

Monash University Procedure

Procedure Title	International Student Transfer between Registered Providers Procedures
Parent Policy	International Student Transfer between Registered Providers Policy
Date Effective	16-July-2014
Review Date	16-July-2017
Procedure Owner	Education Business Services
Category	Academic Quality and Standards
Version Number	2.0
Content Enquiries	Education Policy Unit
Scope	<ul style="list-style-type: none"> • International students holding a student visa seeking to transfer within the first 6 months of their principal course of study • Organisational units with responsibility for approving and refusing and or processing transfer requests for students who hold a student visa: <ul style="list-style-type: none"> • Faculties • Monash Institute of Graduate Research (MIGR) • Student Admissions • Monash Connect
Purpose	To ensure that the University fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 7 of the National Code of Practice 2007 for administering requests from international students holding a student visa seeking a transfer between registered providers.
PROCEDURE STATEMENT	

1. Students seeking to transfer from Monash University

1.1. Lodgement of application

The student must request an 'Application for Release letter- International Students' application form' from Student Admissions or Monash Connect. The form can also be downloaded from <http://www.monash.edu.au/connect/forms.html>

Students who have not yet commenced their principal course at Monash University submit the application to Student Admissions. Students who have commenced their principal course but have not completed 6 calendar months of that course, submit the application to Monash Connect.

The student must supply the following information or supporting documentation:

- a statement of reasons for the Release request;
- a copy of the Offer letter from the new receiving registered provider; and

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- if under the age of 18, a copy of written approval from parent or legal guardian supporting the Release.

Responsibility

Student

1.2. **Assessment of application**

The application will be assessed only if the student provides complete documentation as outlined above.

Monash Connect

- If the application is complete and the student has commenced study in the principal course, Monash Connect will scan the application and forward it to the relevant faculty for assessment.

The faculty must:

- make a decision on the application and provide a response to Monash Connect within 5 working days;
- record the reason for the decision on ESOS Notes in Callista

Student Admissions

- If the student has not commenced their principal course, Student Admissions must assess the application in consultation with Monash College
- it must make a decision on the application within 5 working days
- record the reason for the decision on ESOS Notes in Callista

1.3. **Issue of approval or refusal letter**

Monash Connect or Student Admissions must:

- issue an approval or refusal letter within 24 hours of decision notification from the faculty or Student Admissions;
- place on the Student Records Management System using, for example, UniCRM, TRIM or Callista:
 - a copy of the application and supporting documents
 - a copy of the communication from the faculty regarding the decision
 - a copy of the letter issued to student

Responsibility

Monash Connect

Student Admissions

Faculties

Monash Institute of Graduate Research (MIGR)

1.4. **Right to Appeal**

If the application for a Release letter is refused, the student can lodge an appeal with the *Office of the University Student Ombudsman*. In accordance with standard 8 of the National Code 2007 the appeal process must commence within 10 working days of the formal lodgement of the appeal and every reasonable effort is taken to finalise the process as soon as practicable.

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Responsibility

University Student Ombudsman
Student

1.5. Student discontinuation following Release approval

If the application for a Release letter is approved and the student wishes to accept an offer at another institution, it is the student responsibility to formally discontinue from their Monash course. To discontinue from a course, students must complete the Course Discontinuation Form and submit it to their Faculty Office for processing.

Responsibility

Student
Faculty

2. Students seeking to transfer to Monash University

2.1. Application

The student must:

- complete the normal admissions process for International students, indicating whether applying to transfer within the first six months of their principal course;
- lodge the application with Student Admissions, including Release letter and parental approval for release if under the age of 18.

Responsibility

Student

2.2. Assessment of application

If the student is seeking to transfer within the first six months of the principal course, Student Admissions must:

- sight the Release letter issued to the student;
- confirm parental approval for transfer if the student is under the age of 18;
- check PRISMS to confirm a Release letter is required and check the International Application form to determine whether or not a student is currently studying with another provider
- issue a Confirmation of Enrolment (CoE) if release is confirmed and if the student is eligible for the course for which they have applied and has an offer for this course.

If the student is not seeking to transfer within the first six months of the principal course, Student Admissions will process the application according to standard business practices.

Responsibility

Student Admissions
Monash Institute of Graduate Research (MIGR)

Responsibility for implementation	Faculties Monash Institute of Graduate Research (MIGR) Student Admissions Monash Connect ESOS Advisory Group
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Status	Revised
Approval Body	Name: Academic Board Meeting: 4/14 Date: 06-August-2014 Agenda item: 11.2
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	