

INTERNAL COURSE TRANSFER POLICY AND PROCEDURES

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Internal Course Transfer Policy and Procedures

1. Purpose

This document sets out the underlying framework and steps to be followed when a student wishes to transfer to a different MHE course of study or a different major to that in which they are currently enrolled. The Internal Course Transfer Policy and Procedures are aligned with applicable Australian Government legislation including the *National Code of Practice for Providers of Education and Training of Overseas Students 2018* (National Code).

2. Scope

The Policy and Procedures apply to MHE students who wish to amend their enrolment by either transferring to a different course or to a different major in the course in which they are currently enrolled. This may include both students planning to either transfer to a different course for the purposes of graduating or for continuing study. The Policy and Procedures do not apply to MHE students who have recently completed the requirements for a MHE qualification, and who wish to undertake an additional MHE qualification. In the latter case, these students should refer to the Admission Policy and Procedures.

3. Definitions

CoE – An abbreviation for Confirmation of Enrolment, which is a document issued by MHE after a student has signed an Offer Letter for a MHE approved course. It formalises the student's enrolment in that course. The CoE is issued by MHE on behalf of the Federal Department of Education to meet international student visa requirements.

Offer letter - A document issued by MHE to a qualified student seeking to enrol in a MHE course. It is signed only by the student and, once signed, becomes the formal contract between MHE and that student. One Offer Letter only is issued for each course of study to any one student.

PRISMS - The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Federal Department of Education by registered providers.

4. Policy Statement

A student may transfer between MHE courses and majors within a course. Such internal transfers may be approved by the Dean or delegate for reasons that may include:

- The student is performing poorly in their current course and believes that they may achieve better results in the other course
- The student has decided on a different career direction.
- To allow a student to graduate by articulating down to a lower-level award.

A student's academic standing and progression will carry over from their previous course, if applicable and within the confines of MHE's Advanced Standing Policy. Students currently with a status of suspension or exclusion are ineligible to apply for an internal course transfer.

5. Procedures

5.1 Application for an Internal Course Transfer

Before submitting an application, a student must seek academic advice from their Course Coordinator to discuss academic progression consequences and their eligibility to graduate with the new course. International sponsored students must also first seek written approval from their sponsor to change their course.

A student who wishes to apply for transfer to another course or to amend an existing course by enrolling in a different major, must submit a completed Internal Transfer Application Form to the Student Administration Manager. A student must complete the online form before the beginning of a study period, or at the latest by one week before census date (to allow the assessment of the application, and necessary enrolments to be actioned by census date). Any applications later than one week before census will only be considered for the next study period.

After submitting an application, a student will receive an email in their MHE Email account acknowledging their application and providing details of the rest of the application process, including dates and deadlines.

5.2. Consideration of the Internal Transfer Request

The application for an internal course or major transfer will be considered by the Dean in consultation with the relevant Course Coordinator and other appropriate academic staff as deemed necessary by the Dean to best inform the decision. A student may be interviewed as part of the application process.

Approval of applications will be dependent on the student meeting the admission criteria as well as places being available in the course or major for which student is applying to transfer. Applications will be rejected where:

- A student is deemed ineligible to apply
- A course is withdrawn, and is no longer offered (teach-out) or,
- New course operational restrictions do not allow course transfers, as determined on a case-by-case basis by MHE.

5.3 Timing

Students will receive notification of the outcome of course transfer or amendment application normally within ten (10) working days of receipt by the Registrar's Office or Student Administration of the decision by the Dean. The result of their application will be emailed to their MHE email account.

5.4. Outcome of Internal Course Transfer Application

5.4.1. On receipt of the approved internal transfer application, the Registrar's Office or student administration will communicate the outcome to student via MHE email address. The email will include:

- A new Letter of Offer and Written Agreement for the course including, but not limited to, credit awarded, duration, fees and related policies
- a completion/progression plan indicating units to complete and,
- a new CoE (for international students).

5.4.2. Students must indicate their acceptance of the Letter of Offer for the new course by signing and returning the Written Agreement to the Registrar's Office or Student Administration. Their enrolment in the new course will be processed in accordance with the Admission Policy and Procedures.

5.4.3. The following applies once a student accepts a course transfer offer.

- Domestic students are required to submit a Commonwealth assistance form for new course
- For international students, once the signed Written Agreement has been received, the Registrar's Office or Student Administration will report this to the Federal Department of Education by completing a variation to course via the Provider Registration and International Student Management System (PRISMS). The length of the new COE for the new course will depend on how many exemptions a student has been awarded.
- A change to a course of study may affect the visa status of international students. International students will be advised to notify the Department of Home Affairs (DHA) if the change of course application is approved.
- If a student has received an offer as a result of Internal Transfer Application, they should not lodge a course withdrawal application for the previous course. After the census date of the first session in new course, MHE will automatically withdraw the student from their previous course, subject to all pending results being finalised.
- Any unit enrolment from the old course will be transferred to the new course (where applicable). Once unit enrolments have been transferred to the new course, students can then alter their enrolment, by adding or withdrawing units.

5.4.4. A student may be entitled to have units automatically credited to the new course. Course transfer recognition of prior learning will automatically be applied where the unit number and version number are identical in each course. In such cases, the unit grade will be recorded for the course to which the student has transferred. Units are automatically credited to students' new course through an internal course transfer procedure.

In all other cases, recognition of prior learning is not automatic and an application for recognition of prior learning must be made. For more information see the MHE Advanced Standing Policy and Procedures.

5.5. Review of unsuccessful Internal Course Transfer Application

Students who are denied an internal course transfer will be notified in writing within ten working days. The notice will clearly explain the reasons for the refusal and information about their right to appeal.

Students who wish to appeal an unsuccessful Internal Course Transfer Application may follow the procedures set out in the Student Grievance Policy and Procedure. They may appeal within twenty (20)

working days of receiving their notice. MHE will not finalise alterations to the student's status in PRISMS until:

- the appeal finds in favour of MHE, or
- the student has chosen not to access the complaints and appeals processes within the twenty working day period, or
- the student withdraws from the process.

6. Responsibilities

The Registrar's Office or Student Administration Manager is responsible for ensuring all relevant documentation (application, supporting documentation and all incoming/outgoing correspondence) is scanned to the student's file.

7. Implementation and communication

This procedure will be implemented and communicated through MHE via:

- Announcement on MHE's webpage
- Student orientation
- Student handbook.

8. Associated Documents

Student Admission Policy and Procedures

Student Grievance Policy and Procedures

Academic Progression Policy and Procedures

Advanced Standing Policy and Procedures

9. Version control and change history

Version	Approval date	Approved by	Summary of changes
1.0	29th July 2022	Academic Board	

10. Reference /Benchmark

The University of Sydney

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International College of Management Sydney