

Monash University Procedure

Monash University Procedure

Procedure Title	International Student Transfer between Registered Providers Procedures
Parent Policy	International Student Transfer between Registered Providers Policy
Date Effective	01-January-2018
Review Date	01-January-2021
Procedure Owner	Director, Student and Education Business Services
Category	Academic Quality and Standards
Version Number	4.0
Content Enquiries	policy-education@monash.edu
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 Graduate Research Office (MGRO) • Admissions • Monash Connect
Purpose	To ensure that the University fully complies with the <i>Education Services for Overseas Students Act 2000</i> and the requirements of Standard 7 of the National Code of Practice 2018 (NC18) 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 - International Students' form from Admissions or Monash Connect, or download it 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 Admissions. Students who have commenced their principal course but have not completed six 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;

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- if under the age of 18, a copy of written approval from parent or legal guardian supporting the Release; and
- if the application has been approved because the student has been misled, Admissions will report back to the responsible organisational area the reason for the approval.

Responsibility

Student

1.2. Assessment of application

The application will be assessed when 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 five working days;
- record the reason for the decision on ESOS Notes in Callista; and
- if the application has been approved because the student has been misled, the faculty will report back to the responsible organisational area the reason for the approval.

Admissions

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

1.3. Issue of approval or refusal

Monash Connect or Admissions must:

- issue approval or refusal through PRISMS within 24 hours of decision notification from the faculty for Monash University students or decision by Admissions for Monash College students; and
- place on the SMS (Callista) or UniCRM or Records Manager:
 - a copy of the application and supporting documents;
 - a copy of the communication from the faculty regarding the decision; and
 - a copy of the letter or email issued to student.

Responsibility

Admissions

Faculties

Monash Connect

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Monash Graduate Research Office (MGRO)
Student

1.4. Right to appeal

If the application for a Release is refused, students will be advised of their right to appeal the refusal in accordance with the Monash Student Complaints and Grievance Procedures within 20 working days.

In accordance with standard 10 of the National Code 2018 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.

Responsibility

Student
University Student Ombudsman

1.5. Student discontinuation following Release approval

If the application for a Release is approved and the student wishes to accept an offer at another institution, it is the student's 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. Students must not discontinue from their course before release approval.

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; and
- lodge the application with Admissions, including 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, Admissions must:

- sight Release approval through PRISMS;
- confirm parental approval for the transfer if the student is under the age of 18 and agree to the transfer of welfare arrangements as negotiated with the receiving provider; and

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- 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, Admissions will process the application according to standard business processes.

Responsibility

Admissions

Monash Graduate Research Office (MGRO)

Responsibility for implementation	Admissions ESOS Advisory Group Faculties Monash Connect Monash Graduate Research Office (MGRO)	
Status	Revised	
Approval Body	Academic Quality and Standards procedure Name: Coursework and Admissions Programs Committee Meeting: 4/2018 Date: 27-June-2018 Agenda item: 9.1	Operational procedure Name: Date: Author:
Definitions	CoE: Confirmation of Enrolment form issued through PRISMS Compassionate: family, medical or wellbeing reasons for supporting a transfer Compelling: circumstances that are generally beyond the control of the student, which affect their course progress or wellbeing CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students Current study period: the study period in which the student applies for a release or the previous study period if the application is made during the holidays Enrolment: the period during which a student, who has been issued with a CoE to confirm acceptance by the registered provider, occupies a place in the CRICOS registered course for which the student was accepted and is progressing towards completion of course requirements. The period of enrolment includes scheduled breaks between study periods. ESOS Act: <i>Education Services for Overseas Students Act 2000</i> Original provider: education provider from whom a student is seeking to transfer Government sponsored: an Australian or foreign government sponsored student for study in Australia NC18: National Code of Practice for Providers of Education and Training to Overseas Students 2018 Principal course of study: as defined in NC18, 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	

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	<p>be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.</p> <p>PRISMS: Provider Registration and International Student Management System, operated by the Australian government</p> <p>Receiving provider: the provider with whom the student is intending to enrol</p> <p>Release approval: a confirmation of approval of release through PRISMS</p> <p>Student visa: a visa of a subclass mentioned in the definition of student visa in regulation 1.03 of the <i>Migration Regulations 1994</i>, whenever granted, other than:</p> <p>(a) a visa granted to:</p> <p style="padding-left: 40px;">(i) a Foreign Affairs student (within the meaning of the <i>Migration Regulations 1994</i>); or</p> <p style="padding-left: 40px;">(ii) a Defence student (within the meaning of the <i>Migration Regulations 1994</i>); or</p> <p>(b) a visa granted to a person who satisfies the secondary criteria, but not the primary criteria, under the <i>Migration Regulations 1994</i> for the grant of the visa; or</p> <p>(c) a visa granted to a person as a secondary exchange student within the meaning of the <i>Migration Regulations 1994</i>; or</p> <p>(d) a visa granted to a person as an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.</p> <p>Transfer between registered providers: when an international student applies to transfer to or from another CRICOS registered provider</p> <p>Working days: any day other than a weekend, public holiday or day when the University is closed for business</p>
Legislation Mandating Compliance	<p>Education Services for Overseas Students Act 2000</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>
Related Policies	<p>Student Complaints and Grievances Policy</p>
Related Documents	<p>Student Complaints and Grievances Procedures</p> <p>Application for Release - International Students form</p> <p>Admissions Manual</p>