



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Transfer of Course**

<b>Policy Group(s):</b>	Group C: Administration – Academic. (Ref: C1/0105.1-1211)		
<b>Related Policy:</b>	Admissions to Undergraduate Courses Admission to Postgraduate Courses Grievance Policy for Overseas Students Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy and Procedures for Domestic Students – Non Academic Grievances		
<b>Commencement Date:</b>	January 2005	<b>Review Date:</b>	December 2016

### **POLICY STATEMENT**

#### **Intent:**

Christian Heritage College (CHC) encourages students to engage in study which best suits their expected outcomes and recognises these may alter as students undertake their studies, determine more accurately their employment prospects or as their general educational requirements and interests shift throughout the period of their enrolment at CHC. CHC recognises that applicants select some courses as alternate pathways to other courses.

CHC recognises the best measure of likely success in a course at CHC is success in a prior course at CHC and therefore chooses to facilitate ease of movement between courses for students actively engaged in study at CHC. Success at CHC will be viewed as meritorious when determining a merit ranking for CHC students transferring course.

#### **Scope:**

This policy applies to all internal and external domestic students and CHC students in a course of study delivered by CHC.

*Restrictions:* Some restrictions may apply to onshore overseas students if visa limitations apply.

*Exclusions:* Students who have not yet commenced their course of study at CHC.

#### **Objectives:**

1. To facilitate the ease of student movement between courses of study at CHC;
2. To identify applicants for courses of study at CHC who are existing students for the purpose of merit ranking;
3. To ensure course entry requirements are addressed by existing CHC students transferring courses.

## Policy Provisions:

### 1. General

- 1.1 CHC's policies and procedures relating to the selection and admission of students shall be reviewed regularly to ensure they support the mission and strategic objectives of CHC, and that they remain current and valid in the light of changing circumstances, market forces and government legislative and regulatory requirements.
- 1.2 For Overseas students who are holders of a student visa, a new Confirmation of Enrolment is required. Where the new Confirmation of Enrolment is provided, the student must apply to have their visa amended through DIAC. Where an application for a new student visa is rejected, the student will be able to continue in their current course of study and their enrolment will be reactivated.
- 1.3 Closing dates will be advertised each year on the CHC website and will align with the closing dates for new applicants.
- 1.4 Applications will be processed and the student notified in a timely manner with the transfer taking effect from the subsequent semester to its submission.
- 1.5 If an applicant who has been offered a place but has not commenced study at CHC wishes to change course, he/she is to contact the Student Administration Office to receive advice regarding the correct procedure to follow.

### 2. Transferring from within a School (see Supporting Procedures No 1)

- 2.1 A student who has been offered a place but has not yet commenced study at CHC and who wishes to change course within a School, for example, from the Bachelor of Education (Primary) to the Bachelor of Education (Middle Years), is to use the *Change of Course* form.
- 2.2 A student who is currently studying at CHC and who wishes to transfer course within a School, for example, from the Bachelor of Education (Primary) to the Bachelor of Education (Middle Years), is to use the *Transfer of Course* form.

### 3. Transferring to another School (see Supporting Procedures No 1)

- 3.1 A student who has been offered a place at CHC but has deferred the commencement of study and who wishes to change to a course which is offered by another School of CHC is to submit a new *Application to Enrol* form.
- 3.2 A student who is currently studying at CHC and who wishes to transfer to course offered by another School of CHC is to submit a new *Application to Enrol* form.
- 3.3 A student whose application to transfer to a different course is successful will have any relevant credit transferred from the original course to the new course at the instigation of the Student Administration Office and will not be required to submit an *Application for Transfer of Credit* form.
- 3.4 Students are able to request of Course Coordinators the proposed amount of credit which will be transferred to the new course upon the completion of any units in which they are currently enrolled.

#### 4. Selection of Applicants

- 4.1 CHC's policy regarding existing students transferring courses will be reviewed regularly to ensure it continues to meet its objectives.
- 4.2 The processes for the selection and admission of students applying to transfer course shall be fair, clear and explicit; implemented consistently and reviewed regularly.
- 4.3 CHC ensures that all applicants to transfer course are considered through fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable criteria; and that throughout the process applicants are treated courteously and expeditiously.
- 4.4 For each of the various courses of study offered, CHC may determine a quota. Selection within categories and against such quotas should encourage and maintain high standards of achievement and quality. This may be achieved through the determination and consistent application of relevant and appropriate prerequisites, and the emphasis where possible on merit, to ensure those applicants more likely to succeed in a course of study are selected.

