

CONVEYANCING – LAW AND PRACTICE

CREDIT FOR PREVIOUS STUDIES

EXEMPTIONS

Exemptions may be granted when an applicant can demonstrate that they have successfully completed studies of very similar material as part of another recognised course.

The major part of the content of a Macquarie University **Conveyancing – Law and Practice** unit must have been completed in previous studies in order to qualify for an exemption. As each of the eight units which make up the **Conveyancing – Law and Practice** course is broad in scope, it is sometimes the case that while an applicant has previously studied a related topic, their studies have not covered a sufficient amount of the content of the relevant unit.

Please note that only in the most exceptional circumstances is an applicant granted exemptions from more than two (2) units.

Exemptions are not given for **Foundation Legal Knowledge, Professional Skills 1 or Professional Skills 2**.

Please note: **Exemptions are not given for work experience.**

It is your responsibility to make a case for an exemption based on your previous studies. You must demonstrate that you have covered the major part of the content of a Macquarie University **Conveyancing – Law and Practice** unit in your previous studies. Detailed outlines of the **Conveyancing – Law and Practice** units are available from the Conveyancing Program Office (telephone: 02 9850 6829).

Exemptions are assessed by a member of the academic staff.

APPLYING FOR AN EXEMPTION

If you believe that you may qualify for an exemption, you should complete the attached Exemption Request form and submit with a covering letter summarising how your previous studies cover a major part of the content of a Macquarie University Conveyancing – Law and Practice unit. You must also include outlines of the relevant subjects previously studied. (These outlines should be from the relevant teaching institution). A copy of your official results for the relevant courses must also be included.

Your **Exemption Request** should be forwarded to the Conveyancing Program Officer and must be received by the relevant Closing Date for New Applications. Your request will be assessed by a member of the academic staff

You will be notified of the result of your **Exemption Request** and the exemptions you have been granted approximately 3 weeks after the relevant Closing Date for New Applications.

If your request is not successful you will receive written notification of your ineligibility for exemptions



CONVEYANCING – LAW AND PRACTICE

EXEMPTION REQUEST

(This form must be completed by applicants applying for exemptions)

FAMILY NAME: _____

GIVEN NAME/S: _____

ADDRESS: _____

POSTCODE: _____

DAYTIME TELEPHONE: _____

MOBILE: _____

EMAIL: _____

Signature: _____ **Date:** _____

You **MUST** attach the following documentation to your exemption request:

- A covering letter detailing in which unit/s you are requesting exemptions (e.g. Contracts, Revenue Law). Your covering letter must summarise how your previous studies cover a major part of the content of a Macquarie University *Conveyancing – Law and Practice* unit.
- Course Outline/s of the relevant subject/s previously studied. (These course outlines should be from the relevant teaching institution).
- A copy of your official results for the relevant subject/s previously studied.

Your **Exemption Request** must be received by the relevant Closing Date for New Applications. Please email to conveyancing@mq.edu.au or send by mail to:

Conveyancing Program Office
Centre for Open Education
Level 1, Building X5B
Macquarie University NSW 2109