



**CREDIT FOR PREVIOUS STUDIES RECOMMENDATION
POSTGRADUATE COURSEWORK STUDENTS
(excluding International, MGSM and Applied Finance)**

STUDENT NAME:		STUDENT NUMBER:	Course to which Exemption/Auto-credit applies : (e.g. Master of Geoscience)		
Family Name		Given Names			
MACQUARIE UNITS TO BE CREDITED		TYPE OF CREDIT A = AUTO-CREDIT* E = EXEMPTION**	BASIS FOR CREDIT (PREVIOUS STUDIES)		
UNIT CODE	UNIT NAME		NAME OF INSTITUTION	COURSE STUDIED	UNIT/SUBJECTS COMPLETED

Name of the Dean of Division (or nominee):	
Signature of the Dean of Division (or nominee):	
Date:	

REQUIRED MACQUARIE UNITS REMAINING	

See over for Credit for Previous Study Policy.

Credit for Previous Studies Policy Approved by Academic Senate:

- * Auto-credit is for Macquarie units completed to be transferred to a new course. Credit can not be loaded for units awaiting a final grade, please make a note to advise Postgraduate Studies Office of further credit, once a final grade is known.
- ** Exemption is for equivalent unit(s) completed in other course(s) at postgraduate level.
 - Candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit up to 50%. Credit is not granted for undergraduate units.
 - Units which are deemed to be relevant to the program of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead, different electives should be substituted wherever possible.
 - Credit for previous studies is only granted if the studies have been completed within the previous ten years. Professional qualifications and work experience do not attract credit.
 - Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed. But if the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.
 - The Credit for Previous Study policy allows for the rounding up to the next whole unit (e.g. 25% of 12 credit points translates to three quarter of a unit which rounds up to 1 unit in the present context). i.e. 1 unit for students in a 3 unit Postgraduate Certificate course even if they have a completed degree.

Recommendations that fall outside of the above policy should be forwarded with supporting documents to the Postgraduate Studies Section for consideration by the Coursework Studies Committee