



International Student Transfer Assessment Policy

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In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1. This policy sets out how the University of Canberra administers requests from international students holding a student visa seeking transfer between registered providers where the student has not completed the first six months of their principal course of study.

1.2. The purpose of this policy is to ensure the University of Canberra's administration of requests for transfer is consistent with the intent of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code 2018) under the terms of the *Education Services for Overseas Students (ESOS) Act 2000*, while ensuring applications are based upon genuine grounds.

2. SCOPE:

2.1. This policy applies to all international students holding a student visa seeking transfer between registered providers where the student has not completed the first six months of their principal course of study at University of Canberra including through a package of courses leading to a University of Canberra degree program.

3. PRINCIPLE:

3.1. Students seeking to transfer from the University of Canberra

The University of Canberra will consider applications to transfer from international students in accordance with the requirements permitted under the National Code 2018 and the International Student Transfer Assessment Procedures associated with this Policy.

3.2. Students seeking to transfer to the University of Canberra

Except in circumstances prescribed by the National Code, the University of Canberra will not knowingly admit an international student seeking to transfer from another registered provider prior to the student completing six months of their principal course of study.

4. RESPONSIBILITIES:

Who	Responsibilities
International Student Support Service	<ul style="list-style-type: none"> • Receives application for transfer • Ensures application includes all relevant supporting documentation
Director Student Connect	<ul style="list-style-type: none"> • Decision in relation to transfer request

5. LEGISLATION:

This policy is governed by the

- [University of Canberra Act 1989](#)
- [National Code of Practice Providers of Education and Training to Overseas Students 2018](#) (National Code 2018)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)

6. SUPPORTING INFORMATION:

Documents related to this policy are:

- [International Student Transfer Assessment Procedures](#)
- [International Student Fees Policy](#)
- [Student Grievance Resolution Policy](#)
- [Welfare Arrangements for Under 18 International Students Policy and](#)
- [Welfare Arrangements for Under 18 International Students Procedures](#)

7. DEFINITIONS:

Terms	Definitions
Student visa	The student visa is an authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the <i>Migration Act 1958</i> . (definition from the National Code)

Principal course of study	The principal course of study refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses. (definition from the National Code)
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