Course Transfer Policy

Section 1 - Purpose

(1) This Policy specifies the principles that govern the internal course transfer of a Macquarie University student from one course of study or program to another.

(2) The University recognises that course transfer provides students with flexibility and mobility and contributes to student success.

Scope

(3) This Policy applies to all existing continuing coursework students at Macquarie University (the University) seeking to transfer from one course of study or program at the University to another course of study or program at the University, including:

a. Undergraduate (including Diploma) and postgraduate coursework courses of study, including students articulating between nested awards internal to the University.

(4) This Policy does not apply to:

a. Graduate Research applicants (see Graduate Research Rule);
b. students articulating to an award course through an approved articulation pathway from an external provider at the point of articulation;
c. students exiting from a course of study or program on an approved exit award;
d. students enrolled in a course of study or program through a third-party arrangement including Open Universities Australia, unless explicitly stated otherwise within the relevant agreement;
e. students or participants in non-award programs including those offered by Macquarie University College; and
f. students enrolled at other institutions completing inbound exchange, study abroad or cross-institutional study.

Section 2 - Policy

(5) The University's approach to internal course transfer will ensure transparency, consistency, clarity and fairness; and consider the student's (applicant's) potential to succeed.

(6) Course specific requirements for a student to transfer from one course to another should reflect an equivalence with course admission and progression requirements and support a student's ability to transfer to a course where they are likely to succeed, subject to reasonable restrictions as outlined within this Policy.

(7) Courses open for course transfer and any course specific requirements required for a student to transfer into that course will be published on the Course Transfer Requirements table available on the University website, following approval by the Deputy Vice-Chancellor (Academic).

(8) An applicant cannot transfer into a course that is not currently admitting students unless the student is transferring from a double degree to one of the constituent courses of this double degree.

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(9) An applicant cannot seek an internal course transfer to a course of study or program with a different AQF level except where:

a. the transfer is part of a nested articulation pathway where both courses are internal to the University;
b. the transfer is to an exit award to facilitate the completion of studies; or
c. the transfer is from a AQF 7 Bachelor degree to an AQF Bachelor (Honours) degree where the student meets any relevant course specific requirements as outlined in the Course Transfer Requirements table.

(10) International students applying for an internal course transfer will only be permitted to undertake this transfer if it complies with Education Standards for Overseas Students (ESOS) legislation and visa requirements.

(11) Students who are being sponsored to undertake their study may not be permitted to transfer courses or may require approval from their sponsor to transfer courses. Students who are sponsored should seek advice prior to applying for a course transfer.

(12) Applicants who meet internal course transfer requirements are not necessarily guaranteed transfer into a course or program, as places may be limited.

(13) Students seeking to change to a course or program that is not open for transfer, where there is a different AQF level other than those stipulated in clause 9, who do not meet eligibility requirements for course transfer, or who are unsuccessful in the application to transfer will need to seek admission per the Admission Policy.

(14) A student applying for a transfer into a postgraduate course with multiple admission points who is seeking to undertake any of the shorter duration offerings may be required to provide evidence that they meet the entry criteria for this admission point.

(15) Recognition of prior learning that has been previously granted will not automatically be transferred to the new course. Assessment of prior learning will be undertaken in accordance with the Recognition of Prior Learning Policy.

(16) Students are responsible for understanding any financial, legislative or visa requirements that may be relevant to them prior to applying for a course transfer.

Section 3 - Procedures

(17) The University supports internal course transfer through its own internal systems and does not require a student to engage with external processes such as the Universities Admissions Centre (UAC) or an International Education Agent.

Eligibility for course transfer

(18) Students within a double degree are eligible for transfer to one of the constituent courses of this double degree.

(19) The University will offer continuing students the opportunity to apply to transfer into a different course of study or program if:

a. the course into which they are seeking to transfer is open to accepting students via course transfer;
b. they meet all relevant course transfer criteria as specified in the Course Transfer Requirements table;
c. they meet any additional course specific admission criteria for the course they are seeking to transfer into, including Inherent Requirements or requirements for Fitness to Practice;
d. the course to which they seek to transfer into has capacity to accept additional students; and
e. the transfer does not breach Education Standards for Overseas Students(ESOS)legislation and visa

requirements (international students only), or sponsorship requirements (sponsored students only).

(20) Students who have an academic standing of exclusion under the Academic Progression Policy are not eligible to apply for an internal course transfer.

(21) Students who have satisfied requirements for the award of a degree or diploma, or who have been qualified for that award by the University, are no longer eligible to transfer to another course of study or program.

(22) Students who have applied for a course transfer and unsuccessful have the right to appeal this decision in accordance with the Appeals Policy.

Admission to new course

(23) Students transferring from a double degree to one of the constituent single degrees will be admitted to the single course version that aligns with their current double degree admission year unless there are extenuating circumstances for an exception to this approach.

(24) Students, excluding those identified in clause 23, who have been approved to transfer to a new course will be admitted to the current version of the course of study or program into which they are seeking a transfer unless there is justification made for an exception to this requirement based upon:

a. there being significant change to the structure of the course of study or program into which the student is transferring that would result in substantial disadvantage if they were to be admitted to the current version; and
b. it is still possible to meet the requirements of an earlier version of the course with current academic offerings.

(25) A student granted an exception enabling them to transfer into an earlier version of a course of study or program:

a. will be admitted into the latest version of the course for which the disadvantage is mitigated; and
b. cannot be admitted to a version of a course earlier than the commencing year of the course from which they are transferring.

(26) Successful applicants will carry their current academic standing to their new course to ensure appropriate monitoring and support for students at risk under the Academic Progression Policy.

(27) Commonwealth Supported students will be transferred into a Commonwealth Supported Place (CSP) in the new course or program if such a place is available, requirements for academic merit assessment can be determined, and they are meeting the progression criteria for maintaining such a place as stipulated by the Commonwealth of Australia.

(28) Where there are limited Commonwealth Supported Places (CSPs) available, these will be allocated on the basis of academic merit.

(29) A Domestic Full-Fee Paying student will be transferred into the same category in the new course or program.

(30) An International student, if eligible for transfer under Education Standards for Overseas Students (ESOS) legislation and visa requirements, will be transferred into the current calendar year fee structure of the new course or program.

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Section 4 - Guidelines

(31) Nil.

Section 5 - Definitions

(32) The following definitions apply for the purposes of this Policy:

a. Inherent Requirements are the essential activities, capacities and academic requirements that are necessary for a Student to successfully achieve the core learning outcomes of a Macquarie University degree or course or unit. Refer to the Admission Policy, Appendix 1: Inherent Requirements Statement.
b. Fitness to Practice (FTP) means acceptable professional behaviour, professional competence, freedom from impairment, and compliance with course-specific requirements needed for a student to practice properly and safely throughout their practical, clinical or professional (PCP) course.

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