

Build your study program

APPROVAL REQUEST PROCEDURE

As stated on your offer letter, you can enrol in any units listed in the THE PRE-APPROVED LIST 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:

- Handbook: <http://handbook.mq.edu.au/2018/>
- 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 1, 2018, 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.

Macquarie Home > ask.mq.edu.au

ASK.MQ.EDU.AU

REQUEST FOR SPECIAL APPROVAL (WAIVER) Welcome, You're Logged In [Logout](#)

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:

- 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**.
- You have failed a unit twice. Apply for **Enrolment after Twice Fail**.
- 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](#).
- 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*.

Type of Request

What type of Special Approval are you seeking? *

- Prerequisite Waiver
- Enrolment After Twice Fail
- Executive Dean of Faculty Approval

Sacrifice

- MUIC
 - MUIC Interaction Form
- Student Advocacy
 - SAS Interaction Form
- Handbook Late Changes
- Course Transfer
- MUIC Program

[Glossary](#)

Degree and Unit Details

Unit of study that you wish entry to: * 2018 x v BBA220 - S1 - North Ryde Campus x v

(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 x v

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 x v

Degree (Other): * Exchange |

- Programs
- Student Information and Services
- MQ
 - Higher Degree Research Extension Plans
- Communities
 - Study Communities
- Macquarie City Campus
 - MQC Student Services Program

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

Please tick → 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

- 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 [Logout](#)

- 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.

Tick here ↑

Add a note or attachment

Upload file here

No file chosen

← **Submit Note here**