



Advanced standing, credit, waiver and exemption policy

The Combined Board of Postgraduate Studies for the Faculties of Dentistry, Medicine and Pharmacy approved the below policy on the 18 May 2005. The policy commenced on the 19 May 2005 and was last amended on the 5 August 2009.

1. Definitions

In this policy:

1.1 Award Course

An **award course** is defined as a formally approved program of study which can lead to an academic award granted by the University.

1.2 Embedded Program

An **embedded program** is defined as a sequence of award courses, usually consisting of two or three of the following awards, a graduate certificate, a graduate diploma and a masters degree. In general all of the requirements for the lesser award course equal a component of the requirements for the higher award course. A student may undertake the requirements for the graduate certificate and then if the student chooses to complete further specified study may be eligible for the award of the graduate diploma. Further specified study again may then also allow the student to be eligible for the award of the masters degree.

1.3 Embedded Award Course

An **embedded award course** is an award course, either a graduate certificate, a graduate diploma or a masters degree, within an embedded program.

1.4 Unit of Study

A **unit of study** is defined as the smallest stand-alone component of a student's award course that is recordable on a student's transcript.

1.5 Short course

A **short course** is defined as a course that:

- 1.5.1 is run by schools or disciplines of the University; and
- 1.5.2 has a content identical to a formally offered unit of study; and
- 1.5.3 is taught and assessed in the same way as an official unit of study; and
- 1.5.4 includes students who do not formally enrol or pay tuition fees to the Student Centre of the University of Sydney; and
- 1.5.5 will normally give students a certificate of attainment upon completion, from the school/discipline but not an academic transcript from the University of Sydney.

1.6 Advanced standing

The granting of **advanced standing** is based on previous attainment in another course at a recognized tertiary institution. It is granted in the form of credit points for coursework students, or full time equivalent (FTE) semesters for research students deducted from standard degree durations, which count towards the requirements for the course.

For coursework students, advanced standing may be granted as specific credit or non-specific credit.



1.6.1 **Specific credit:** The recognition of previously completed studies directly equivalent to a unit of study at the University of Sydney.

1.6.2 **Non-specific credit:** Takes the form of a block credit for a specified number of credit points in a particular subject area. It is not linked to a particular unit of study at the University of Sydney.

The academic record will therefore contain specific or non-specific credit for the particular course but no result.

1.7 Waiver

On the basis of previous study a candidate can be given a **waiver** thereby waiving the requirement for that candidate to complete a core unit of study (a 'waiver'). In such cases advanced standing is not granted and the candidate will be required to complete an alternative unit of study as prescribed by the faculty.

1.8 Exemption

An **exemption** is normally given to a candidate for a component of a unit of study, a partial exemption, such as for a specific lecture, tutorial, exam or assignment, thereby exempting the candidate from the requirement to participate in those component(s) of the unit of study. In specific circumstances an exemption can be given to a candidate for a whole unit of study, a full exemption, such as for the completion of a short course, waiving the requirement to participate in all components of the unit of study. The candidate would be required to enrol in the unit of study and pay the full fees liable for that enrolment. Results, as determined by the discipline / school, will be reported as part of the standard result reporting process for that semester.

2. Policy

2.1 Advanced Standing for coursework

2.1.1 Advanced standing for an award course may not be given for any units of study which have previously been, or will be, credited to the award of another award course except in the following instances:

2.1.1.1 Advanced standing for an award course can be given for units of study which have previously been credited to the award of another award course within the same embedded program.

2.1.1.2 Advanced standing can be given for units of study which have previously been credited to the award of an award course which is considered by the Combined Board of Postgraduate Studies to be equivalent to an award course within the same embedded program as the award course to which the credit shall be applied. For example credit can be given to the Master of Biostatistics for units of study credited to a Graduate Diploma in Biostatistics undertaken at another institution within the Biostatistics Consortium of Australia which is considered equivalent to the University of Sydney, Graduate Diploma in Biostatistics.

