



**EXCELSIA**  
**COLLEGE**  
Sydney - Australia

**Document Name**

**INTERNAL TRANSFER OF COURSE POLICY AND PROCEDURE**

**Document Number**

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## Purpose and Scope

To define a uniform policy and process for handling requests from students currently enrolled in an Excelsia College course to transfer to another Excelsia College course. This policy also seeks to provide for transparent, fair and equitable treatment of all applicants seeking course transfer. This policy must be read in conjunction with the *Student Selection and Admissions Policy and Procedure*.

## Definitions

- A **course** is defined as an Excelsia College accredited award course of study
- An **applicant** is anyone seeking to either be approved or be admitted into an Excelsia College course
- **Course transfer** refers to the process of a currently enrolled student ceasing one course of study and being approved to study any other award course (at a higher or lower AQF level). This process may or may not have credit transfer implications depending on the circumstances of the transfer situation.

## Responsibility

The following people have a responsibility in relation to this procedure:

- The Admissions Review Committee
- The Learning and Teaching Committee
- The Academic Board
- Registrar
- Heads of Schools
- Any other persons defined in associated policies

## Procedure

### 1. GENERAL

Students applying to transfer to another Excelsia College course must apply using the online Course Transfer application with relevant documentation supporting their request. They are required to undergo any auditions and/or interviews relevant to the new course they are transferring into as part of this transfer process. Students must stay within their current course until they are advised about the outcome of their request. A minimum progression and academic standard normally needs to be achieved during the current course to be considered for transfer, which consists of a pass rate of over 50%.

### 2. ASSESSMENT

Assessment of the request to transfer to a different course of study is judged on merit and whether the student meets the general admissions requirements, English language proficiencies, artistic capabilities and any other associated conditions of course approval (including minimum age criteria) that are in line with the course accreditation.

Approval of applications will be determinate on whether a place within the course is available at that time.

In certain cases, the Registrar may defer assessment of transfer requests until applicants have resolved any concerns encountered in their existing course regarding:

- Academic or general misconduct

- Course progression
- Outstanding financial liability.

### **3. EXCLUSIONS**

In limited circumstances the Registrar may decline a request to transfer after assessment if the:

- student's (the applicant or another student) welfare is viewed as being put at risk by the approval of the transfer
- applicant is attempting to circumvent the minimum course progression standards as outlined by Standard 10 of the National Code (for international students).

### **4. COMUNICATION**

After assessment of the request to transfer has been completed, the Registrar's office will communicate the outcome to the student. The Registrar's office will also advise the student if any advanced standing may be granted and issue them with any new offer letters, student agreements and advise of any conditions on their transfer.

In the case of overseas students, the Registrar's office will issue the student a new eCOE once the signed Student Agreement is received and any financial pre-payment is covered. They will then advise the Department of Immigration and Citizenship (via PRISMS) of the student's transfer.

If the student is unsuccessful, the Registrar's office will advise the student as to the decisions of the Admissions Committee and to the reason for the rejection of their request.

The student is responsible for withdrawing from the existing course if they are successful in their request to transfer.

### **5. APPEALS**

Students who consider that they have been disadvantaged by the transfer process may appeal under the existing Student Grievance Policy and Procedure. Appeals will be taken by the Registrar to the Admissions Review Committee for a decision.

## **References and Related Documents**

Student Code of Conduct

Student Selection and Admissions Policy

Student Selection and Admissions Procedure

Course information Books

Application Forms

Admissions Review Committee Terms of Reference

The National Code 2007

Student Grievance Policy and Procedures

Monash University Internal Course Transfer