



AGSM @ UNSW Business School

Part-time MBA and Graduate Certificate Programs

Recognition of Prior Learning (Credit Transfer) Procedure

The AGSM seeks to ensure the highest quality learning experience for all students. When a student can demonstrate mastery in a specific topic area, AGSM Programs may award Recognised Prior Learning (RPL) for that course.

In all cases, RPL is at the discretion of the Program Authority; this RPL procedure may change at any time without notice. The ability to apply for RPL is strictly governed by the guidelines below:

- Prospective students are expected to apply for RPL during their application process
- In accordance with UNSW Recognition of Prior Learning (Coursework Programs) policy, students may be granted RPL for no more than up to 50% of a UNSW Award program
- All courses submitted for consideration for RPL must have been completed in English

AGSM MBA (Executive)

- RPL is not available for the Executive Year (EY) courses
- Except where noted below, credit offered for RPL is limited to up to 2 Core courses and *not* available for Elective courses. Students who can demonstrate that they have previously met the requirements of more than 2 Core courses will be permitted to substitute electives for core courses.

Postgraduate degrees and courses
<ul style="list-style-type: none"> • Specified RPL may be granted for postgraduate degrees and courses completed up to 10 years prior to application where there is a 70% or greater match in course content • Students must demonstrate a level of mastery equivalent to a Credit (65) or better
Undergraduate degrees
<ul style="list-style-type: none"> • Specified RPL may be granted for undergraduate degrees, subject to meeting the criteria below: <ul style="list-style-type: none"> • With either a Major or Specialisation in the course topic requested and a level of mastery equivalent to a Credit (65) or better • Where the undergraduate degree was completed up to 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 2 years or more. Professional Reference(s) are required to support the application • Where the undergraduate degree was completed more than 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 5 years or more. Professional Reference(s) are required to support the application.

AGSM's Graduate Certificates and The Centre for Social Impact's Graduate Certificate in Social Impact (GCSI)

- Graduates of AGSM's Graduate Certificates or The Centre for Social Impact's Graduate Certificate in Social Impact (GCSI), with a Credit average (65) or better may be eligible for RPL of up to 4 specified courses, if the courses were completed up to 10 years prior to application
 - GCCM & GCSI - 1 unspecified Core and 3 specified Electives
 - Other AGSM graduate certificates - courses will be mapped across to the appropriate Core and Elective courses

AGSM Executive Education

- RPL for two unspecified elective courses may be granted for students who have successfully completed an AGSM Certificate of Executive Management & Development (CEMD) or the Westpac Certificate of Executive Leadership Program (CoEL) via AGSM Executive Education up to 4 years prior to application
- RPL for two specified courses may be granted for students who have successfully completed the Special Operations Leadership Program up to 4 years prior to application

Professional Qualification (eg. CAANZ, CPA Australia, CFA, AICD)

- Students seeking this RPL must provide confirmation of current membership in Good Standing from the relevant institute
 - Current CAANZ/CPA Australia members in good standing are eligible for RPL for two Core courses: AGSM6210 Accounting and Financial Management and AGSM6321 Corporate Finance
 - Current CFA members in good standing are eligible for RPL for one Core course: AGSM6321 Corporate Finance
- Graduate of the Australian Institute of Company Directors (GAICD) may be eligible for RPL of 1 specified elective course, if the Company Directors Course was completed up to 4 years prior to application

Others

- RPL for up to 2 unspecified elective courses may be granted for students who have successfully completed MBS' Murra Business Program with a level of mastery equivalent to a Credit average (65) or better

AGSM MBAX (Online)

- RPL may be made available for core courses
- Except where noted below, credit offered for RPL is limited to Core courses and RPL is *not* available for MBAX Specialisation courses
- RPL is not available for Capstone courses

Postgraduate degrees and courses

- Specified RPL may be granted for postgraduate degrees and courses completed up to 10 years prior to application where there is a 70% or greater match in course content
- Students must demonstrate a level of mastery equivalent to a Credit (65) or better