2.1.2 Advanced standing can be given for:

2.1.2.1 non award units of study which have not been previously and are not planned to be credited to the award of another degree, or

2.1.2.2 units of study completed within a courses from which the student has abandoned candidature (evidence must be provided).



Such credit is limited to a maximum of fifty percent of the credit points required by the award course to which the credit shall be applied, subject to the degree requirements of each award course as detailed in the faculty handbook.

2.1.3 Advanced standing can only be given for units of study completed within the time limits specified by the *University of Sydney (Coursework) Rule 2000 (as amended)* and the Academic Board's *Advanced Standing, Credit and Exemption Policy*, regardless of the date of award of the qualification.

2.1.4 Advanced standing will normally only be given for study completed at a University.

2.1.5 Where a coursework candidate is able to provide evidence such as a copy of a work report or a detailed letter from the relevant employer (please note a curriculum vitae is not considered evidence) of having covered the entire course content of a unit of study through prior work experience to a satisfactory standard, advanced standing may be given only if the unit of study is a core unit of the award course. If such experience is proven for elective units of study the candidate would be expected to undertake an alternative elective unit of study.

2.2 Advanced Standing for research candidatures

2.2.1 Credit for research candidatures must be requested at the time of application for admission to the degree. Requests for credit made after enrolment will not normally be considered.

2.2.2 A candidate who, at the date of admission to candidature to a higher research degree, has completed not less than 6 six months as a candidate for a master degree or doctorate in any faculty or board of studies of the University of Sydney, may be permitted by the Combined Board of Postgraduate Studies to be credited for the whole or any part of the period of candidature completed for the previous degree as a period of candidature completed for a new research higher degree in the Faculties of Dentistry, Medicine and Pharmacy, University of Sydney, provided that:

2.2.2.1 the period of candidature for the previous degree for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the faculty or board of studies concerned and directly related to the candidate's proposed course of advanced study and research for the new degree, and

2.2.2.2 the candidate shall have abandoned candidature for the previous higher degree for which credit is sought, and

2.2.2.3 the study has not previously been credited to the award of a degree.

2.2.3 A candidate who, at the date of admission to candidature to a higher research degree, has completed not less than six months as a candidate for a higher research degree in another university or institution may be permitted by the Combined Board of Postgraduate Studies on the recommendation of the faculty concerned, to be credited for the whole or any part of the period of candidature completed for the previous degree as a period of candidature completed for a research higher degree in the Faculties of Dentistry, Medicine and Pharmacy, University of Sydney, provided that:

2.2.3.1 the period of candidature for the higher degree of the other university or institution concerned for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor appointed by the other



university or institution concerned and directly related to the candidate's proposed course of advanced study and research in the University of Sydney;

2.2.3.2 the candidate shall have abandoned candidature for the higher degree of the other university or institution concerned for which credit is sought;

2.2.3.3 the amount of credit which may be so granted shall not exceed one year, except in exceptional circumstances as determined by the Academic Board;

2.3 Waiver

Waivers will be given up to a maximum of one third of the credit points for an award course.

2.4 Exemption

2.4.1 Partial Exemption for a unit of study

Candidates may be granted a partial exemption by the course coordinator based on the candidate providing satisfactory evidence of equivalent prior study.

2.4.2 Full Exemption for a unit of study for short course candidates

Candidates who have completed a short course run by schools or disciplines within the University but were not formally enrolled in a University of Sydney award course or non-award course at the time of undertaking the short course may later enrol in an award course. A full exemption for the equivalent unit of study in that award course may be sought provided such candidates have satisfied the assessment requirements.

A full exemption will not be granted for short courses completed more than two years before enrolment in the award course. This requirement may be waived by the faculty on the recommendation of the head of school/discipline or nominee if he or she judges that the candidate has used the skills developed in the course regularly since acquiring them. The head of school/discipline or nominee may require the candidate to satisfactorily complete a further assessment before recommending a full exemption.

