

## REQUEST FOR CREDIT APPLICATION

*(To be used by Direct Admission applicants only)*

Read the *Application Instructions* carefully, then remove the instruction sheet and complete the *Application form*.

### INSTRUCTIONS

Print clearly in block letters using a blue or black pen.

1. Previous or current Macquarie student who wish to apply for credit using units they have studied at Macquarie do NOT need to attach an academic transcript or unit descriptions. All other applicants must attach CERTIFIED legible copies of the following documents. (Please see Section 3 for notes on the certification of documents).
  - a transcript of results
  - a description of the grading system used,
  - a description of all subjects completed, taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence.
2. A CERTIFIED translation of any documentation that is not in English must be supplied IN ADDITION TO the original documentation.
3. Return the completed application form with ALL CERTIFIED supporting documentation:
  - Via Post to: **Coursework Studies Section (PG), Level 3, Lincoln Building, C8A, Macquarie University NSW 2109**
  - In person to: **Student Enquiry Service , Level 1, Lincoln Building, Macquarie University (view <http://www.student.mq.edu.au/ses/> for hours of operation)**
  - PICT Applications only: **Student Services Administrator, Centre for PICT, Level 1, 299 Lane Cove Road, Macquarie Park, NSW 2113**
4. Please note: Faxed applications or documents are NOT acceptable.

If you do not provide all necessary information and documentation your application for credit WILL NOT BE PROCESSED until a complete and correct application/documentation is received.

### POLICY FOR CREDIT / EXEMPTION

The policy for the granting of credit at Postgraduate level is as follows:

- Candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit up to 50%. Credit is not granted for undergraduate units.
- Units which are deemed to be relevant to the course of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead different electives should be substituted wherever possible.
- 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.
- Credit for previous studies is only granted if the studies have been completed within the previous ten years. Professional qualifications and work experience do not attract credit.
- Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed.
- The Credit for Previous Study 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.
- Recommendations that fall outside of the above policy should be forwarded with supporting documents to the Coursework Studies Section – PG for consideration by the Coursework Studies Committee.

Any credit/exemption requested will be subject to the approval of the Dean of the Faculty or Nominee.

### CERTIFICATION OF DOCUMENTS

Photocopied documents must be stamped and certified as a true copy of the original by one of the following:

- an authorised officer in the admission/student enquiry office at any Tertiary Institution.
- an accountant - members of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents.
- a bank manager, but not a manager of a bank travel centre
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or of the rank of sergeant and above
- a principal of an Australian secondary college, high school or primary school
- a Justice of the Peace (with registration number and the State in which they are registered as a Justice of Peace)
- a minister of religion

**PLEASE NOTE:** The person certifying the photocopies must not be related to you and must, on each page:

- write on each copied page: "This is a true copy of the original document sighted by me";
- sign it;
- print the following details: - name; contact phone number; category in the above list and date verified
- affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has a stamp.

## REQUEST FOR CREDIT APPLICATION

*(To be used by Direct applicants only)*

### 1. STUDENT IDENTIFICATION

Your Macquarie University student identification number? (if known)

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### 2. PERSONAL DETAILS

Title (e.g. Mr, Mrs, Ms)	Family Name	Other Names	Preferred Name
Male or Female	Date of Birth	Contact phone number	Email address

### 3. COURSE INFORMATION Please list the Macquarie courses in which you wish to request credit

Course Code <small>e.g. MAPLNG</small>	Course name in full <small>e.g. Master of Applied Linguistics</small>	Have you already provided relevant transcripts to Macquarie University ?
		<input type="radio"/> Yes (with PG application)
		<input type="radio"/> No (please provide)

### 4. UNITS FOR CREDIT / EXEMPTION

**CREDIT/EXEMPTIONS** – both auto-credit & exemptions will be allocated credit points on the Study Plan.

MQ UNIT TO BE CREDITED	TYPE GRANTED <small>Auto-credit* Exemption**</small>	MQ CREDIT PT VALUE	BASIS FOR RECOMMENDED CREDIT	REQ'D UNITS REMAINING	INITIALS OF DEAN or NOMINEE

**For Office Use Only** – Postgraduate Studies will seek the Faculty approval for the applicant.

**DEAN OF FACULTY OR NOMINEE: SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME:** \_\_\_\_\_

\* Auto-credit is for Macquarie unit(s) completed to be transferred to a new or an articulating program. Credit cannot be loaded for units awaiting final grade. Please make a note to advise Coursework Studies Section (PG) of further credit, once a final grade is known.

\*\* Exemption is for equivalent unit(s) completed in other course(s) at postgraduate level. Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie study pattern.

## DECLARATION AND SIGNATURE

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.)

I declare that the information submitted in this application is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that in submitting this application, Macquarie University is collecting personal information from me, and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered, to plan the provision of educational courses, and that the intended recipients of this information are officers within Macquarie University and any other body who may require the information for administration purposes, including agencies of the Federal Government.

I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, my application may not be processed.

I consent to and authorise Macquarie University to obtain, if necessary, official records from any tertiary institutions previously or currently attended by me, to facilitate the processing of my application.

Name	Signature	Date

## CHECKLIST FOR APPLICANTS

**Before mailing your application, please check that you have completed the following:**

- Sections 1 to 4 have been answered in full.
- You have signed and dated the Declaration.
- Certified copies of the full official transcripts of your previous academic record(s) have been provided with this Request for Credit in ENGLISH as well as the original language are attached unless you have previously provided these to Macquarie University.
- A description of all subjects completed, taken from the institution's official handbook/calendar (hard copy or web version) for the appropriate year, or other appropriate evidence.

**Please note:**

**Faxed applications or documents are not acceptable. Further consideration will not take place until an original or certified copy is received.**

**Applications which are incomplete or which have inadequate documentation will not be processed until all appropriate documentation has been received.**