



CHRISTIAN HERITAGE COLLEGE

POLICY: Transfer of Course

Policy Group(s)	Group C: Administration – Academic. (Ref: C1/0105.1-0518)
Related Policy:	Admission to Undergraduate Courses Admission to Postgraduate Courses Grievance Policy for Overseas Students Grievance Policy for Domestic Students – Academic Grievances Grievance Policy for Domestic Students – Non-Academic Grievances Transfer of Credit for Domestic Students Transfer of Credit for Overseas Students
Commencement Date:	January 2005
Review Date:	May 2018
Scheduled Review Date:	May 2023

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:

Restricted to: Domestic students; Overseas students who hold student visas who have completed at least six months of study in their course.

Excluded: Overseas students who hold student visas who have not completed at least six months of study in their course; 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 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. CHC ensures that all applicants to transfer course are considered through fair, timely and transparent procedures, and that process applicants are treated courteously.
- 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 students notified, in a timely manner with the transfer taking effect from the subsequent semester to its submission.
- 1.5. Overseas students on student visas who transfer course require a new Confirmation of Enrolment (CoE) certificate to be issued. Where a new CoE provides for a later course end date, the student must apply to the Department of Home Affairs for a new student visa. 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.

2. Transferring from within a School

- 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 (Secondary), 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 (Secondary), is to submit an *Application to Transfer of Course* form on the CHC website.
- 2.3. A student whose application to transfer to a course within the same School is successful will have any relevant credit transferred from the original course to the new course at the instigation of Student Administration and will not be required to submit an *Application for Transfer of Credit* form.
- 2.4. Students may request of Course Coordinators the proposed amount of credit to be transferred to the new course upon the completion of any units in which they are currently enrolled.

3. Transferring to another School

- 3.1. A student who has been offered a place but has not yet commenced study at CHC and who wishes to change to a course which is offered by another School of CHC is to submit an *Application for Undergraduate Admission (Direct Entry)* form or *Application for Postgraduate Admission (Direct Entry)* form, as relevant, on the CHC website.
- 3.2. A student who is currently studying at CHC and who wishes to transfer to a course offered by another School is to submit an *Application for Undergraduate Admission (Direct Entry)* form or *Application for Postgraduate Admission (Direct Entry)* form, as relevant, on the CHC website.
- 3.3. A student whose application to transfer to a course within a different School is successful will have any relevant credit transferred from the original course to the new course at the instigation of Student Administration and will not be required to submit an *Application for Transfer of Credit* form.
- 3.4. Students may request of Course Coordinators the proposed amount of credit to be transferred to the new course upon the completion of any units in which they are currently enrolled.

4. Selection of Applicants

- 4.1. For each of the 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 Academic 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

- 6.1. An applicant not approved to transfer course shall have the right of appeal provided the following conditions are met:
 - 6.1.1. the applicant satisfies all CHC and course entry requirements;
 - 6.1.2. the application for transferring course was lodged on time and in the correct manner; and
 - 6.1.3. the applicant was not selected due to the improper application of this and other CHC policies.

Supporting Procedures and Guidelines:

1. Student responsibility

- 1.1. A *Change of Course* is for those who have not yet started study at CHC, or who have deferred (this does not apply to students on a Leave of Absence). This form is only available from Student Administration.
- 1.2. An *Application to Transfer 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 online *Application (Direct Entry)* forms are available on the CHC website.
- 1.4. Students who require a *Change of Course* form will have it emailed to them by Student Administration.
- 1.5. Completed forms are to be submitted by email to Student Administration.
- 1.6. Applicants to transfer course must be lodged no later than the dates published on the CHC website.
- 1.7. After the application has been assessed, the student will be notified in writing of the outcome of the decision.
- 1.8. Where overseas students who hold student visas are approved to transfer course and a new Confirmation of Enrolment (CoE) certificate is issued that shows an amended course end date, the student must apply to the Department of Home Affairs for a new student visa.
- 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.

- 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 student's responsibility to read the relevant *Courses Handbook* on the CHC website and 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. If the student chooses to continue to study in that course, they will be required to complete a *Unit Selection for Continuing Students* form. There will be no 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, Student Administration will make the appropriate entries in Filemaker. Where the applicant has a citizenship/residency status of 4 or 5, the Academic Registrar is to be contacted.
- 2.2. The application will be sent to the School Administration Officer for the course in which the applicant is currently enrolled. This enables the Course Coordinator to note the student's application to transfer course and to give the appropriate approvals. The application will then be passed to the School Administration Officer for the course to which the applicant wishes to transfer.
- 2.3. The application is assessed according to course entry requirements.
- 2.4. 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. If the new course does have a quota, the normal procedure for offer rounds 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. Student Administration 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.
- 2.7. The Academic 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

Relevant Commonwealth/ State Legislation	<i>Higher Education Support Act (2003) – Fairness Requirements Administration Guidelines Higher Education Standards Framework (HESF 2015)</i>
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ACCOUNTABILITIES

Implementation:	Academic Registrar
Compliance:	Academic Registrar
Monitoring and Evaluation:	Academic Registrar
Development and Review:	Director of Quality and Standards
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Students

Deans

Course Coordinators

Registry Office staff

Student Administration staff

EFFECTIVENESS OF THIS POLICY

Performance Indicators: • Number of appeals

Other

Definitions and Acronyms:

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, includes the Executive Director, Millis Institute.

Domestic student – a student who is: an Australian citizen; or a New Zealand citizen; or the holder of a permanent visa for Australia; or the holder of a humanitarian visa for Australia.

External student – students undertaking units by distance education.

Fee paying place – a place in a program that is not a quota place;

Internal Students – students undertaking on campus units.

Next available semester – the current semester, if notified to CHC before the census date; or the following semester, if notified to CHC after the census date in the current semester.

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.

Selection – the process undertaken to enable ranking of applicants for a course according to specified selection criteria, and subsequent notification of their eligibility to enrol.

School – the academic organisational units of CHC, including the Millis Institute.

Student Handbook – the CHC publication which provides information to students regarding all course and enrolment matters and is available on the CHC website.

APPROVAL – section maintained by the Director of Quality and Standards

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

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0911	Approved	15/09/2011	Academic Board	4.1
1211	Approved	1/12/2011	Academic Board	4.1
0518	Approved	31/05/2018	Academic Board	5.2

Appendix:

