



APPLICATION TO UPGRADE OR EXIT WITH A SHORTER AWARD COURSE - POSTGRADUATE COURSEWORK

Applications to Upgrade your award course, or exit with a shorter award course must be received by 18 January (Semester 1) or 13 July (Semester 2) to allow time for processing, and to ensure enrolment into classes in the first weeks of semester. Forms can be either scanned and emailed to arts.postgraduate@sydney.edu.au or handed in person to the Faculty Office, located Lobby H, Main Quadrangle A14.

SECTION A: STUDENT TO COMPLETE

Name: _____ SID:

Award Course: _____ University Email: _____

Department: _____ Telephone: _____

I am a Domestic Student

I am an International Student

I am currently enrolled in the:

- Graduate Certificate
- Graduate Diploma
- Masters

I wish to upgrade my enrolment, or exit with the:

- Graduate Certificate
- Graduate Diploma
- Masters

GUIDELINES FOR UPGRADING OR EXITING

Students can upgrade from a Graduate Certificate to a Graduate Diploma or Masters, or from a Graduate Diploma to a Masters provided the upgrade is within the embedded sequence and that requirements for each stage are satisfied. Therefore, 4 units of study (24 credit points) must be completed when upgrading from a Graduate Certificate to a Graduate Diploma or a Masters, and 6 units of study (36 credit points) must be completed when upgrading from a Graduate Diploma to a Masters. A minimum credit (65%+) average is required across all units of study attempted in order for upgrade applications to be considered. Fail grades are included when calculating the average. Credit for all units of study completed is transferrable once the upgrade has been approved.

Students who are undertaking a Graduate Diploma in Economics and wish to upgrade to a Master in Economics will need to have completed 4 units of study (24 credit points) including the three core foundational units.

Students can exit with a shorter award provided the required units of study for the embedded course have been completed. This includes the relevant core or compulsory units. Refer to the Postgraduate Handbook for further details: http://sydney.edu.au/handbooks/arts_PG/coursework/units_of_study/tables.shtml

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Subject to the approval of my application, please enrol me into these units of study:

UoS Name	UoS Code	Semester / Year	Credit points
<i>eg Writing for the Media</i>	<i>eg MECO 6901</i>	<i>eg 2/10</i>	<i>eg 6</i>

ASSESSMENT OF APPLICATION BY THE FACULTY

The Faculty will assess the applications after the release of the applicants latest results.

- Students completing units of study during Summer School can only be considered towards entry into Semester 2 of the same year.
- Students completing units of study during Winter School can only be considered towards entry into Semester 1 of the following year.
- Forms submitted after the closing date will not be processed until the end of the next semester and all units of study completed at this time will be included in the assessment.

An email will be forwarded to all applicants indicating the outcome of the application.

- Successful domestic students will receive an updated Confirmation of Enrolment by email from the University of Sydney Student Centre.
- Successful international students will receive an updated Confirmation of Enrolment by email from the International Office.

Student Declaration:

I have read the guidelines for upgrading/exiting my award course and understand that the Faculty of Arts and Social Sciences will assess my application within these guidelines. I acknowledge that it is my responsibility to ensure that the units of study selected meets the requirements of the award course and if this application is approved I will confirm my enrolment online via MyUni.

Signature: _____ Date: _____

SECTION B: FACULTY OFFICE USE ONLY

Transfer of candidature is: Approved Not Approved

Comments: _____

Applications Manager: _____ Date: _____