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 (S2 = July – December; S1 = February – July)
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](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.](http://ask.mq.edu.au)
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.

1. **Submit a Request for Special Approval** if you would like to seek permission to study a unit that you are currently unable to enrol in for one of these reasons:
   - A. You have not completed a prerequisite or corequisite unit or requirement. Prerequisites and corequisites are listed in the Schedule of Units in the Macquarie University Handbook. Apply for a Prerequisite Waiver.
   - B. You have failed a unit twice. Apply for Enrolment after Twice Fail.
   - C. You require approval to enrol from the Executive Dean of the Faculty that teaches the unit. Apply for Executive Dean of Faculty Approval. Units that require Exec Dean Approval are listed in the Handbook.
   - D. You are an Inbound Exchange/Study Abroad Student who also satisfies one of the above criteria.

   Exchange/ Study Abroad Students are required to submit a copy of their home university transcript.

2. **Type of Request**
   - What type of Special Approval are you seeking? *
   - Pre-requisite Waiver
   - Enrolment After Twice Fail
   - Executive Dean of Faculty Approval

3. **Degree and Unit Details**
   - Unit of study that you wish entry to: * BBA220 - S2 - North Ryde Campus × 2016
   - (if the unit is offered in more than one study period, choose the study period you want to enrol in the unit in)
   - Course/Degree Type: *
   - Undergraduate

   Please indicate the degree/course in which you are enrolled (or select other if you cannot find, or are not enrolled in a degree)

   - Course/Degree: *
   - Other
   - Course/Degree (Other Pts Explain): * Exchange
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 handbook

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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ASK.MQ.EDU.AU

Search MQ  Ask MQ  My Stuff

View
- Open Enquiries & Requests
- Closed Enquiries & Requests

Submit
- A Question to MQ
- Disruptions
- Special Approval (Waiver)
- Grade Appeal
- CPA Enrolment
- Internship/Placement
- Status Letter
- Transport
- Concession

Thank you, your form has been submitted successfully.

Thank you for using Macquarie University's ask.mq.edu.au service.

Welcome, Van Tri Vu Tran

Step 1 (Completed): Submit details about your request for Special Approval

Step 2: If you would like to attach any documentation or review your request, click on this link.

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
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
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<tr>
<th>Code</th>
<th>Course Title</th>
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<td>China in World History</td>
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<tr>
<td>INTS104</td>
<td>Societies of Europe</td>
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<tr>
<td>ISYS100</td>
<td>IT &amp; Society</td>
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<tr>
<td>ISYS114</td>
<td>Introduction to Database Design and Management</td>
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<td>JPS124</td>
<td>Manga and Japanese Contemporary Culture</td>
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<td>Law, Human Rights and Global Governance</td>
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<td>LING111</td>
<td>Language: Its Structure and Use</td>
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<td>MAS105</td>
<td>Media Cultures</td>
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