

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

Status	Historic
Effective Date	22nd February 2021
Review Date	1st April 2021
Approval Authority	Deputy Vice-Chancellor (Engagement)
Approval Date	22nd December 2017
Expiry Date	23rd November 2021
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	Lee-ann Norris Chief Student Recruitment Officer (Global and Domestic) +61 2 9850 7665
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