

***Important Message from the Department of Business:***

**FOR STUDENTS REQUIRING EXEMPTIONS FOR **STUDENT EXCHANGE PROGRAM****

Student Exchange Approval Forms via email will no longer be accepted. These will **ONLY** be accepted in person, with the following information:

**❶ On the Student Exchange Approval Form:**

- 1) Unit you would like deemed as equivalent.
- 2) If you don't have any specific unit, it can be assessed under unspecified 100, 200 or 300 levels, tell us which level you prefer.

**❷ Attach a copy of your unofficial transcript** (obtainable from Student Enquiry Service, free of charge)

**❸ Attach the Official Unit Outline from Overseas institution including the following information:**

- 1) Required textbooks and recommended reading for the unit.
- 2) Number of face-to-face teaching hours.
- 3) Weight of the unit (e.g. 3 credit points)
- 4) Number of credit points required for the degree
- 5) If unit outline is printed from the web → please provide URL/website link  
If unit outline is emailed from institution → please provide proof of correspondence

**This will then be assessed by the relevant academic.**

The following example is **NOT** sufficient and will not be processed:

GLB 401 - Global Business Integration

Course Detail			
Units	4		
Grading Basis	Student Option	Repeatable	Units
Course Components	Lecture	Required	0.00
Check the Class Schedule offerings for fee information.			
Enrollment Information			
Enrollment Requirement	Pre-Requisites: Must be Global Mgt student with professional status AND have total of 87 or greater University Cum hours AND completed with a C or better OPM 301 AND FIN 300 or 301 AND MKT 300 or 301 AND GLB 303, HRM 410 or MGT 301.		
Requirement Designation	Satisfies General Studies - L		
Description			
Provides an integrative framework for global corporate strategic analysis and opportunities for integrated decision making in actual and simulated businesses.			

The following subjects will automatically be rejected:

MKTG305 if not in BCom-Mktg degree	BBA350, BBA351 and BBA360 if not in BBA degree
BUS301, BUS302 if not in BIntBus or BeBus or BBA(International Studies) Degree	BUS303 if not in BIntBus or BBA(International studies) Degree
HRM307, HRM317 if not in BBA or BHRM Degree	HRM327 if not in BHRM degree

**Note:** You need to meet the prerequisites of the exemption you are seeking, as if you were studying the unit at Macquarie University

Please allow **2-7 working days for processing**. This lead time is required as academics are not always available Monday to Friday during normal business hours. Please do not submit your forms to the Department 1-2 days before the deadline – if enough notice is not given there is no guarantee your form will be processed. You will be informed of the outcome via email/telephone.

**What if I cannot obtain the unit outline from the overseas institution on the web?**

- You need to **contact the unit convenor** of the subject you want to undertake overseas **DIRECTLY** (e.g. email the lecturer overseas and ask him/her for the unit outline).
- If you cannot contact anyone in the overseas institution, try **contacting** your **Student Adviser at Macquarie International**. He/she might be able to suggest other ways of obtaining an outline, or be able to act on your behalf.

**PLEASE HAND YOUR STUDY EXCHANGE FORM FOR BUSINESS SUBJECTS TO:**

**Kelvin Phe, E4A 624 – Tel: (02) 9850 8583**

***Thank you for your cooperation, and enjoy your studies abroad!***