

Exemptions / Recognition of Prior Learning (RPL)

What documents do I need?

Please read the following information carefully:

Students seeking exemption from SIBT units must provide the following documents:

1. **A transcript of your academic record** or results **or** a certified copy of the original with certified English translations (if necessary). The transcript should be on an institution letterhead and indicate all subjects attempted and grades achieved.

Note: *You must have studied in a Bachelor's level course or graduated from the Diploma course and your transcript shows that you have completed the course to apply exemptions for a Diploma course.*

2. **Detailed unit outlines** (in English) for every unit, which contain:
 - A **detailed** summary of the content/topics covered by the unit (week by week) with relevant text book chapters listed
 - Length of time needed to study the unit.
 - Details of assessment of the unit.
 - List of textbooks and reference books.

The name of the unit on the Unit Outline or the code MUST BE THE SAME AS the name of the unit on the transcript.

3. An Application Form showing which units you are applying for. These units must be the units from your selected Certificate, Diploma or Advanced Diploma stream. The maximum number of possible exemptions allowed at Certificate/ diploma level is four (4). A student who studies for an Advanced Diploma may apply for an additional two (2) exemptions when you have completed 8 Diploma units.

This information must be authentic and clearly identified as provided by the institution where the unit/units were studied (this means the information must be either on official letterhead and/or stamped by an official school or college seal).

- Please do not enrol in units you are applying exemptions for, as SIBT will not process the exemptions for those units you enrolled in.
- For Diploma/ Advanced Diploma Students:
All documents are then sent off to the relevant Macquarie University department where a designated exemptions officer assesses and approves them.
- Please allow **4 weeks** for all exemptions application to be processed.
- Application for NEW students:
 - Agents must send the originals or certified copies of originals documents, which clearly provided by the institution where the student studied.
 - If documents are not authenticated, the exemptions process will be delayed until authenticated documents can be provided.
 - **Note:** If documents are a translation, they **should be certified by the institution** as proof that they are copies of the original. Certified copies of the original untranslated documents must be submitted with the translated copies.

I have read and understood the above information regarding SIBT exemptions process.

Name (Please print) Date



Signature of applicant.....

Exemptions Application Form

Note: Please ensure you have read and signed the above information form

1. Personal Details

Family Name Other Names.....

SIBT Student ID (provided on SIBT offer letter).....

Campus: SIBT - Macquarie University SIBT - Macquarie City Campus

Contact Address.....

..... Postcode.....

Telephone (Home)..... (Mobile).....

Email Address

2. Name of Course you intend to study at SIBT & Macquarie University:

3. Exemptions information

Please provide the name of the SIBT Unit(s) for which you wish to apply for exemption, equivalent subjects studied and the name of the course and institution where subjects were studied.

SIBT Unit For Exemption	Unit Equivalent from previous study	Course and Institution where the subject(s) was studied
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6

This application WILL NOT BE ACCEPTED unless you have attached both TRANSCRIPT and UNIT OUTLINES for each unit you have studied that you apply an exemption for.



in association with



4. Signature and date

Please sign and date this application as your assurance that the information contained in the application is accurate.

Name (*Please print*)

Signature of applicant

Date

Where do I submit my application?

For NEW Students: Submit the application to **SIBT Admissions**

- **Via email to:** admissions@sibt.nsw.edu.au
- **Or post to:**
SIBT Admissions
Sydney Institute of Business and Technology
At Macquarie University, Balaclava Road,
North Ryde, NSW 2109 Australia
- **Or fax to:** (612) 9850 6223

For CURRENT Students:

Submit the application and attach both TRANSCRIPT and UNIT OUTLINES for each unit you have studied to SIBT Office.