

PREREQUISITE WAIVER APPROVAL REQUEST PROCEDURE

Build your study plan

As an exchange student at Macquarie University, you can enrol in any unit that does not have prerequisites. If you wish to enrol in units that have prerequisites, you are required to apply for a prerequisite waiver via AskMQ.

1. RESEARCH UNITS YOU WISH TO STUDY

Unit Information can be found using the following links:

- Course Handbook: [2024 Handbook](#)
- Unit Guide: [2024 Guide](#)
- Restricted Units are not open to Study Abroad and Exchange students: [Restricted Units List](#)

You should only select units:

1. Available in your enrolled semester (Session 1 (S1) = February to June or Session 2 (S2) = July to November).
2. Suitable to your level of study (UG = Undergraduate, PG = Postgraduate). In general, units on 1000 to 3000 level are UG subjects. Units above 4000 level are PG subjects which won't be available to UG students.
3. You have met the academic prerequisites or equivalent at your Home University.
4. For European students only: As a general rule, 10 MQ Credit points are equivalent to 7.5 ECTS.

2. APPLYING FOR PREREQUISITE WAIVERS (SPECIAL APPROVALS)

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


STEP 1. CHECK IF THE UNIT HAS PREREQUISITES ON THE [UNIT GUIDE](#)

1. Select a department of interest to you
2. Select a unit from the list that you would like to enrol into
3. Look at the prerequisites section on the Unit page.
 - i. Yes, there are prerequisites -> Apply for special approval
 - ii. No, there are no prerequisites -> Do not apply for a special approval

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.
- If you have trouble setting up your account, please contact [IT Support](#)

STEP 3. SUBMIT YOUR PREREQUISITE WAIVER (APPROVAL) REQUEST (if required)

1. Read our [Unit Waivers](#) page carefully for detailed information on the process.
2. Upon reading the information on the page provided in Step 1, you may select ‘**application process**’ under **Apply for Special Approval** for step-by-step guidance on the application process.
3. The Procedure will guide you to login to <http://ask.mq.edu.au> with your OneID to apply for the unit waiver
4. Upon logging in, click **Special Approval (Waiver)** from the menu on the left (under the ‘**Submit**’ section)
5. Select **Prerequisite Waiver** under ‘**Type of Request**’
6. Fill in the required fields shown in screenshots below and click ‘**Submit**’
7. You must attach a supporting document(s) – **full official transcripts** of results achieved to date, with a certified English translation (if applicable) and **course outlines** (in English) of any relevant study you have completed at your Home University. **Approvals will not be processed without relevant course outlines.**
8. You will receive an automated response after submission to your MQ student email account.
9. **If you require a waiver for multiple units, separate online applications will be required.**
10. If you are still stuck, please watch our video tutorial here 

Important notes:

- Please check your MQ student email regularly to monitor the progress of your waiver request.
- The relevant Faculty will process your request. The Macquarie Student Mobility team cannot approve 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. Our recommendation would be to do this **upon receiving your acceptance letter.**
- If you do not hear back on your waiver requests within 4 weeks of submission, you may email the Reference Number of your request to exchange.studyabroad@mq.edu.au for a follow up.

Example:

Below, you will find an example of an undergraduate student wishing to study MKTG2002 for their exchange program at Macquarie in Session 1, 2020.

1.

My Requests

- [View all open requests](#)
- [View all closed requests](#)

Forms

- [A Question to MQ](#)
- [Special Consideration](#)
- [Special Approval \(Waiver\)](#)
- [Grade Appeal](#)
- [Status Letter](#)
- [Credit Overload](#)
- [Transport Concession](#)
- [Loans/Grants Application](#)
- [Refund Request](#)
- [CPA Enrolment](#)
- [Graduation](#)

2.

Type of Request

What type of Special Approval are you seeking? *

Submit Form

Cancel

Prerequisite Waiver

Permission by Special Approval

3.

Degree and Unit Details

Unit of study that you wish entry to: *

2020

x ▼

MKTG2002 - S1 - North Ryde Campus

(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)

Degree: *

Other

Degree (Other): *

Exchange

4.

Documentation

To process your request we require you to upload evidence of your prior learning.

If you have **already studied units at Macquarie University**, you can download a copy of your transcript via [eStudent](#)

If you have **not yet studied any units at Macquarie University**, please upload evidence to support your application.

Please *Choose Files* below to upload your documentation

Supporting Documentation:

Attach Academic Transcripts
and course handbooks



Choose Files

5.

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. *

MKTG1001 or MKTG101

Please provide relevant information that supports your request *

Please elaborate on your academic background, showing you have enough knowledge to study this unit

Student Declaration

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

Submit Form

Cancel