

UNIVERSITY OF SYDNEY BUSINESS SCHOOL - CREDIT PROVISIONS 2015

1 Specific and non-specific credit

- (1) The Business 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) The Business 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 Business 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.

2 Undergraduate

- (1) The Business School will provide a prospective student with advice about their eligibility for credit upon request.
 - (a) The Business School will base this advice on previous credit assessments.
 - (b) The Business School will not be able to issue advice about credit if the prior study or experience has not previously been assessed, and will notify the prospective student accordingly.
- (2) The Business 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).
 - (a) 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.
- (3) Other students may apply for credit by submitting either or both of an Application for Credit or Recognition for Prior Learning form in [Sydney Student](#) after enrolment and will receive written notification of the outcome of their application.

3 Postgraduate

- (1) The Business School will provide a prospective student with advice about their eligibility for credit upon request.
 - (a) The Business School will base this advice on previous credit assessments.
 - (b) The Business 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.

- (2) The Business School will make a final decision on the credit available to a student only when the student has submitted a complete Application for Credit or Recognition for Prior Learning form in [Sydney Student](#).
- (3) Where a student upgrades from an embedded graduate certificate or a graduate diploma to a masters degree, the Business School will grant credit for all units of study towards the new degree subject to University policy, course resolutions and time limits.
Note: See [University of Sydney \(Coursework\) Rule 2014](#) and [Coursework Policy 2014](#).

4 Master of Commerce (16 unit program only)

- (1) For an applicant who has completed a relevant AQF level 7 qualification, the Business School will assess an application for a reduction in the volume of learning of up to 24 credit points of either or both of specific or non-specific credit at the point of admission to this program.
- (2) For an applicant who has completed a relevant AQF level 8 qualification, the Business School will assess an application for a reduction in the volume of learning of up to 48 credit points of either or both of specific or non-specific credit at the point of admission to this program.
- (3) For an applicant who has completed a university-delivered program of executive education (deemed by the Business School to be of equivalent standard to an AQF level 8 qualification), the Business School will assess an application for a reduction in the volume of learning of up to 48 credit points of either or both of specific or non-specific credit at the point of admission to this program.
- (4) The Business School may grant a reduction in the volume of learning of up to 24 credit points of non-specific credit to a student prior to their final semester of study if the student can demonstrate that they have professional work experience of at least 3 years duration (full-time equivalent) in business or 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) The student must submit formal documentation specifying their professional experience (for example: letters from employers, resume, duty statement) and may be interviewed by the relevant Program Director in order to be eligible for this credit.

5 Master of Professional Accounting (16 unit program only)

- (1) For an applicant who has completed a relevant AQF level 7 qualification, the Business School will assess an application for a reduction in the volume of learning of up to 24 credit points. This may include:
 - (a) specific credit for either or both of BUSS5080 or units completed in a relevant qualification recognised by the Business School (which also satisfies CPA Australia core knowledge requirements); and
 - (b) additional non-specific credit.
- (2) For an applicant who has completed a relevant AQF level 8 qualification, the Business School will assess an application for a reduction in the volume of learning of up to 48 credit points. This may include:

- (a) specific credit for either or both of BUSS5080 or units completed in a relevant qualification recognised by the Business School (which also satisfies CPA Australia core knowledge requirements); and
 - (b) additional non-specific credit.
- (3) The Business School may grant a reduction in the volume of learning of up to 18 credit points to a student prior to their final semester of study if the student can demonstrate that they have professional work experience of at least 3 years duration (full-time equivalent) in business or 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) This will comprise specific credit for BUSS5080 and non-specific credit of 12 credit points.
 - (b) The student must submit formal documentation specifying their professional experience (for example: letters from employers, resume, duty statement) and may be interviewed by the relevant Program Director in order to be eligible for this credit.

6 Executive Master of Business Administration

- (1) The Business School will grant specific credit to students admitted directly to this program who can demonstrate that they have completed the Executive Leadership in Major Projects (ELMP) program offered by the John Grill Centre for Project Leadership (JGCPL).
- (2) The nature and amount of specific credit will be determined by the Business School.

7 Graduate Diploma and Graduate Certificate in Business Administration

The Business School will grant credit to students upon transfer to these award courses on the basis of units completed from the following tables:

- (a) Table of postgraduate units of study: [Executive Master of Business Administration](#)
- (b) Table of postgraduate units of study: [Master of Business Administration \(Leadership and Enterprise\)](#)

8 Applying for credit

- (1) Applicants must submit complete applications for credit to the Business School two weeks (14 days) before the start of semester.
- (2) Where previous study was completed at an institution other than the University of Sydney, the applicant must submit detailed information about previous study or experience to support the application including:
 - (a) an original academic transcript indicating completed units of study from the Registrar of their previous institution;
 - (b) 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. Each Unit of Study outline should contain the following information:

- (i) contact hours;
 - (ii) assessment methods;
 - (iii) topics covered;
 - (iv) learning outcomes;
 - (v) lecture & tutorial program;
 - (vi) recommended text and reference books;
 - (vii) credit point value of unit at the issuing institution
- (3) An applicant may decline to accept any credit offered by notifying the Business School in writing by the end of their first semester of study.
- (4) The Business 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 or specialisation).

NOTES

University of Sydney Business School Credit Provisions 2015

Date adopted: 25 November 2015

Date commenced: 14 December 2015

Date amended: 30 May 2017 (commencing 1 January 2018)

Approved by: Professor Gregory Whitwell, Dean, The University of Sydney Business School

Signature:

Review date:

Rescinded documents:

Related documents:

AMENDMENT HISTORY

Provision	Amendment	Commencing
1-8	Correction to numbering	1 January 2018
3.3; 4.1; 4.2; 4.4; 5.1; 5.2; 5.3	Minor typographical corrections	1 January 2018

Provision	Amendment	Commencing
4.3	Addition of new clause	1 January 2018
7	Addition of new clause	1 January 2018
8.3	Deletion of clause	1 January 2018