

☑ CHECKLIST

CREDIT RECOGNITION

Compare the content of the subjects you have previously studied with the subject description in the UTS Handbook <http://www.handbook.uts.edu.au/>

Read the rules and fill out Credit Recognition application form

Attach the official detailed subject outlines for the subjects you are using to apply for Credit Recognition

Subject outlines need to include: weekly topics covered, contact hours, textbooks used, type of assessments and it has to be for the **year** you studied the subject

Attach an official or certified copy of your Academic Transcripts

PG form: <http://gsb.uts.edu.au/student/rpl/rplform.pdf>

CONCURRENT STUDY

We strongly recommend that you consult the Student Centre at Haymarket before applying for Concurrent Study

Attach a personal statement providing the reasons why you wish to undertake the subject at a different institution

Attach the official detailed subject outlines for the subjects you are using to apply for concurrent study.

Refer to subject outline description needed above

Fill out the application form
http://www.sau.uts.edu.au/forms/pdfs/CONC_1008.pdf

Please note that all applications for Concurrent Study must be approved by UTS prior to enrolment at host institution.



Student Centre Haymarket

☺ **Visit us in person at:**

**UTS Haymarket Campus
Building 5, Block B, Level 5**

✉ **Mailing address:**

**PG Business Credit Recognition
Level 5 Student Centre Haymarket
University of Technology, Sydney
PO Box 123
BROADWAY NSW 2007**

☎ **Phone:**

**(02) 1300 ASK UTS
(02) 1300 275 887**



Postgraduate Business Credit Recognition

2011 Guide

Credit Recognition (CR)

If you have completed any previous University or tertiary-level studies you may be eligible to apply for Credit Recognition (CR). This will enable subjects that you have studied previously to be exempted to your UTS study plan (if deemed equivalent) and expedite your course completion.

Please note that Credit Recognition is NOT guaranteed, applications will be assessed by the UTS Business School.

All CR applications should be finalised before enrolment but MUST be submitted before the last teaching week of your first semester at UTS

CR assessments may take 4-6 weeks

Postgraduate Business

Credit Recognition (CR) Guidelines

- ⇒ Credit Recognition (CR) for electives will not be granted based on previous undergraduate studies.
- ⇒ CR will be granted only on the basis of completed study at an Australian University or at a recognised overseas institution deemed to be equivalent to an Australian University as per UTS Admission policy 4.3.4.
- ⇒ CR will not be granted for subjects completed more than 10 years ago.
- ⇒ Credit recognition will not be granted for a subject that has already been attempted or exempted.
- ⇒ To have a major or sub-major noted on your final transcript, you must have completed at least 75% of the subjects in that major or sub-major at UTS. If that major is undertaken at any other approved postgraduate course, there is only two (2) subjects in that major and/or one (1) subject in a sub-major will be granted.
- ⇒ Subjects granted or subjects undertaken previously at UTS cannot be used as substitutions.
- ⇒ No CR will be granted for subject 21878. Students are eligible to apply for 21715 79708, 77947 or 77938 based on postgraduate study only.

Conceded passes (PC) or marks below 50 will NOT be considered for credit recognition

Postgraduate Business

ELIGIBILITY

- **Graduate Certificate courses:** No CR
- **Graduate Diploma courses:** Maximum of five (5) subjects based on postgraduate study. Maximum of two (2) core subjects based on undergraduate study
- **Masters courses:** Maximum of eight (8) subjects based on postgraduate study. Maximum of four (4) core subjects based on undergraduate study.
- **MBA:** Maximum of ten (10) subjects based on postgraduate study. Maximum of four (4) core subject based on undergraduate study.
- **EMBA:** No CR

Further information on rules and eligibility for CR can be viewed at the following website:

<http://www.handbook.uts.edu.au/bus/area/pg.html#exemptions>

Calendar Rule: *<http://www.gsu.uts.edu.au/rules/6-index.html>*

For a preliminary CR assessment please submit ASK UTS with your transcript attached
<https://ask.uts.edu.au>