UNIVERSITY OF SYDNEY BUSINESS
SCHOOL CREDIT PROVISIONS 2015

1. The Business School (‘the School’) will generally grant the maximum amount of credit possible in accordance with the Coursework Policy 2014 and the Resolutions of the course in which a student is enrolled.

2. Specific and non-specific credit
   2.1. The School will generally grant specific credit where a student has completed previous study in which there is substantial overlap of skills, knowledge and experience at a level deemed to be equivalent to a specific University of Sydney unit of study.
   2.2. The School will generally grant non-specific credit where a student has completed previous study at a level deemed equivalent to a University of Sydney unit of study but in which there is not substantial overlap of skills, knowledge and experience with any University of Sydney unit of study.

3. The School will not grant credit if a student has failed the equivalent unit of study at the University of Sydney.

4. A student cannot enrol in a unit of study for which they have accepted credit.

5. Undergraduate
   5.1. The School will provide a prospective student with advice about their eligibility for credit upon request. The School will base this advice on previous credit assessments. The School will not be able to issue advice about credit if the prior study/experience has not previously been assessed and will notify the prospective student accordingly.
   5.2. The School will automatically assess the application of a student for credit if the student is an international student who has completed an eligible qualification at an institution with which the School has an articulation agreement (generally polytechnics in Singapore or Malaysia).
   5.3. A student whose application is automatically assessed for credit prior to enrolment will receive written notification of their eligibility for credit and instructions about how to accept or decline the credit.
   5.4. Other students may apply for credit by submitting an Application for Credit and/or Recognition for Prior Learning form in Sydney Student after enrolment and will receive written notification of the outcome of their application.

6. Postgraduate
   6.1. The School will provide a prospective student with advice about their eligibility for credit upon request. The School will base this advice on previous credit assessments. The School will not be able to issue advice about credit if the prior study/experience has not previously been assessed and will notify the prospective student accordingly.
   6.2. The School will make a final decision on the credit available to a student only when the student has submitted a complete application for credit.
   6.3. Where a student upgrades from an embedded Graduate Certificate or a Graduate Diploma to a Master degree, the School will grant credit for all units of study towards the new degree subject to course resolutions and time limits.

7. Master of Commerce (16 unit program only)
   7.1. The School will assess the application of a student who has completed a relevant AQF level 7 qualification for a reduction of the volume of learning of up to 24 credit points of credit at the point of admission to these programs.
   7.2. The School will assess the application of a student who has completed a relevant AQF level 8 qualification for a reduction of the volume of learning of up...
to 48 credit points of non-specific credit at the point of admission to these programs.

7.3. The School may grant up to 24 credit points of non-specific credit to a student admitted directly into the program who can demonstrate that they have professional work experience of at least 3 years duration (full-time equivalent) in business/commerce which is deemed by the Business School to have conferred a depth of learning equivalent to that of a Graduate Certificate in Commerce. A student must submit formal documentation outlining their professional experience (letters from employers, resume, duty statement) and may be interviewed by the relevant Program Director in order to be eligible for this credit.

8. Master of Professional Accounting (16 unit program only)

8.1. The School will assess the application of a student who has completed a relevant AQF level 7 qualification for credit of up to 24 credit points. This may include specific credit for units completed in a relevant qualification recognised by the Business School (which also satisfies CPA Australia core knowledge requirements), and additional non-specific credit to a combined maximum of 24 credit points.

8.2. The School will assess the application of a student who has completed a relevant AQF level 8 qualification for credit of up to 48 credit points. This may include specific credit for units completed in a relevant qualification recognised by the Business School (which also satisfies CPA Australia core knowledge requirements), and additional non-specific credit to a combined maximum of 48 credit points.

8.3. The School may grant a reduced volume of learning of up to 12 credit points to a student admitted directly into the program who can demonstrate that they have professional work experience of at least 3 years duration (full-time equivalent) in business/commerce which is deemed by the Business School to have conferred a depth of learning equivalent to that of a Graduate Certificate in Commerce. A student must submit formal documentation outlining their professional experience (letters from employers, resume, duty statement) and may be interviewed by the relevant Program Director in order to be eligible for this credit.

9. Executive Master of Business Administration

9.1. The School will grant specific credit to students admitted directly to the program where it is demonstrated that they have completed the Executive Leadership in Major Projects (ELMP) program offered by the John Grill Centre for Project Leadership (JGCPL). Specific credit will be determined by the School.

10. Process for applications for credit

10.1. The deadline for submission of complete applications for credit to the School is two weeks (14 days) before the start of semester.

10.2. Where previous study was completed at an institution other than the University of Sydney, a student must submit detailed information about previous study/experience to support an application for credit including:

10.2.1. An original academic transcript indicating completed units of study from the Registrar of their previous institution.

10.2.2. Detailed Unit of Study outlines, of the type handed out to students at the commencement of a unit, for each unit of study for which credit is being sought. The Unit of Study outline should contain the following information:

i. Contact hours
ii. Assessment methods
iii. Topics covered
iv. Learning outcomes
v. Lecture & Tutorial programme
vi. Recommended text and reference books
vii. Credit point value of unit at external institution
10.3. Students must have all credit arrangements finalised by the end of their first semester of study in the program.

10.4. A student may decline to accept any credit offered by notifying the School in writing by the end of their first semester of study.

10.5. The School will consider later requests to assess, vary or rescind credit if it is satisfied that the request could not reasonably have been made within the student’s first semester of study (e.g. where the student changes their major/specialisation).

Date adopted: 25 November 2015

Date commenced: 14 December 2015

Approved by: Professor Eddie Anderson

Business School Acting Dean, Business School Associate Dean (Research)