

## PROCEDURES FOR UNDERTAKING CONCURRENT STUDIES

### Undertaking units at another university concurrently with your Macquarie undergraduate degree

Local students currently enrolled in a bachelor degree program at Macquarie University may undertake units at another accredited Australian university to count towards their Macquarie degree. Please read carefully the conditions for undertaking Concurrent Studies, which can be found at:

<https://students.mq.edu.au/study/my-study-program/making-changes/concurrent-unit-studies>

Part A and Part B must be completed and handed into Student Connect in order to undertake concurrent studies. *Part A (Advance Approval)* will need to be signed by an appropriate exemptions officer.

Concurrent Studies applications are assessed against the Recognition of Prior Learning Policy:

<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/recognition-of-prior-learning>

#### Recognition of Prior Learning (RPL) IN LAW

As a general rule, only law units which are part of a Bachelor degree (LLB) leading to a professional legal qualification, **and** which are approved by Macquarie Law School, are eligible for credit.

**IMPORTANT:** You should seek advice from Macquarie Law School if you are thinking of taking any law subjects at another University. The Macquarie Law School Exemptions Officer must give advanced approval for a specified exemption (Part A). Keep a copy for yourself when you hand the advance approval form in to the Student Connect when requesting a letter for the other university.

#### SPECIFIED CREDIT

**Note: Exemptions for Specified credit are not automatic**

Academic staff do not automatically grant exemptions for studies done elsewhere. If an authorised academic staff member approves an exemption then you must lodge Part A at Student Connect (keep a photocopy for yourself).

**NB:** If the unit/s you wish to attempt at another university are **NOT** deemed eligible in advance for an exemption, you will only be entitled to receive general credit towards your Macquarie degree if you continue to undertake the unit/s and pass them. Therefore, it is necessary you ensure that **you have sufficient elective credit points available in your particular program** to allow the general credit points to be applied.

When you complete the unit/s at the other institution, you must lodge an original or a certified copy with Student Connect so that your credit can be processed and your record amended.



**PART A:**  
**ADVANCE APPROVAL FOR AN EXEMPTION BASED ON CONCURRENT STUDIES TO BE UNDERTAKEN AT ANOTHER UNIVERSITY**

This form is for students applying to undertake units/s at another institution concurrently. It is **required** that students receive advance approval from an academic staff member authorised to grant exemptions.

**SECTION TO BE COMPLETED BY THE STUDENT:**

<i>Family Name</i>	<i>First Name</i>	<i>Student Number</i>					

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*Address**Postcode*

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*Name of the degree in which you are enrolled at Macquarie**Contact Phone Number*

*Please complete this table:*

Unit code at other university	Unit name at other university	Name of other university	Study Period undertaking concurrent studies

**Statement from Exemptions Officer:**

*If the above student successfully completes the following unit/s at another university and is eligible to be granted "Recognition of Prior Learning" for the unit/s then he/she will be granted the following exemption/s, provided that:*

- the applicant has achieved a quality and standard of learning equivalent to tertiary studies
- the Prior Learning is of an appropriate Level
- the applicant can demonstrate the attainment of the Learning Outcomes of a specific unit or units, and
- the Prior Learning is assessed as equivalent in discipline content, depth and breadth.

Unit code and Name of other university	Macquarie University unit to be exempted (e.g. ACCG100)

Signature of Exemptions Officer: \_\_\_\_\_

Please print name \_\_\_\_\_

Department/Faculty of \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**LODGE FORM AFTER RECEIVING APPROVAL AT STUDENT CONNECT, LEVEL 2 C7A (MUSE)**

**PART B:**  
**REQUEST FOR A LETTER FOR ANOTHER UNIVERSITY**

This letter simply states that the unit/s, if successfully completed, may count for credit as a certain number of credit points of "Recognition of Prior Learning" at Macquarie University.

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*Family name*

*First name*

*Student Number*

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*Address*

*Postcode*

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*Name of the degree in which you are enrolled at Macquarie*

*Contact Phone Number*

I would like to request a letter for

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*Name of University*

I wish to apply to enrol in the following units and I have attached a photocopy of the details of the unit/s from the university handbook which gives the following information:

- the name and code for the unit
- the name of the degree to which it belongs
- the semester in which it is offered
- the credit point value of the unit

Unit Code at other university	Unit Name at other university	Study Period & Year of unit being undertaken concurrently	Macquarie University unit to be exempted (e.g. ACCG100)

I have checked that the units above form part of a **bachelor degree** program, that they are offered by the main body of the university and NOT BY an associated body (most summer school and continuing education units are run by associated bodies) and are recognised for Recognition of Prior Learning. I understand that I must consult an academic staff member authorised to grant exemptions prior to taking a unit if I wish to use it in **place of a particular Macquarie University unit**.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_