

IMPORTANT NOTES FOR APPLICANTS

- 1 Details of completed studies **MUST** be supported by certified documentary evidence (i.e. signed by a responsible person such as a Justice of the Peace, Commissioner for Declarations, solicitor or barrister, police officer, teacher, member of permanent academic staff of a tertiary institution, a member of staff of USQ Student Administration or a USQ agency staff member etc.). Documentary evidence is not required for study undertaken previously at USQ, UCSQ or DDIAE. Documentary evidence already submitted to QTAC is not forwarded to USQ. Duplicate certified documentary evidence must be attached to this form.
- 2 A copy of the Handbook entry (content and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. This is not required for units previously studied at USQ, UCSQ or DDIAE.
- 3 Any subsequent appeals must be in writing to the Faculty Appeals Committee of the relevant faculty.
- 4 Following are extracts from the University Handbook to assist you in your claim for exemptions and/or unit transfer:

5.5.5 Course Exemptions

POLICY

- 1 For the partial fulfilment of course requirements, the University may grant credit for students' relevant prior tertiary studies and vocational and/or professional experience and training.¹
- 2 Exemption will be granted for relevant tertiary studies successfully completed in the last five years and may be granted for studies successfully completed in the last ten years. Such studies would need to have been offered by an institution recognised by the Australian Qualifications Framework (AQF) or by an institution adjudged as equivalent.
- 3 Exemptions will not be granted towards any program of less than eight units or less or postgraduate program of less than eight units.²

REGULATIONS

1. It is the responsibility of students applying for exemptions to obtain and submit:
 - 1.1 a verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program; and
 - 1.2 a copy of the course/subject description, including the syllabus or Handbook outline; and
 - 1.3 any other information required by the Head of Department and any other information considered relevant by the student.
2. Students applying for exemptions on the basis of vocational and/or professional experience and training must provide documentation to show that they have met the objectives of the course(s).
3. Decisions on exemptions will normally be made by the Dean.
4. Exemptions will be given in terms of either exemption from:
 - 4.1 a specific course or courses or a specified number of units; and/or
 - 4.2 one or more of the structural elements of the program (i.e. core, major study, minor study, option study or elective).

5.8.1 Award Eligibility

TO BE ELIGIBLE FOR AN AWARD OF THE UNIVERSITY

- 1.1 for students enrolled in an undergraduate program of eight units or more, at least eight of the units required must be obtained:
 - 1.1.1 in Faculty approved courses offered by the University which do not form part of any academic program previously completed by the students; or
 - 1.1.2 through completion by the students of an academic program of the University accredited to allow the transfer of credit from the completed program to the program in which the students are enrolled.
- 1.2 for students enrolled in a postgraduate program of eight units or more, at least half of the units required must fulfil one or more of the following conditions:
 - 1.2.1 be in Faculty approved courses offered by the University and completed while the students are enrolled in that program;
 - 1.2.2 be by transfer of credit from an incomplete program of the University;
 - 1.2.3 be obtained through completion by the students of an academic program of the University accredited to allow the transfer of credit from the completed program to the program in which the students are enrolled.

OFFICE USE ONLY

REASON CODE

The exemption claim **HAS NOT** been approved in whole or in part because:

- 80 There is inadequate breadth and/or depth of content covered in the completed subject to allow the exemption.
- 81 A verified transcript of subjects and results was not included. The applicant should reapply providing certified transcripts.
- 82 A copy of the Handbook entry (include content and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. The applicant should reapply providing full documentation.
- 83 The qualification was obtained beyond the maximum number of years allowed.
- 84 The qualification was obtained from an Institution not recognised by the Australian Qualifications Framework (AQF) nor adjudged as equivalent.
- 85 The student has already been granted the maximum number of exemptions on the basis of previous study.
- 86 A verified transcript of subjects and results was not included. A copy of the Handbook entry (including content and contact hours or equivalent) for each subject used as a basis for claiming exemptions is also required. The applicant should reapply providing certified transcripts and full documentation.
- 87 A copy of the full Course Specification (include a list of weekly topics, textbooks and contact hours or equivalent) for each subject used as a basis for claiming exemptions is required. The applicant should reapply providing full documentation.
- 89 Other reason (in sentence form) because _____

¹ Refer to Section 5.2.1 Academic Programs for regulations relating to reduction in maximum time to complete an academic program.

² Students requesting exemptions should enrol in courses on the basis that their exemptions will be approved. If the exemptions are not approved, students will be responsible for altering their enrolment accordingly.