

# Build your study program

## APPROVAL REQUEST PROCEDURE

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As stated on your offer letter, you can enrol in any units listed in the pre-approval list ([page 5 &6](#)) for your exchange study at Macquarie University.

However, if you wish to enrol units outside this list, you are required to apply for waiver first.

### 1. RESEARCH UNITS YOU WISH TO STUDY

Unit Information can be found using the following links:

- Handbook: <http://handbook.mq.edu.au/2017/>
- Course Syllabus / Subject Outline: <http://unitguides.mq.edu.au/units>
- Restricted Units are not open to exchange students: <http://www.mq.edu.au/study/international-students/how-to-apply/study-abroad-and-exchange/restricted-units>

You should only pick units:

1. Available in your enrolled semester (S2 = July – December; S1 = February – July)
2. Suitable to your level of study (UG = Undergraduate, PG = Postgraduate). In general, units on 100 - 400 level are UG subjects, above 400 level are PG subjects which won't be available to undergraduate students
3. You have met the prerequisites or equivalent at your home University

**You are NOT ALLOWED to choose units on the Restricted List**

### 2. APPLYING FOR WAIVERS (APPROVALS)

Once you have done your research and known which units you would like to study, you will need to apply for waiver (approval) for these units.

#### STEP 1. CHECK IF THE UNIT IS ON THE PRE-APPROVED LIST

- Yes, it is on the pre-approved list > You DO NOT need to submit a waiver request
- No, it is not on the pre-approved list > You are required to submit a waiver request

#### STEP 2. SET UP YOUR STUDENT ACCOUNT (ONE ID) AND PASSWORD

- Find your 8-digit Macquarie Student ID number at the top of your offer letter
- Please complete the steps at [First Time Login Page](#). Your student email account will be listed after completion.
- Having trouble setting up your account, please contact [IT Support](#)

### STEP 3. SUBMIT YOUR WAIVER (APPROVAL) REQUEST

*Exception: PG Psychology unit requests – please read Number 8.*

1. Log-in to <http://ask.mq.edu.au> with your [OneID to apply for unit waiver](#)
2. Click 'Special Approval (waiver)' from menu on the left (under 'Submit' section)
3. Select Prerequisite Waiver under 'Type of Request'
4. Fill in the required fields shown in screenshots below and click 'Submit'
5. You must attach a supporting document(s) – **full official transcripts of results achieved to date, with a certified English translation (if applicable) and the course outline (in English)**
6. You will receive an automated receipt email after submission to your Macquarie University student email account. [Sign in to check.](#)
7. If you require a waiver for multiple units, separate online applications will be required.
8. **Applicable only for PG Psychology requests - Please email Psychology Department Manager, [avril.moss@mq.edu.au](mailto:avril.moss@mq.edu.au) from your MQ student email address [first.last@students.mq.edu.au](mailto:first.last@students.mq.edu.au) incl. all units requiring a waiver.**

#### **Important notes:**

- Please check your student email regularly to monitor the progress of your waiver request
- The relevant faculty will process your request. Your Macquarie Abroad or Study Abroad adviser cannot access or process requests for waivers.
- Remember that if you seek approval to take a unit at Macquarie University, you should also seek approval from your home university to take the unit as part of your degree program.
- Keep in mind that the application period at Macquarie is a busy time for administrative staff and academics approving waivers, so there may be delays in receiving the outcome of your waiver requests. There are also time zone differences that may result in delays in getting things approved at your home university, so be sure to attend to any approvals you need as early as possible.

Example: if you are an undergraduate student and wish to study BBA 220 for your exchange study at Macquarie in session 2, 2016, you need to find out what is the pre-requisite for BBA220 on handbook (for example, 24 credit points), then apply for waiver by following steps.

Macquarie Home > ask.mq.edu.au

## ASK.MQ.EDU.AU

- Search MQ
- Ask MQ
- My Stuff
- View
  - Open Enquiries & Requests
  - Closed Enquiries & Requests
- Submit
  - A Question to MQ
  - Disruptions
  - Special Approval (Waiver)**
  - Grade Appeal
  - CPA Exemption
  - Internship/Placement
  - Status Letter
  - Transport Concession
  - Loans/Grants Application
  - Sustainability
    - Bike Hub

### REQUEST FOR SPECIAL APPROVAL (WAIVER)

Logout

Submit a Request for Special Approval if you would like to seek permission to study a unit that you are currently unable to enrol in for one of these reasons:

- You have not completed a prerequisite or corequisite unit or requirement. Prerequisites and corequisites are listed in the *Schedule of Units* in the [Macquarie University Handbook](#). Apply for a **Prerequisite Waiver**.
- You have failed a unit twice. Apply for **Enrolment after Twice Fail**.
- You require approval to enrol from the Executive Dean of the Faculty that teaches the unit. Apply for **Executive Dean of Faculty Approval**. Units that require Exec Dean Approval are listed in the [Handbook](#).
- You are an **Inbound Exchange/Study Abroad Student** who also satisfies one of the above criteria.

Exchange/ Study Abroad Students are **required** to submit a copy of their *home university transcript*.