Exemptions may be given for up to a maximum of one third of the credit points for an award course when based on short courses from the relevant school/discipline.

3. Procedures

3.1 Advanced Standing

The candidate applies in writing for advanced standing for:

- 3.1.1 specific credit for a coursework unit of study (coursework students) or,
- 3.1.2 non-specific credit for a number of credit points (coursework students) or,
- 3.1.3 credit for a number of FTE semesters (research students),

to the Postgraduate Student Administration Unit. The candidate must provide certified documentation of the previous study, such as certified academic transcripts. Advanced Standing will be granted subject to approval of the Chair of the Combined Board of Postgraduate Studies, Coursework Subcommittee or nominee on the recommendation of the head of school/discipline or nominee whose responsibility it is to assess the equivalency of the request in accordance with the course requirements.

The Postgraduate Student Administration Unit will inform the candidate of the outcome of the application for advanced standing. Any specific and/or non specific credit granted will be recorded by the Postgraduate Student Administration Unit on the candidate's academic record.

3.2 Advanced Standing for research candidatures



Candidates should request credit on the application to admission form and provide evidence of previous research study with original transcripts detailing the number of enrolled semesters and the attendance for those semesters. Candidates should also submit evidence, either a transcript or a letter from the institution to show that the candidature has been discontinued prior to enrolment. Advanced standing of up to one year will be granted subject to approval of the Chair of the Combined Board of Postgraduate Studies or nominee on the recommendation of the head of school/discipline or nominee whose responsibility it is to assess the equivalency of the request in accordance with the project proposal. In exceptional circumstances the Chair of the Combined Board of Postgraduate Studies or nominee may choose to recommend approval for credit of more than one year to the Academic Board. The Postgraduate Student Administration Unit will inform the candidate of the outcome of the application for advanced standing. The earliest and latest thesis submission dates of a research candidature will be adjusted according to any advanced standing granted.

3.3 Waivers

The candidate applies in writing for a waiver to the school/discipline. Waivers will be granted subject to approval of the head of school/discipline or nominee. The student must provide certified documentation of the previous study, such as certified academic transcripts. The school/discipline will inform the candidate and the Postgraduate Student Administration Unit of the outcome of the application for a waiver. The school/discipline will provide the candidate with alternative units of study to undertake for the award course.

3.4 Exemptions

3.4.1 Partial Exemption from a unit of study

In some circumstances, candidates may be eligible for an exemption for part of a unit of study, such as an assignment, exam, essay etc. In such cases the candidate must provide sufficient evidence to the course coordinator that the candidate has previously fulfilled the aims of this assignment / exam / essay, etc, to a satisfactory standard.

3.4.2 Full Exemption from a unit of study for short course candidates

3.4.2.1 The candidate enrolls in the unit of study that they have already completed as a discipline/school short course at the beginning of a semester in which the unit is timetabled.

3.4.2.2 The candidate requests a statement of fees for the unit of study from either the Postgraduate Student Administration Unit or the school student office.

3.4.2.3 the discipline/school pays the University's Fees Office the unit of study fee in accordance with the statement. If the unit of study fee on the statement is greater than the amount originally paid by the candidate for the short course, the candidate may be required to pay the discipline/school the difference.

3.4.2.4 At the end of the Semester in which the relevant unit of study is taught the discipline/school reports the result to the Student Centre as part of the standard results process. The candidate's result is then included on his/her academic record. Results cannot be entered before the end of semester; nor can they be entered without the candidate having been enrolled in the unit or in a semester in which the unit is not offered for study.



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4. Related information

Related University legislation, resolutions, policies and procedures include:

- 4.1 University of Sydney (Coursework) Rule 2000 (as amended)
- 4.2 Academic Board Advanced Standing, Credit and Exemption Policy
- 4.3 University of Sydney (Amendment Act) Rule 1999 (as amended)