#### 5. Offer

- 5.1 The Registrar will advise applicants in writing of the outcome of their application to transfer course.
- 5.2 If application is made to transfer course into a course of study for which there is no quota, the applicant will be advised as soon possible regarding the outcome of their application.
- 5.3 If application is made to transfer course into a course of study for which there is a quota, the applicant will be advised of the outcome of their application within the normal round(s) of offers for the relevant semester.

#### 6. Right of Appeal

An applicant not selected for a program shall have the right of appeal provided the following conditions are met:

- 6.1 the applicant satisfies all CHC and course entry requirements;
- 6.2 the application for transferring course was lodged on time and in the correct manner; and
- 6.3 the applicant was not selected due to the improper application of this and other CHC policies.

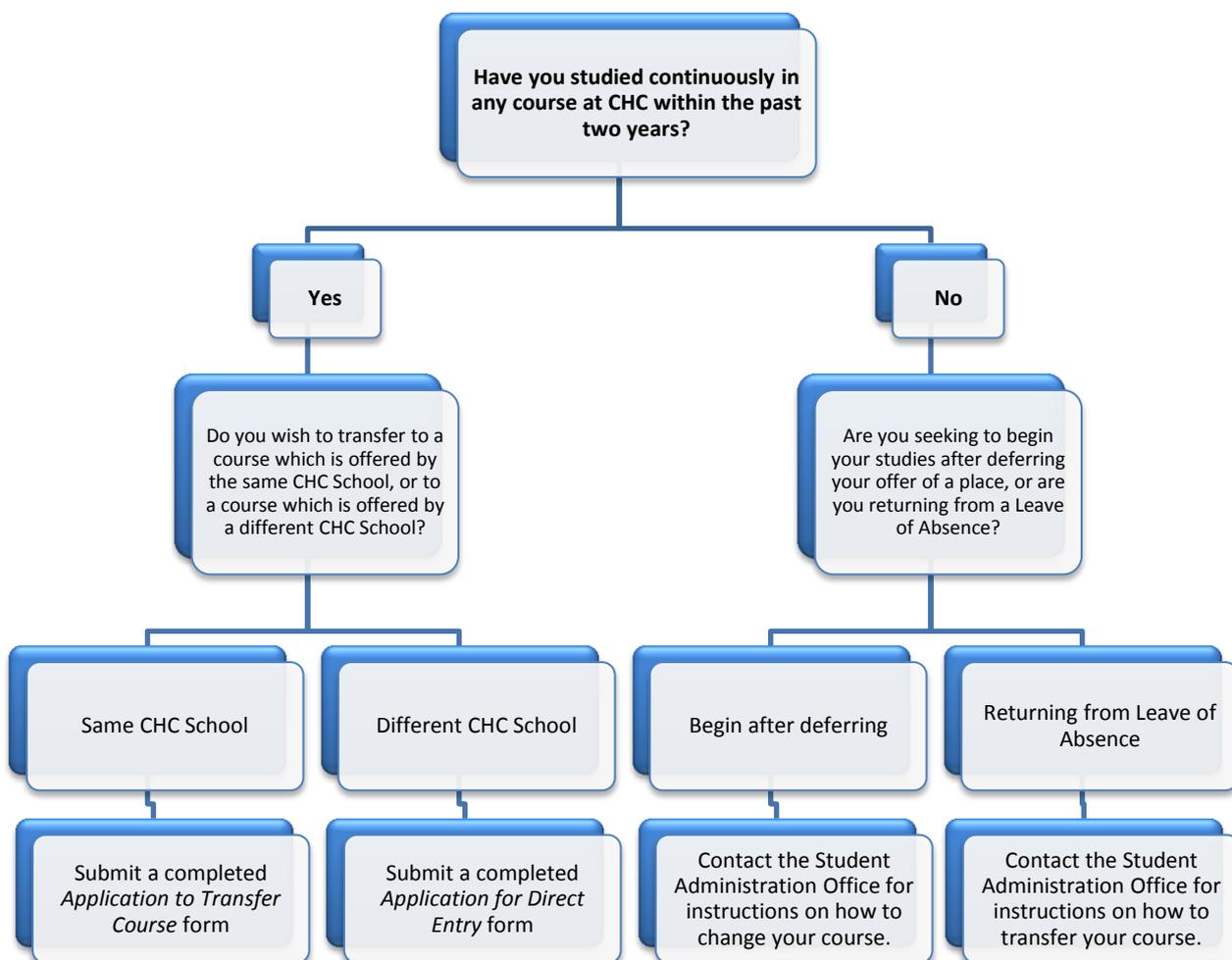
### Supporting Procedures and Guidelines

