Introduction

Credit for previous studies (CPS) is general credit given in the form of Macquarie credit points for accredited tertiary-level studies undertaken at other institutions (completed secondary studies of any type are not eligible for CPS). When granted, CPS may count towards your credit point requirement for the undergraduate degree in which you are enrolled.

Note: General credit is applied to the elective component of a particular degree. For example, your program has 20 credit points (cp) of electives (not including People and Planet units) and you are awarded 20cp of general credit from CPS, if you then attempt elective unit/s, this will reduce your applied credit points by the value of the unit/s, unless you can convert some of the general credit into exemptions for required units (see page 4 for more on this).

Credit for previous studies is only permitted at 100 and 200-level (not at 300 level or higher).

1. Enquiries

You may direct preliminary enquiries about CPS to the Student Connect, located in MUSE (C7A), or by making an enquiry through ask.mq.edu.au.
2. Application for CPS

New undergraduate 2014 students wanting to get notification of their entitlement to credit before their February enrolment day should apply after accepting their offer but by no later than 24 January 2014. New students submitting an application after this date may not have their CPS assessed in time for their enrolment.

UAC applicants with an undergraduate offer to Macquarie and/or current undergraduate students should lodge an online CPS application form at studentadmin.mq.edu.au/undergrad/requestingcredit.html.

UAC applicants do not need to attach their academic transcripts as initial assessment of their credit entitlement can be made from their UAC applications. Current Macquarie undergraduate students need to complete and print off the cover sheet at studentadmin.mq.edu.au/undergrad/requestingcredit.html and attach it to their other institution academic transcript (certified copy). When received by the Coursework Studies Section by mail or via Student Connect, it will be merged with the student’s CPS application form and processed.

New non-UAC applicants with a direct undergraduate offer to Macquarie and current undergraduate students seeking CPS should obtain the following and lodge them either in person with Student Connect or by mail.

a. A CPS request form (www.studentadmin.mq.edu.au/docs/CPSRequestSlip.pdf). This is different to: Credit for Previous Studies Request PDF

b. An original official transcript (or certified copy) from the previous tertiary institution

CPS requests may take up to three (3) weeks to be processed.
3. CPS Assessment

If you are eligible for general credit, you will receive a letter of confirmation specifying the number of credit points that you have been granted at 100 and 200 levels.
4. Exemptions

New applicants eligible for general credit will also be sent a Credit for Previous Studies Exemptions Request Form.

If you have completed previous studies in areas similar to subjects that you will study at Macquarie, you may be eligible for exemptions from specific Macquarie units. Use the above form to seek exemptions in your degree.

On your allocated Enrolment Day, you need to bring:

a. A CPS Exemptions Request Form (shown above)

b. An official transcript (or certified copy) from your previous tertiary institution

c. Full unit outlines of subjects completed at the previous institution that you think are similar to subjects at Macquarie University
The **unit outlines** must include the following information:

a. Weekly topic outline  
b. Methods of assessment  
c. Textbook and/or reading list  
d. Grading information

An example of a comprehensive unit outline may be found here:


An Exemption Officer needs **all of the above** in order to assess your application for exemptions on Enrolment Day. If you fail to bring all of them, you would not be able to receive exemptions on the day, but may apply later to the department with complete materials.

It is important to note that not necessarily all of a student’s approved general credit will be converted into exemptions. You may not be able to receive exemptions where total credit point value equals that of the total of your granted credit for previous studies. This may be because:

a. Only some of your previously studied subjects are comparable to units that you will study at Macquarie, (in some instances none of your previous subjects will be comparable and CPS will remain as general credit only) AND/OR  
b. The total credit points of your exemptions cannot exceed those of your CPS overall e.g. if you have been granted CPS of 17cp at 100 level (for an incomplete degree for instance), you can only receive a maximum of five exemptions (3cp each, totalling 15cp) plus 2cp general credit.

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**More Information**

Full information on the CPS procedure for differing categories of students may be found at:

[studentadmin.mq.edu.au/undergrad/credit.html](studentadmin.mq.edu.au/undergrad/credit.html)

Students may refer to the CPS Booklet for more comprehensive information regarding CPS processes and eligibility:

[studentadmin.mq.edu.au/docs/CPSBooklet1.pdf](studentadmin.mq.edu.au/docs/CPSBooklet1.pdf)