

# Transfer and Release for International Students Procedure

## Section 1 - Purpose

(1) To set out the steps and responsibilities required to manage transfer and release requests from international students in accordance with the [Transfer and Release for International Students Policy](#).

### Scope

(2) This Procedure applies to all international students who hold a student visa, who have been offered admission to a Macquarie University Course and / or Courses offered by the Macquarie University English Language Centre.

(3) This Procedure does not apply to international students who:

- a. hold a visa other than a student visa and that visa is not subject to the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#);
- b. are transferring from one Course to another within Macquarie University;
- c. are in receipt of an Australian Commonwealth Government Scholarship (that is not subject to [Education Services for Overseas Students Act 2000](#)), and the sponsor supports a transfer;
- d. are sponsored by the government of another country and the sponsor issues a letter supporting the transfer; or
- e. have completed more than six months of their Principal Course with Macquarie University.

## Section 2 - Policy

(4) Refer to the [Transfer and Release for International Students Policy](#).

## Section 3 - Procedures

### Responsibilities and Required Actions

(5) This Procedure requires actions by the following:

- a. International Students;
- b. Macquarie International (MI) Admissions Officer / HDRO Admissions Officer;
- c. Admissions Manager, Macquarie International / Manager Operations, HDRO;
- d. Compliance Manager, Macquarie International;
- e. Pro Vice-Chancellor (International); and
- f. Executive Director, Research Training and International Research Training Partnerships.

### International Students

## **Submit Request**

- (6) Complete request for [International Withdrawal and Release Request Form](#) and submit it to the relevant office:
- a. for Coursework Students, submit completed form to Macquarie International; and
  - b. for HDR Students, submit completed form to HDRO.
- (7) Receive response and take the necessary action.

## **MI Admissions Officer / HDRO Admissions Officer**

### **Compile Documentation**

- (8) Receive [International Withdrawal and Release Request Form](#) from student, compile information on student case.
- (9) Send all documents to relevant Admissions Manager, Macquarie International for consideration.

### **Respond to Request**

- (10) Receive release decision from Admissions Manager, Macquarie International and send outcome to student.

### **Record Transfer Record**

- (11) Record all transfer request outcomes in [PRISMS](#) once student has had the opportunity to access the internal appeal process.

## **Admissions Manager, Macquarie International / Manager Operations, HDRO**

### **Consider Request**

- (12) Receive Transfer and Release Request Form, and supporting information.
- (13) Consider all relevant information against the Policy.
- (14) Advise release decision to relevant Admissions Officer to respond to student.

## **International Students**

### **Appeal Decision**

- (15) Access the relevant appeal process if the request is refused:
- a. For Coursework Students, Pro Vice-Chancellor (International); and
  - b. For HDR Students, Executive Director, Research Training and International Research Training Partnerships.

## **Compliance Manager, Macquarie International**

### **Process Appeal**

- (16) Recommend appeal decision to Pro Vice-Chancellor (International) for determination.

## **Executive Director, Research Training and International Research Training Partnerships**

### **Determine Appeal for HDR Students**

- (17) Consider appeals from HDR students whose International Withdrawal and Release Request was refused.

(18) Return appeal determination to relevant Admissions Officer within the specified timeframe.

## **Pro Vice-Chancellor (International)**

### **Determine Appeal for Coursework Students**

(19) Consider appeals from students whose International Withdrawal and Release Request was refused.

(20) Return appeal outcome to Compliance Manager, Macquarie International within the specified timeframe.

## **Section 4 - Guidelines**

(21) Nil.

## **Section 5 - Definitions**

(22) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Transfer and Release for International Students Policy](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st April 2021
<b>Approval Authority</b>	Deputy Vice-Chancellor (Engagement)
<b>Approval Date</b>	22nd December 2017
<b>Expiry Date</b>	23rd November 2021
<b>Responsible Executive</b>	Eric Knight Deputy Vice-Chancellor (People and Operations)
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