**Intent:** The intent of this procedure is to:

1. promote understanding by students of their responsibilities in applying to transfer course;
2. provide students with a clear understanding of the steps involved in the processing of their application;
3. provide academic staff with the information required to make fair, open and transparent decisions regarding the applicants; and
4. provide student administration staff with the flow of the application from initial submission to notification to the student.

## 1. The Applicant

To assist students with filling in the correct form, please see the flowchart below or call the Student Administration Office with enquiries:



- 1.1 A *Change of Course* form is for those who have not yet started study at CHC, or who are deferred (this does not apply to students on a Leave of Absence). This form is only available from the CHC Student Administration Office.
- 1.2 A *Transfer of Course* form is only for those students who are currently studying at CHC or who are on a Leave of Absence. This form is available on the CHC website.
- 1.3 The *Transfer of Credit* form and *Application to Enrol* form are available on the CHC website.
- 1.4 Students who require a *Change of Course* form will have it emailed to them by the Student Administration Office.
- 1.5 Completed forms are to be submitted to the CHC Registrar either in person or by mail:

The Registrar  
PO Box 2246  
Carindale Qld 4152

- 1.6 Applications to change course or transfer course must be lodged no later than the second Friday prior to the commencement of the subsequent semester. These dates are published on the CHC website.
- 1.7 After the application has been assessed by the relevant school(s) the student will be notified in writing of the outcome of the decision.
- 1.8 Where an Overseas student who is the holder of a student visa is applying for a transfer of course, a new Confirmation of Enrolment must be issued and you must then apply for a new visa. This is your responsibility.
- 1.9 If the application is for a course which does not have a quota, the applicant will be advised in writing as soon as possible after the decision has been made. If the application is for a course which has a quota, the applicant will be advised during the normal round of offers. These dates are published on CHC's website – see item 4 above.
- 1.10 If approval is given to transfer course the applicant becomes a commencing student in a new course and is required to complete a *Unit Selection for Commencing Students* form and the appropriate FEE-HELP form (if eligible and choosing to defer tuition fees) or HECS-HELP form (if offered a Commonwealth supported place). These forms must be completed and submitted before the enrolment in the new course is activated.
- 1.11 It is the students' responsibility to read the Student Handbook of their school and to be familiar with any requirements of their new course.
- 1.12 If approval is not given to transfer course the applicant's place in their existing course remains available to them and if they choose to continue study in that course the student will be required to complete a *Unit Selection for Continuing Students* form. There will not be a penalty for the late submission of the form.
- 1.13 Those students applying to transfer course should not complete a *Unit Selection for Continuing Students* form for their current course prior to the outcome of their application. No penalty will be incurred for the late submission of unit selection in this instance.

## 2. CHC staff

- 2.1 Upon receipt of an application to transfer course the Registrar will forward the application to the Student Administration staff.
- 2.2 Student Administration staff will make the appropriate entries in FileMaker. The application will be placed in the existing student file together with a new checklist. Where the applicant has a citizenship/residency status of 4 or 5, contact the Overseas Student Officer for actioning.
- 2.3 The application will be sent to the Administration Officer of the school in which the applicant is currently enrolled. This enables the appropriate course coordinator to note the student's application to transfer course and to sign the appropriate section on the form. The application will then be passed to the Administration Officer of the school to which the applicant wishes to transfer.
- 2.4 The application is assessed according to school selection processes and a determination made regarding entry requirements and suitability of the applicant.

