



TEACHING & LEARNING OPERATIONAL GUIDE No 1

Topic: UNIT PREREQUISITES

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Attention: Heads of School, School Enrolment Officers, Degree Coordinators

- Unit prerequisites are to be enforced except for very special reasons. If a prerequisite for a unit is waived on a regular basis, the School should consider if it is appropriate to retain it.
- Heads of School are responsible for managing TCE and similar prerequisites for Year 1 units.
- All other prerequisite, i.e. where passing one unit is required for entry to another unit, are to be managed as detailed below.
- When a Head of School considers the waiving of a prerequisite is justified, s/he should make a written recommendation to the appropriate Degree Coordinator. Only the Degree Coordinator is in a position to review the student's recent overall performance and current program before deciding if the request should be granted.
- The fact that a student is a full fee-paying international student is not an acceptable reason for waiving a prerequisite. All students, local and overseas, enrolled in a full program are to be treated in the same manner. Clearly, special arrangements prevail for overseas students who enrol in units as part of a short-term visit, e.g. Study Abroad programs.

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