



# UPGRADE OR EXIT YOUR AWARD COURSE POSTGRADUATE COURSEWORK

## **UPGRADES FOR POSTGRADUATE AWARD COURSES**

Students can upgrade from a Graduate Certificate or a Graduate Diploma to a Masters provided the upgrade is within the embedded sequence and admission requirements for each stage are satisfied. An example is when a student wishes to upgrade their award course from a Graduate Certificate in Cultural Studies to a Graduate Diploma or Masters of Cultural Studies. Only the highest award completed will be conferred.

## **DISCONTINUE STUDY AND EXIT WITH A SHORTER DEGREE**

Graduate Diplomas and Graduate Certificates generally include units of study from the master's programs, and provide an exit point after fewer units of study are completed. Students are advised to check that they have successfully completed the required units of study for the shorter degree including the relevant core or compulsory units. Refer to the Postgraduate Handbook for further details.  
[http://sydney.edu.au/handbooks/arts\\_PG/areas\\_of\\_study/subjects\\_p.shtml](http://sydney.edu.au/handbooks/arts_PG/areas_of_study/subjects_p.shtml)

## **DUE DATE TO UPGRADE OR EXIT**

Deadline is Wednesday 18th January 2012 for semester 1, 2012 entry.

## **ELIGIBILITY TO UPGRADE**

Students are eligible to apply for an upgrade on completion of the requirements for the embedded Graduate Certificate or Graduate Diploma including all relevant compulsory units of study. Therefore, in the case of a typical one-year (48 credit point) Masters course, 4 units of study (24 credit points) must be completed when upgrading from a Graduate Certificate to a Graduate Diploma or Masters and 6 units of study (36 credit points) must be completed when upgrading from a Graduate Diploma to a Master. 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.

## **EXCEPTIONS**

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) which must include the three core foundational units of study (18 credit points). A Graduate Certificate in Economics is not available for 2012. Further information regarding Master of Economics can be found at  
<http://sydney.edu.au/courses/Master-of-Economics>

## **TRANSFERRING TO A NEW AWARD COURSE**

Students who wish to transfer to a new award course, for example: from Master of Creative Writing to Master of Arts, must apply online through <http://sydney.edu.au/courses/>. It is not possible to upgrade and transfer at once, for example; from a Graduate Diploma in Publishing to a Masters of Media Practice. Upgrades can only take place in the embedded sequence.

## **CREDIT TRANSFER**

Credit for all units of study completed is transferrable once an upgrade has been approved within an embedded sequence.

## **APPLY FOR AN UPGRADE OR TO EXIT WITH A SHORTER AWARD**

Complete an APPLICATION TO UPGRADE OR DOWNGRADE Form by due date

- Scan and email the Application form to [arts.postgraduate@sydney.edu.au](mailto:arts.postgraduate@sydney.edu.au)
- or*
- Bring in person to the Faculty of Arts and Social Science Student Counter. Check the following link for opening times and location [http://sydney.edu.au/arts/current\\_students/index.shtml](http://sydney.edu.au/arts/current_students/index.shtml)

It is recommended that students choose their units of study at the time of submitting the APPLICATION FOR UPGRADE. Students can change enrolments until the add/enrol deadline. Check the date for add/enrol deadline <http://sydney.edu.au/about/dates/2012.php>

The Faculty will assess the applications after the release of results for the current semester.

- Students completing units of study during Summer School can only be considered for entry into Semester 2 of the same year.
- Students completing units of study during Winter School can only be considered for entry into Semester 1 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.

## **GRADUATION**

Should the upgrade application be unsuccessful and provided all requirements of the current award course have been met the student will be assessed automatically for graduation.

## **FEE CHANGES**

As a result of an upgrade there may be a change in fees. International students should consult the International Student Office to determine the impact of an upgrade on the tuition fees. Refer to the following link for further information on fees [http://sydney.edu.au/arts/current\\_students/fees.shtml](http://sydney.edu.au/arts/current_students/fees.shtml)

## **CONTACT FOR FURTHER INFORMATION**

Contact Postgraduate Enquiries for further information,  
[http://sydney.edu.au/arts/current\\_students/index.shtml](http://sydney.edu.au/arts/current_students/index.shtml)