Undergraduate degrees
<ul style="list-style-type: none"> • Specified RPL may be granted for undergraduate degrees, subject to meeting the criteria below; <ul style="list-style-type: none"> • With either a Major or Specialisation in the course topic requested, and a Credit average (65) or better • Where the undergraduate degree was completed up to 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 2 years or more. Professional Reference(s) are required to support the application • Where the undergraduate degree was completed more than 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 5 years or more. Professional Reference(s) are required to support the application
AGSM's Graduate Certificates and The Centre for Social Impact's Graduate Certificate in Social Impact (GCSI)
<ul style="list-style-type: none"> • Graduates of AGSM's Graduate Certificates in Change Management (GCCM) or The Centre for Social Impact's Graduate Certificate in Social Impact (GCSI), with Credit average (65) or better may be eligible for RPL of up to 4 specified courses into the MBA (Change) or MBA (Social Impact) respectively, if the courses were completed up to 10 years prior to application • Graduates of other AGSM graduate certificates with Credit average (65) or better may be eligible for RPL of up to 4 specified courses within the chosen MBAX specialisation if the courses were completed up to 10 years prior to application.
AGSM Executive Education
<ul style="list-style-type: none"> • RPL for two courses may be granted for students who have successfully completed an AGSM Certificate of Executive Management & Development (CEMD) or the Westpac Certificate of Executive Leadership Program (CoEL) via AGSM Executive Education up to 4 years prior to application. Programs undertaken at AGSM Executive Education will be mapped across to the appropriate Core and/or Specialisation Courses. Unspecified core course credit(s) may be granted if programs undertaken at AGSM Executive Education cannot be mapped across to any specific course(s) within the chosen specialisation. • RPL for two specified courses may be granted for students who have successfully completed the Special Operations Leadership Program up to 4 years prior to application
Professional Qualification (eg. CAANZ, CPA Australia, CFA)
<ul style="list-style-type: none"> • Students seeking this RPL must provide confirmation of current membership in Good Standing from the relevant institute <ul style="list-style-type: none"> • Current CAANZ/CPA Australia members in good standing are eligible for RPL for two Core courses: AGSM6210 Accounting and Financial Management and AGSM6321 Corporate Finance • Current CFA members in good standing are eligible for RPL for one Core course: AGSM6321 Corporate Finance • Graduate of the Australian Institute of Company Directors (GAICD) may be eligible for RPL of 1 specified core course, if the Company Directors Course was completed up to 4 years prior to application
Others
<ul style="list-style-type: none"> • RPL for up to 2 unspecified elective courses may be granted for students who have successfully completed MBS' Murra Business Program with a level of mastery equivalent to a Credit average (65) or better

AGSM Graduate Certificates

- RPL may be granted for up to 2 courses
- Where an AGSM CEMD is credited, the remaining 2 courses must be approved AGSM Award courses specific to the Graduate Certificate specialisation
- Except where noted below, RPL is not available for Elective courses

Postgraduate degrees and courses
<ul style="list-style-type: none"> • Specified RPL may be granted for postgraduate degrees and courses completed up to 10 years prior to application where there is 70% or greater match in course content. Students must demonstrate a level of mastery equivalent to a Credit (65) or better
Undergraduate degrees
<ul style="list-style-type: none"> • Specified RPL may be granted for undergraduate degrees, subject to meeting below criteria <ul style="list-style-type: none"> • With either a Major or Specialisation in the course topic requested, and a Credit average (65) or better • Where the undergraduate degree was completed up to 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 2 years or more. Professional Reference(s) are required to support the application • Where the undergraduate degree was completed more than 6 years prior to application, students must demonstrate recent, professional management experience in that specific area of 5 years or more. Professional Reference(s) are required to support the application
AGSM Executive Education
<ul style="list-style-type: none"> • RPL for two courses may be granted for students who have successfully completed an AGSM Certificate of Executive Management & Development (CEMD) or the Westpac Certificate of Executive Leadership Program (CoEL) via AGSM Executive Education up to 4 years prior to application. Programs undertaken at AGSM Executive Education will be mapped across to the appropriate Core and Elective Courses. Unspecified credit(s) will be granted if programs undertaken at AGSM Executive Education cannot be mapped across to any specific course(s) within the chosen Graduate Certificate program. • RPL for up to two specified courses may be granted for students who have successfully completed the Special Operations Leadership Program up to 4 years prior to application. Courses will be mapped across to the appropriate Core and Elective courses
Professional Qualification (eg. CAANZ, CPA Australia, CFA)
<ul style="list-style-type: none"> • Students seeking this RPL must provide confirmation of current membership in Good Standing from the relevant institute <ul style="list-style-type: none"> • Current CAANZ/CPA Australia members in good standing are eligible for RPL for up to two Core courses: AGSM6210 Accounting and Financial Management and AGSM6321 Corporate Finance, if applicable • Current CFA members in good standing are eligible for RPL for up to one Core course: AGSM6321 Corporate Finance, if applicable • Graduate of the Australian Institute of Company Directors (GAICD) may be eligible for RPL of 1 unspecified elective course, if the Company Directors Course was completed up to 4 years prior to application

