



# Important Information for Applicants applying for Recognition of Prior Learning (RPL)

## How to complete this form

1. Previous or current Macquarie students who wish to apply for credit (or recognition of prior learning (RPL)) using units already studied at Macquarie do NOT need to attach an academic transcript or supporting documents.
2. All other applicants must attach CERTIFIED legible copies of the following documents.
  - a. A transcript of results
  - b. A description of the grading system used,
  - c. A description of all units completed, taken from the institutions official handbook/calendar for the appropriate year, or other appropriate evidence.
3. A CERTIFIED translation of any documentation that is not in English must be supplied IN ADDITION TO the original documentation.

## Checklist

- Have you submitted your verified academic transcript and course outlines from your previous tertiary institution?
- Have you signed and dated the declaration on the front of this form?

## Guidelines

- Candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total of 32 credit points towards the Master of Research award as Recognition of prior learning. If awarded 32 credit points, the student will progress directly to Year 2. Please note that Year 2 will start in January.
- Those who have only partially completed a postgraduate award may also be considered for up to 32 credit points RPL.
- RPL may be granted for completed or partially completed honours level study and advanced undergraduate (700 level) units.
- RPL will be awarded only for units judged by staff to be equivalent or comparable in terms of content, volume of learning, student learning outcomes and student workload with 700-level units.
- Students who transfer from one incomplete Macquarie program to another may receive full credit for those units completed in the first program which are part of the second.
- Recognition for prior learning is only granted if the studies have been completed within the previous ten years. Professional qualifications and work experience may not gain recognition.
- The Bachelor of Philosophy/Master of Research is an articulated set and candidates who complete 700-level will receive full credit towards the Master of Research. However, a Bachelor of Philosophy award will only be conferred as an exit qualification to those students who successfully complete 700-level but elect to discontinue.
- The Recognition for Prior Learning 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.
- No RPL will be awarded towards the 800-level MRes program.
- Recommendations that fall outside of the above policy should be forwarded with supporting documents to the Higher Degree Research Office for consideration by the Higher Degree Research Committee or Delegate.
- More than 8 credit points of RPL will affect your eligibility for a stipend. For International students, if you request more than 25% RPL exemptions, you will not be registered as full time and therefore you will no longer be eligible for scholarship and you may not meet the required study load for student visa

## **OFFICE USE ONLY** (Reason Codes - for non-approval of RPL)

The exemption HAS NOT been approved in whole or part because:

- A. There is inadequate breadth and /or depth of content covered in the completed subject to allow the exemption
- B. Full documentation (ie. transcript and/or handbook entries) were not provided
- C. The qualification was obtained more than 10 years ago
- D. The qualification was obtained from an institution not recognised by the AQF
- E. The student is claiming more than 32 credit points of RPL