topic outline
- Methods of assessment
- Textbook and/or reading list
- Grading information

## **What is the connection between exemptions and credit for previous studies?**

It is important to note that being granted a specific amount of CPS credit points does not automatically guarantee that you will also receive any exemptions in your new degree program at Macquarie. If the content of your former studies and your Macquarie course is not similar (eg, Aeronautical Engineering at UNSW compared with European Languages at Macquarie) it is probable that you will not qualify for exemptions. In this situation you should speak with an Academic Adviser in your area of study to ascertain the most effective way to use your credit in your new degree program.

Note carefully: The credit point total of exemptions for each level, where granted cannot exceed the total of actual credit points awarded for CPS. For example, if you have been granted 17cp at 100 level and 6cp at 200 level for your studies, you cannot receive exemptions which add up to more than these totals. If you had 17cp at 100 level and for were given exemptions for five 3 credit points units (totalling 15cp) you would not be eligible to receive any additional 100 level exemptions with a value of greater than 2cp. In this case, the surplus 2cp would be credited to the general credit total of your record.

Example:

Student X was awarded 20cp general credit at 100 level from previous tertiary study. The maximum amount of exemptions cannot add up to more than this cp value. If the student is granted exemptions for 6 units of study each worth 3cp (totally 18cp)

Student X can't receive any additional exemptions which are worth 3cp or more, because that will exceed her limit of 20cp. Student X would therefore receive 18cp in exemptions and the remaining 2 cp would be recorded as general credit.

Similarly if the student was granted 6cp at 200 level from previous studies, she would not be eligible to receive any additional 200 level exemptions above the value of 6 credit points, the balance of her approved general credit.

## **Some key points to remember about Credit for Previous Studies**

- Exemptions can only be applied to a student's record of study if general credit has already been granted – the number of exemptions are determined by the amount of credit points granted.
- TAFE qualifications, to be eligible for credit, need to be:
  - Completed, and
  - Achieved at Associate Diploma level or higher.
- Other post-secondary studies (eg private provider courses) need to be:
  - Completed, and
  - Achieved at Diploma level or higher
  - Have AQF accreditation as a Diploma or Advanced Diploma to be eligible for credit.

## **Some types of qualifications not eligible for Credit for Previous Studies**

This list is not a definitive list and is indicative of a broad selection of the qualifications which are not eligible for CPS:

- Professional qualifications awarded by a professional association – such as accounting or computing (eg a Certified Practising Accountant Program run by CPA Australia)
- In-house certificates and statements issued by an employer (eg Train-the-Trainer, computing competency)
- Hospital-based nursing qualifications (eg Registered Nurse, Enrolled Nurse)
- Legal Profession Admission Board (LPAB) Diploma in Law.
- Teaching certificates issued by former teachers' colleges such as Balmain Teachers' College or Sydney Teachers' College.
- Awards, certificates etc issued by an accredited Secondary Studies authority, and undertaken as part of Year 12 Examination Studies.

## **Useful website links relating to CPS**

Australian Qualifications Framework	<a href="http://www.aqf.edu.au">www.aqf.edu.au</a>
National Training Information Service (Database of VET (Vocational Education & Training) accredited courses and Registered Training Organisations)	<a href="http://www.ntis.gov.au">www.ntis.gov.au</a>
Australian Education International/National Office of Overseas Skills Recognition (AEI/NOOSR) (Department of Employment, Education and Workplace Relations)	<a href="http://www.deewr.gov.au">www.deewr.gov.au</a>

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