Applying for RPL

- It is expected that students commencing their studies with formal and/or informal learning will apply for RPL during their Admissions phase
- Students who obtain accreditation for other studies obtained *during* their studies with AGSM may apply to Student Experience for information about applying for RPL subject to the conditions below
 - Students considering undertaking study at another institution while also enrolled in a degree program at UNSW should note that both institutions need to be applied to and approve this proposed concurrent enrolment prior to commencement. Applications for RPL for unapproved courses undertaken at another institution while enrolled in an AGSM Award program will not be considered available for any kind of RPL. See [UNSW's Multiple Enrolment Rules](#) for more information
 - If students finalise new formal learning accreditation after commencing their Award Program at AGSM (e.g. completing an Accounting degree commenced but not completed when entering the program), and wish to apply for RPL, they must advise Admissions of the incomplete study at the time of Admissions and not enrol in that course in the interim. Once they have completed their study, they should make their RPL application and await the outcome. Current student RPL applications are submitted via the [UNSW Student Web Forms site](#). Your application will be considered in line with the above criteria for formal learning accreditation attained after your commencement.
 - See also the [UNSW Student Web Forms site](#) to apply to undertake an External Course or Cross Program Enrolment

Step 1 - Read and abide by AGSM's Part-time MBA and Graduate Certificate Programs RPL Protocol and Procedure

Step 2 - Familiarise yourself with the program, structures, course summaries and overviews on the AGSM website

Step 3 - For assessment, please include all required documents including a completed [RPL application form](#) and forward to AGSM Recruitment and Admissions team. Please note: current AGSM students should submit their applications via the [UNSW Student Web Forms site](#).

- Documentation supporting your application must be in English. Documents which are not originally in English must be translated by a NAATI certified translator and certified.

Timing

Students should anticipate being notified of the outcome of their application within 3 weeks of receipt of all required documentation as outlined on the application form. An incomplete application will not be considered.

Possible outcomes

Successful: Approved RPL will be included in your Letter of Offer. Unless you formally decline the offered RPL, in due course, it will appear on your Academic Statement; with the Grade if an UNSW course and as 'T' (for transfer) for external courses. It is your responsibility to check details are correct in myUNSW within your first Term.

Declined: RPL is not approved at the discretion of the Program Director. RPL decisions are final and there will be no correspondence.

Waiver offered: You have been approved not to do the course but have not been credited the Units of Credit (UOC) and will need to choose another course to study.

Please note

Recognising equivalencies

- a level of mastery equivalent to a Credit (65) or better is required and non-negotiable. Please note the average AGSM MBA WAM on completion is between 74-76.

Timing

- It is important to finalise RPL during Admissions as some scholarship and financial arrangements cannot be altered once commenced

RPL and Internal Program Transfer

- If transferring between AGSM programs, students may lose RPL already granted, for example if it is no longer within AGSM's 6-year timeframe and/or within the eligible criteria for that program
- Except where noted in articulation through qualifications, a course cannot be recognised for RPL more than once

RPL and Program Extensions

- If requesting an extension of the timeframe for your program, please note that previously awarded RPL may 'drop' off if it is no longer within AGSM's 6-year timeframe.

WAM following RPL

- If the RPL approved is for course(s) completed at other institutions, grades achieved for those courses will not be included on your Academic Statement, official UNSW Academic Transcript or in the calculation of your Weighted Average Mark (WAM)
- If the RPL approved is for course(s) completed at UNSW, grades achieved for the specific course(s) will be included on your Academic Statement and will be included in the calculation of your WAM for your new program but will not appear on your official UNSW Academic Transcript under your new program. The courses will remain on your academic transcript under your old program.

RPL and International options

- In all International programs, preference is given to students who have undertaken more AGSM courses and those more progressed in their program. Some International offerings have other terms and conditions which will be made available at the time of applications opening.
- If applying for Traditional Exchange, students must have undertaken a minimum of 4 Core courses, at least half of those must be AGSM courses
- If applying for Global Network Week(s) or Alternative (Intensive) Exchange, students must have undertaken a minimum of 2 AGSM Core courses to be eligible to apply.

Remove RPL

- In some circumstances a person may wish to remove previously approved RPL, for example if they wish to undertake a course and have no 'room' left in their program. Please discuss with Student Experience if you wish to explore this option.

More information

The AGSM Programs' RPL procedure aligns with the [UNSW Credit Transfer Policy](#).

UNSW and AGSM regularly review policies, protocols, and procedures. Changes may impact a student during their academic progress. AGSM will update documentation on the website and Student Intranet in real time and announce any changes in the Newsletter and via the AGSM Student Community Channel on Microsoft Teams.

AGSM Part-time MBA and Graduate Certificate Programs Recognition of Prior Learning (Credit Transfer) Procedure

Current version: 010921, effective from 1 September 2021

Historical version: 150819, effective 15 August 2019 to 31 August 2021

Next review: April 2022