**Type of Request**

What type of Special Approval are you seeking? \*

- Prerequisite Waiver
- Enrolment After Twice Fail
- Executive Dean of Faculty Approval

**Degree and Unit Details**

Unit of study that you wish entry to: \* BBA220 - S2 - North Ryde Campus x 2016

*(If the unit is offered in more than one study period, choose the study period you want to enrol in the unit in)*

Course/Degree Type: \* Undergraduate x

Please indicate the degree/course in which you are enrolled (or select other if you cannot find, or are not enrolled in a degree)

Course/Degree: \* Other

Course/Degree (Other Pls Explain):\* Exchange

- Program
- Student Information and Services
- ASK
- Higher Degree Research Extension Plans
- Compassion
- Other Course Requests
- Macquarie City Campus
- MQC Student Services Program
- Others

Special Approval Details

What is the prerequisite or corequisite you need waived to be able to enrol in this unit?  
 You can list more than one if required. \*

24cp ← Please list the prerequisites. Info can be found on handbook

Please provide relevant information that supports your request  
 You can attach any supporting documentation you wish to upload on the next page after submitting \*

My home university transcript is attached | ← Please prove that you have met the prerequisites

**Student Declaration**

Please tick →  I understand that provision of incorrect information may result in disciplinary action taken against me.

Once you click submit, you can attach the transcript on the next page

Submit Form
Cancel

Macquarie Home > ask.mq.edu.au

ASK.MQ.EDU.AU

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- **Submit**
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  - Grade Appeal
  - CPA Enrolment
  - Internship/Placement
  - Status Letter
  - Transport Concession

Thank you, your form has been submitted successfully.

Thank you for using Macquarie University's ask.mq.edu.au service. Welcome, Van Tri Vu Tran [Logout](#)

- Step 1 (Completed):** Submit details about your request for Special Approval
- Step 2:** If you would like to attach any documentation or review your request, [click on this link](#).

↑ You will receive a confirmation email and all further correspondence about your request for Special Approval to your [@students.mq.edu.au](#) email address.  
Tick here

**Add a note or attachment**

Upload file here

No file chosen

← Submit Note here

#### 4. LIST OF PRE-APPROVED UNITS

ABST100	Introducing Indigenous Australia
ACBE100	Academic Communication in Business and Economics
ACCG106	Accounting Information for Decision-Making
ACSC100	Academic Communication in Science
ACSH100	Academic Communication in the Social Sciences and Humanities
ACST101	Finance 1A
AHIS120	"Antiquity's Heirs: Barbarian Europe, Byzantium, and Islam"
AHIS140	Myth in the Ancient World
AHIS191	World Archaeology
ANTH150	"Identity and Difference: Introduction to Anthropology"
ANTH151	Human Evolution and Diversity
ASTR178	Other Worlds: Planets and Planetary Systems
BBA102	Principles of Management
BBA111	Organisational Behaviour
BIOL115	Genes to Organisms
BIOL122	Biological Basis of Behaviour
CBMS123	"Alchemy, Drugs and the Quest for Immortality"
CHN112	Chinese Calligraphy
CHN156	"Introduction to Chinese Culture (Background Speakers)"
COGS101	"Delusions and Disorders of the Mind and Brain"
COMP111	Introduction to Video Games
CRO108	Croatian Culture and Civilisation
CRO150	Introductory Croatian I
CUL121	"Seeing Culture: Politics of Visual Representation"
DMTH137	Discrete Mathematics I
ECH131	The Arts in Early Childhood Contexts
ECHE118	Infancy and Early Development
ECON110	Macroeconomic Principles
ECON111	Microeconomic Principles
ECON131	Quantitative Methods in Economics, Business and Finance
EDUC105	Education: The Psychological Context
EDUC106	Education: The Social and Historical Context
EDUC109	Science: Today and Tomorrow
ENGG100	Introduction to Engineering
ENGG141	"Digital Fundamentals and Numerical Techniques"
ENGL106	Literature and the Screen
ENV118	Environmental Management for a Changing World
FRN119	Basic Spoken French
GEOS125	Earth Dynamics
GEOS126	Marine Geoscience
HRM107	Introduction to Human Resources
ICOM101	Intercultural Relations

INTS102 China in World History  
 INTS104 Societies of Europe  
 ISYS100 IT & Society  
 ISYS114 Introduction to Database Design and Management  
 JPS124 Manga and Japanese Contemporary Culture  
 LEX101 Law, Human Rights and Global Governance  
 LING109 Language, Culture and Communication  
 LING111 Language: Its Structure and Use  
 MAS105 Media Cultures  
 MAS110 Introduction to Digital Media  
 MAS111 Introduction to Video Games  
 MATH111 Quantitative Methods for Science  
 MATH123 Mathematics 123  
 MATH130 Mathematics IE  
 MHIS114 The World Since 1945: An Australian Perspective  
 MHIS115 An Introduction to Big History  
 MKTG101 Marketing Fundamentals  
 MKTG127 Demographic Fundamentals  
 MMCS132 Performing Lives Futures  
 MUS102 Passion, Rebellion and Identity in Popular Music  
 PHL132 Happiness, Goodness and Justice  
 PHL134 Formal Logic  
 PHYS159 Physics for Global Citizens  
 PICT112 Strategy and Security in the Indo-Pacific Region  
 PICT113 Tactical Counter Terrorism Operations  
 PICT202 Policing and Crime  
 PLH120 Introductory Polish I  
 POL107 Thinking Politically  
 SOC180 Sociology of Everyday Life  
 SOC182 Economy and Society  
 SPED102 "Why People Believe Weird Things: Making Rational Decisions in an Irrational World"  
 STAT150 Quantitative Business Decisions  
 STAT170 Introductory Statistics  
 STAT175 Gambling, Sport and Medicine  
 GEOP604 "Special Topic in Environment C: Environment and Sustainability"  
 ITEC601 Enterprise Systems Integration  
 ITEC697 Computer Networks  
 MATH604 Mathematical Modelling