

**1. CONTACT DETAILS**

UTS Student Number								Surname	Given Names		
UTS Code Course	<b>C</b>							UTS Course Name <i>Please provide the full name, eg. Master of Business in Finance</i>			
Contact Phone No							Email				

**2. DETAILS OF PREVIOUS STUDY – INSTITUTION AND AWARD DETAILS**

Institution <i>Please provide the full name, eg. University of Technology Sydney</i>	Title of Course <i>Please provide the full award title or qualification awarded, eg. Bachelor of Business (Honours)</i>
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**3. CREDIT RECOGNITION SOUGHT FROM UTS SUBJECTS**

Specified Credit Recognition		
UTS Subject Number	UTS Subject Name	Credit Points
Unspecified Credit Recognition		
EXEMPTION SOUGHT FROM UTS UNSPECIFIED ELECTIVE SUBJECT		Credit Points
xxxxx	Unspecified Elective	

**4. DETAILS OF PREVIOUS STUDY – SUBJECT DETAILS**

Maximum of four (4) subjects can be used from prior studies for each UTS subject		
Year of Study	Subject Name	Subject Number

**5. SIGNATURE AND DATE**

<i>Signature</i>	<i>Date</i>
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**OFFICE USE ONLY**

Date Received	Student Centre/Faculty Use	<b>GRANTED</b>	<b>REFUSED</b>	Comments	Entered in Tracker + Date
	Staff Name				
	Signature + Date	Precedent Ref. No.:			Entered in CASS + Date

## POLICIES & PROCEDURES

The number of Subject Exemptions allowed in each course is as follows:

<b>Graduate Certificates</b>	:	Exemptions will not be permitted, except where an exemption has been approved for a specified UTS Business EDU course
<b>Graduate Diplomas</b>	:	A maximum of 5 exemptions will be permitted, of which a maximum of 2 core subjects may be approved from prior undergraduate studies.
<b>All Masters Courses</b>	:	A maximum of 8 exemptions will be permitted, of which a maximum of 4 core subjects may be approved from prior undergraduate studies, excluding MBA.
<b>MBA</b>	:	A maximum of 10 exemptions will be permitted, of which a maximum of 4 core subjects may be approved from prior undergraduate studies.
<b>EMBA</b>	:	Exemptions will not be permitted.

**Please note the following:**

- No exemptions will be granted for the subject 21878. Students are eligible to apply for 21715 based on postgraduate study only.
- Exemptions for **ELECTIVES** will **NOT** be granted from prior **undergraduate** study.
- While every effort will be made to assess exemptions prior to enrolment, you **MUST NOT ENROL** in subjects for which exemptions are being sought.
- Exemptions are granted only on the basis of prior study at an Australian university, or at a recognised overseas institution deemed to be equivalent to an Australian university.
- Exemptions will only be granted from prior university studies, not studies at TAFE or Colleges.
- Exemptions granted in prior tertiary studies will not be used for exemptions at UTS, with the exception of the UTS Bachelor of Business.
- Subjects from prior study can only be used once and not for multiple exemptions.
- Conceded passes or marks below 50 will **NOT** be considered for exemption.
- Exemptions will not be granted for subjects undertaken more than 10 years ago.
- Exemptions will not be granted for a subject that has already been attempted.
- To have a major or sub-major noted on a student's final transcript, a student must have completed at least 75% of the subjects in that major or sub-major at UTS Faculty of Business, under any approved postgraduate course.
- Maximum of four (4) subjects can be used from prior studies for each UTS subject.
- Exempted subjects or prior studied subjects from previous UTS courses **CANNOT BE USED** as substitutions.

**To apply for Credit Recognition you must complete and submit the following:**

1. Completed application for Credit Recognition (see over). Please fill out a separate form for each subject exemption.
2. One certified copy of your undergraduate/postgraduate (or both) transcripts including grading system and a certified copy of your degree for each exemption.
3. If a subject was completed outside UTS Business School, applicant must include 1 set of official subject outlines from the actual year of study. Information should also include details of the topics covered, hours of class time, type of assessment and textbooks used. Handwritten or self-typed details will not be acceptable unless accompanied by an official University letter, stamped by that University. Authorised translators must translate documents that are not in English. International students are encouraged to obtain their subject outlines and apply for exemptions before leaving their home country.
4. Those who have completed courses from UTS Business School Executive Development Unit or Centre for Management Studies must also supply documentation.
5. Submit Credit Recognition Form plus documents, to the Student Centre Haymarket.
6. Applications for subject exemptions will not be accepted if you do not include the above documents.

**You must supply new documents every time you apply for exemptions; the Student Centre and UTS Business School do not keep these records.**

**Submitting your application with the above information will enable your application to be processed quickly.**

**Subjects granted will be exempted on your study plan. The approved subject exemption will be listed on your official Academic Record.**

**Note: You must finalise all your applications for exemption by the end of your first semester of your course at UTS. After which, no exemption applications will be entertained.**

**If you have further enquiries, please submit a request through Ask UTS at <http://ask.uts.edu.au/> or contact the Student Centre Haymarket on (02) 1300 275 887 or 1300 ASK UTS.**