International Student Transfer Assessment Policy

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1. Policy Purpose

The University of Canberra is subject to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007). Standard 7 of The National Code 2007 specifies that registered providers of higher education to overseas students must not enrol transferring students who have completed less than six months of a principal course of study except where the registered provider from whom the student is seeking to transfer has provided the student with a letter of release.

Registered providers are required to have a policy which specifies the circumstances which must apply before students wishing to transfer to another provider are issued a letter of release.

2. Scope

The policy applies to the principal course of study undertaken by international students of the University of Canberra and the University of Canberra College (UCC). International students who are not eligible for direct admission to a University of Canberra award course are made a packaged offer to undertake study at UCC first as a pathway into an award course. In these cases, it is the University of Canberra award course which is the principal course of study.

Where an international student does not intend to continue on to a University of Canberra course and has not been made a packaged offer, then it is the UCC course which constitutes the principal course of study.

3. Principles

3.1 Enrolment of international students

In accordance with The National Code 2007 the University of Canberra will not knowingly admit an international student wishing to transfer from another registered provider prior to the student completing six months of his or her principal course of study except where the original provider has provided a written letter of release.

3.2 Release of international students

The University of Canberra will provide one of its own international students with a letter of release when he or she wishes to transfer to another provider prior to the student completing six months of his or her principal course at the University of Canberra or UCC in the following circumstances:
The student has not yet commenced the principal course of study;

(ii) The census date in the first teaching period in which the student is enrolled has not past and the student has a letter of offer and Confirmation of Enrolment from another institution for a current teaching period;

(iii) The student does not display the capacity to acquire the requisite level of English proficiency;

(iv) The student does not display the capacity to complete tertiary study;

(v) The student provides evidence of a medical condition requiring relocation to a different region/location;

(vi) The student provides evidence that his or her family is relocating to a different region/location; or

(vii) There is clear evidence of administrative error in admitting the student to the principal course of study.

The University of Canberra considers the following as reasonable grounds for refusing a request to transfer prior to the student completing six months of his or her principal course at the University of Canberra:

(i) The student does not have a letter of offer or Confirmation of Enrolment from another registered provider; or

(ii) The student does not have a Confirmation of Enrolment from another registered provider which provides for continuous enrolment i.e. the Confirmation of Enrolment does not cover the period from the discontinuation at the University of Canberra to the commencement at the other provider.

In both instances the student risks cancellation of his or her student visa which would force the student to leave Australia at his or her own expense.

Any decision to refuse a request to transfer to another provider will be provided in writing with an explanation of the reason for the decision and the student advised that he or she can appeal the decision under the University's Student Grievance Resolution Policy.

4. **Timeframe**

The authorised decision-maker (see Section 6, below) will assess and reply to a student’s request to transfer within 10 working days on the condition that all of the relevant supporting documentation and evidence has been submitted with the request.

5. **Supporting procedures**

Two examples of standard letters of release are provided at Schedule 1.

6. **Responsibilities**

A letter of release can be approved by:

- The Academic Director, UCC where the principal course of study is a UCC course
- The Registrar or nominated delegate where the principal course of study is a UC course
7. Record-keeping

All requests for transfer, a record of the assessment of the request and the decision, as well as any related documentation will be kept on individual student files.