Build your study program

APPROVAL REQUEST PROCEDURE

As stated on your offer letter, you can enrol in any units listed in the pre-approval list (page 5 & 6) for your exchange study at Macquarie University. However, if you wish to enrol units outside this list, you are required to apply for waiver first.

1. RESEARCH UNITS YOU WISH TO STUDY

Unit Information can be found using the following links:

- Course Syllabus / Subject Outline: http://unitguides.mq.edu.au/units
- Restricted Units are not open to exchange students: http://www.mq.edu.au/study/international-students/how-to-apply/study-abroad-and-exchange/restricted-units

You should only pick units:

1. Available in your enrolled semester (S1 = February – July; S2 = July – December)
2. Suitable to your level of study (UG = Undergraduate, PG = Postgraduate). In general, units on 100 - 400 level are UG subjects, above 400 level are PG subjects which won’t be available to undergraduate students
3. You have met the prerequisites or equivalent at your home University

You are NOT ALLOWED to choose units on the Restricted List

2. APPLYING FOR WAIVERS (APPROVALS)

Once you have done your research and known which units you would like to study, you will need to apply for waiver (approval) for these units.

STEP 1. CHECK IF THE UNIT IS ON THE PRE-APPROVED LIST

- Yes, it is on the pre-approved list > You DO NOT need to submit a waiver request
- No, it is not on the pre-approved list > You are required to submit a waiver request

STEP 2. SET UP YOUR STUDENT ACCOUNT (ONE ID) AND PASSWORD

- Find your 8-digit Macquarie Student ID number at the top of your offer letter
- Please complete the steps at First Time Login Page. Your student email account will be listed after completion.
- Having trouble setting up your account, please contact IT Support
STEP 3. SUBMIT YOUR WAIVER (APPROVAL) REQUEST

Exception: PG Psychology unit requests – please read Number 8.

1. Log-in to http://ask.mq.edu.au with your OneID to apply for unit waiver
2. Click ‘Special Approval (waiver)’ from menu on the left (under ‘Submit’ section)
3. Select Prerequisite Waiver under ‘Type of Request’
4. Fill in the required fields shown in screenshots below and click ‘Submit’
5. You must attach a supporting document(s) – full official transcripts of results achieved to date, with a certified English translation (if applicable) and the course outline (in English)
6. You will receive an automated receipt email after submission to your Macquarie University student email account. Sign in to check.
7. If you require a waiver for multiple units, separate online applications will be required.
8. Applicable only for PG Psychology requests - Please email Psychology Department Manager, avril.moss@mq.edu.au from your MQ student email address first.last@students.mq.edu.au incl. all units requiring a waiver.

Important notes:

- Please check your student email regularly to monitor the progress of your waiver request
- The relevant faculty will process your request. Your Macquarie Abroad or Study Abroad adviser cannot access or process requests for waivers.
- Remember that if you seek approval to take a unit at Macquarie University, you should also seek approval from your home university to take the unit as part of your degree program.
- Keep in mind that the application period at Macquarie is a busy time for administrative staff and academics approving waivers, so there may be delays in receiving the outcome of your waiver requests. There are also time zone differences that may result in delays in getting things approved at your home university, so be sure to attend to any approvals you need as early as possible.
Example: if you are an undergraduate student and wish to study BBA 220 for your exchange study at Macquarie in session 2, 2016, you need to find out what is the pre-requisite for BBA220 on handbook (for example, 24 credit points), then apply for waiver by following steps.
Special Approval Details

What is the prerequisite or corequisite you need waived to be able to enrol in this unit?
You can list more than one if required.

24cp Please list the prerequisites. Info can be found on handbooks

Please provide relevant information that supports your request.
You can attach any supporting documentation you wish to upload on the next page after submitting.

My home university transcript is attached Please prove that you have met the prerequisites

Student Declaration

I understand that provision of incorrect information may result in disciplinary action taken against me.

Once you click submit, you can attach the transcript on the next page.

Submit Form Cancel

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Thank you, your form has been submitted successfully.

You will receive a confirmation email and all further correspondence about your request for Special Approval to your Students mq.edu.au email address.

Add a note or attachment

Upload file here
Choose File No file chosen
Submit Note Submit Note here
4. LIST OF PRE-APPROVED UNITS

ABST100  Introducing Indigenous Australia
ACBE100  Academic Communication in Business and Economics
ACCG106  Accounting Information for Decision-Making
ACSC100  Academic Communication in Science
ACSH100  Academic Communication in the Social Sciences and Humanities
ACST101  Finance 1A
AHIS120  "Antiquity's Heirs: Barbarian Europe, Byzantium, and Islam"
AHIS140  Myth in the Ancient World
AHIS191  World Archaeology
ANTH150  "Identity and Difference: Introduction to Anthropology"
ANTH151  Human Evolution and Diversity
ASTR178  Other Worlds: Planets and Planetary Systems
BBA102  Principles of Management
BBA111  Organisational Behaviour
BIOL115  Genes to Organisms
BIOL122  Biological Basis of Behaviour
CBMS123  "Alchemy, Drugs and the Quest for Immortality"
CHN112  Chinese Calligraphy
CHN156  "Introduction to Chinese Culture (Background Speakers)"
COGS101  "Delusions and Disorders of the Mind and Brain"
COMP111  Introduction to Video Games
CRO108  Croatian Culture and Civilisation
CRO150  Introductory Croatian I
CUL121  "Seeing Culture: Politics of Visual Representation"
DMTH137  Discrete Mathematics I
ECH131  The Arts in Early Childhood Contexts
ECHE118  Infancy and Early Development
ECON110  Macroeconomic Principles
ECON111  Microeconomic Principles
ECON131  Quantitative Methods in Economics, Business and Finance
EDUC105  Education: The Psychological Context
EDUC106  Education: The Social and Historical Context
EDUC109  Science: Today and Tomorrow
ENGG100  Introduction to Engineering
ENGG141  "Digital Fundamentals and Numerical Techniques"
ENGL106  Literature and the Screen
ENV118  Environmental Management for a Changing World
FRN119  Basic Spoken French
GEOS125  Earth Dynamics
GEOS126  Marine Geoscience
HRM107  Introduction to Human Resources
ICOM101  Intercultural Relations
INTS102  China in World History
INTS104  Societies of Europe
ISYS100  IT & Society
ISYS114  Introduction to Database Design and Management
JPS124  Manga and Japanese Contemporary Culture
LEX101  Law, Human Rights and Global Governance
LING109  Language, Culture and Communication
LING111  Language: Its Structure and Use
MAS105  Media Cultures
MAS110  Introduction to Digital Media
MAS111  Introduction to Video Games
MATH111  Quantitative Methods for Science
MATH123  Mathematics 123
MATH130  Mathematics IE
MHIS114  The World Since 1945: An Australian Perspective
MHIS115  An Introduction to Big History
MKTG101  Marketing Fundamentals
MKTG127  Demographic Fundamentals
MMCS132  Performing Lives Futures
MUS102  Passion, Rebellion and Identity in Popular Music
PHL132  Happiness, Goodness and Justice
PHL134  Formal Logic
PHYS159  Physics for Global Citizens
PICT112  Strategy and Security in the Indo-Pacific Region
PICT113  Tactical Counter Terrorism Operations
PICT202  Policing and Crime
PLH120  Introductory Polish I
POL107  Thinking Politically
SOC180  Sociology of Everyday Life
SOC182  Economy and Society
SPED102  "Why People Believe Weird Things: Making Rational Decisions in an Irrational World"
STAT150  Quantitative Business Decisions
STAT170  Introductory Statistics
STAT175  Gambling, Sport and Medicine
GEOP604  "Special Topic in Environment C: Environment and Sustainability"
ITEC601  Enterprise Systems Integration
ITEC697  Computer Networks
MATH604  Mathematical Modelling