

FACULTY OF BUSINESS

POSTGRADUATE RECOGNITION OF PRIOR LEARNING

POLICIES & PROCEDURES

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

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

Please note the following:

- Exemptions for **ELECTIVES** will **NOT** be granted from prior **undergraduate** study.
- Exemptions will be granted only for the course in which the student is currently enrolled.
- 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 granted in prior tertiary studies will not be granted, 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 (less than 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.
- Exempted subjects or prior studied subjects from previous UTS courses **CANNOT BE USED** as substitutions.

To apply for subject exemptions you must complete and submit the following:

- 1 Completed application for Subject Exemption (see over). Please fill up separate form for each 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 the UTS Faculty of Business, applicant must include 1 set of certified official subject outlines from the actual year of study, information should also include form of assessment and textbooks used. Hand-written or self-typed details will not be accepted unless accompanied by an official University letter and 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 the UTS Faculty of Business Executive Development Unit or Centre for Management Studies must also supply documentation.
- 5 Submit Subject Exemption Form plus documents, to the Student Centre Haymarket.

While every effort will be made to assess exemptions prior to enrolment, you **MUST NOT ENROL** in subjects for which exemptions are being sought.

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

Applications for subject exemptions will not be accepted if you do not include the above documents.



Associate Professor Ben Hunt
Associate Dean, International and
Head, Graduate School of Business

If you have further enquiries, please submit a request through Service Desk at servicedesk.uts.edu.au contact the Student Centre Haymarket on (02) 9514 3660