

# **Build your study program**

## APPROVAL REQUEST PROCEDURE

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: <a href="http://unitguides.mq.edu.au/units">http://unitguides.mq.edu.au/units</a>
- Restricted Units are not open to exchange students: <a href="http://www.mq.edu.au/study/international-students/how-to-apply/study-abroad-and-exchange/restricted-units">http://www.mq.edu.au/study/international-students/how-to-apply/study-abroad-and-exchange/restricted-units</a>

#### 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 <u>First Time Login Page</u>. Your student email account will be listed after completion.
- Having trouble setting up your account, please contact <u>IT Support</u>

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

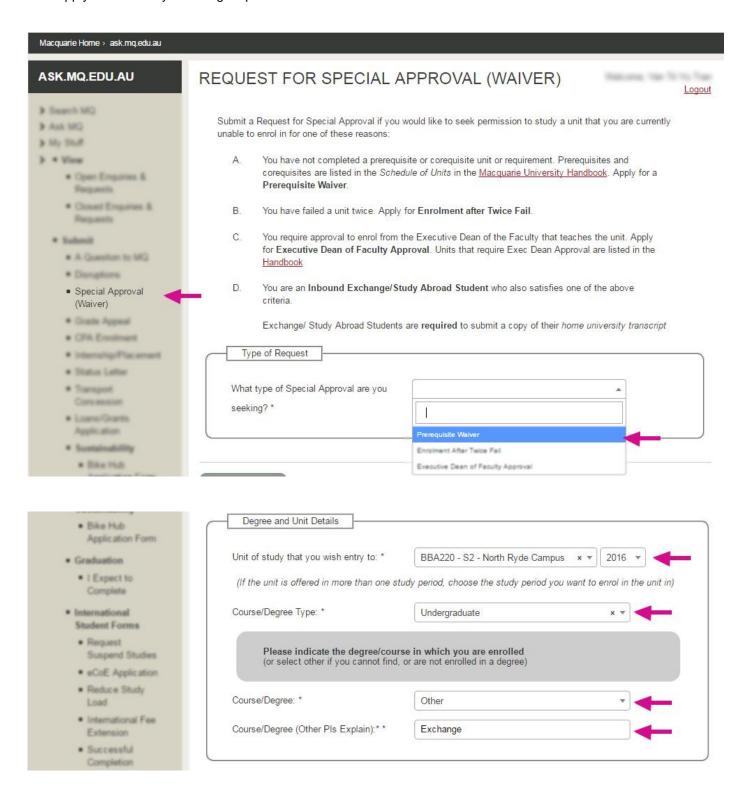
#### Exception: PG Psychology unit requests - please read Number 8.

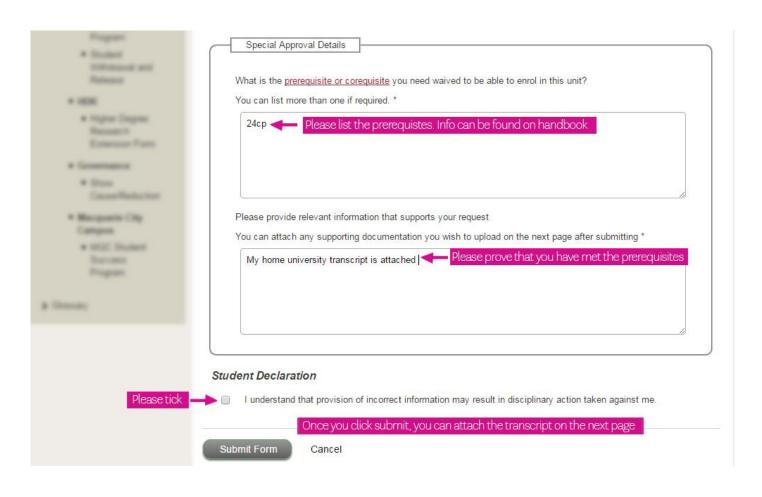
- 1. Log-in to <a href="http://ask.mq.edu.au">http://ask.mq.edu.au</a> with your <a href="OneID">OneID to apply for unit waiver</a>
- 2. Click 'Special Approval (waiver)' from menu on the left (under 'Submit' section)
- 3. Select Prerequisite Waiver under 'Type of Request'
- 4. Fill in the required fields 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 from your MQ student email address first.last@students.mq.edu.au incl. all units requiring a waiver.

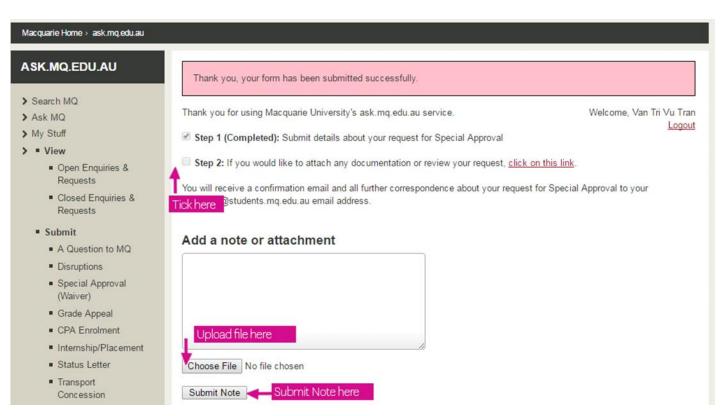
#### Important notes:

- 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.







### 4. LIST OF PRE-APPROVED UNITS

ICOM101 Intercultural Relations

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

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"

ITEC601 Enterprise Systems Integration ITEC697 Computer Networks

STAT150 Quantitative Business Decisions

STAT175 Gambling, Sport and Medicine

GEOP604 "Special Topic in Environment C: Environment and Sustainability"

MATH604 Mathematical Modelling

STAT170 Introductory Statistics