

THIS PAGE IS TO BE COMPLETED BY DEAN OF FACULTY (OR NOMINEE)

FACULTY:	
Decision (Offer or Reject)	Is the course offered different to the course the applicant applied for? [] Yes [] No If Yes, please specify the course offered:
If you wish to make an offer under RULE 2(3) (no recognised degree or no recognised English proficiency qualification), set out your reasons here.	
Name of Dean (or nominee):	Signature of Dean (or nominee):

Note. If you wish to grant Credit for Previous Studies, please complete details below.

PG Credit for Previous Studies Recommendation form

Course to which this Auto-credit/Exemption applies : _____

CREDIT/EXEMPTIONS – both credit & exemptions will be allocated credit points on the Study Plan.					
MQ UNIT/s TO BE CREDITED	TYPE GRANTED Auto-credit* Exemption**	MQ CREDIT PT VALUE	BASIS FOR RECOMMENDED CREDIT	REQ'D UNITS REMAINING	INITIALS OF DEAN or NOMINEE

* 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 a 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.**

Credit for Previous Studies Policy - Approved by Academic Senate 17/8/2004:

- 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.

Name of the Dean or nominee: _____ Date: _____

Signature of the Dean or nominee: _____