If the new course does not have a quota, the determination regarding the academic merit of the application should be made in as timely a fashion as possible and the checklist marked accordingly. If the new course does have a quota, the normal procedure for first round offers should be followed. Academic staff should also consider what credit the applicant will receive in determining what quotas they are considering and what year level the applicant will enter.
- 2.5 The Course Coordinator will complete the transfer of credit based on the units completed at the time of the application and note the additional credit for which the student will be eligible upon the successful completion of their current unit enrolment.
- 2.6 When the checklist has been appropriately completed and the decision signed off, this will be returned to the Registrar's Office.
- 2.7 The Registrar will consider any other issues in relation to enrolment numbers. If this varies from the recommendation of the school, the appropriate staff (Course Coordinator or Dean) will be consulted and an agreed decision reached.
- 2.8 The Student Administration staff will make the final entries into FileMaker and make the offer of a place. The appropriate information will be gathered for notifying the applicant of the outcome.
- 2.9 The Registrar will notify the applicant in writing of the outcome of the application. The notification will include the appropriate forms to finalise the students' enrolment either in the new course or their current course.

## POLICY FURTHER INFORMATION

<b>Relevant Commonwealth/State Legislation</b>	<i>Higher Education Support Act (2003) – Fairness Requirements Administration Guidelines</i>
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## ACCOUNTABILITIES

<b>Implementation:</b>	June 2005
<b>Compliance:</b>	Registrar's Office
<b>Monitoring and Evaluation:</b>	Registrar's Office
<b>Development/Review:</b>	Academic Board
<b>Approval Authority:</b>	Academic Board
<b>Interpretation &amp; Advice:</b>	Registrar's Office

## WHO SHOULD KNOW THIS POLICY?

Students, Deans, Course Coordinators, Registry staff, Student Administration staff, Pastoral Care Coordinator, Overseas Student's Liaison Officer.

## EFFECTIVENESS OF THIS POLICY

**Performance Indicators:**      • Number of appeals

### Other

<b>Definitions and Acronyms:</b>	Applicant	a person applying for admission to a course;
	CHC	Christian Heritage College
	Course	a course of study at CHC which leads to an award.
	Dean	the Head of the School administering the course;
	DIAC	Department of Immigration and Culture
	Domestic student	a student who is: <ul style="list-style-type: none"><li>• an Australian citizen; or</li><li>• a New Zealand citizen; or</li><li>• the holder of a permanent visa for Australia; or</li><li>• the holder of a humanitarian visa for Australia.</li></ul>
	External Students	students undertaking units by distance education.

Fee paying place	a place in a program that is not a quota place;
Internal Students	student undertaking on campus units.
Merit Ranking	the rank order determined after applying the selection criteria to applicants.
Next available semester is —	<ul style="list-style-type: none"> <li>• the current semester, if notified to the university before the census date; or</li> <li>• the following semester, if notified to the university after the census date in the current semester;</li> </ul>
Onshore Overseas Student	a student studying in Australia as a temporary resident who is the holder of an overseas student visa granted under the Australian Commonwealth Government's Education Services for Overseas Students (ESOS) Act (2000).
Overseas student	a student who is not a domestic student;
Place	either a commonwealth supported place or a fee paying place in a course;
Prerequisite	a requirement that must be completed to be eligible for admission to a course.
Quota	a pre-determined number of places available in a course.
School Course Guide	the CHC publication which provides information on course requirement within the CHC Schools.
Selection	process undertaken to enable ranking of applicants for a course according to a specified selection criteria, and subsequent notification of their eligibility to enrol.
Student Handbook	the CHC publication which provides information to students regarding all course and enrolment matters.

**APPROVAL – section maintained by the Registrar**

<b>Reference No.</b>	<b>Approved</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution No. / Minute Ref.</b>
C1/0105.1	Yes	17/02/2005	Academic Board	4.4

**REVISION HISTORY – section maintained by the Registrar**

<b>Revision Reference No.</b>	<b>Approved/Rescinded</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution No. / Minute Ref.</b>
0911	Approved	15/09/2011	Academic Board	4.1
1211	Approved	1/12/2011	Academic Board	4.1