

# Admissions Procedure - Transfer

## Section 1 - Background and Purpose

(1) This procedure outlines the process by which currently enrolled undergraduate and postgraduate coursework students and those on a leave of absence may apply for admission to a new course of study at the same level of study.

## Section 2 - Scope

(2) This Procedure does not apply to:

- a. Students seeking to enrol in a course of study at a different level to their current course; and
- b. Students seeking to enrol in an additional course concurrently with their current course.

## Section 3 - Policy Statement

(3) Refer to the Admissions Policy.

## Section 4 - Procedure

(4) Students seeking a course transfer apply using an Application for Course Transfer form available on the [Course Transfer Webpage](#). Separate forms are available for domestic and international students. International students must first submit their Application for Course Transfer to La Trobe International to ensure visa conditions are met.

(5) College Pro-Vice Chancellors are responsible for assessment of course transfer applications and may delegate assessment to other areas of the university. College Pro-Vice Chancellors may set application deadlines for course transfer.

(6) Selection is contingent on the availability of a place in the chosen course and the applicant meeting minimum entry requirements, including English language entry requirements. Meeting minimum entry requirements for a course is not a guarantee of an offer of a place in that course.

### Additional Requirements for International Sponsored Students

(7) International students whose studies are sponsored by the University or a third party must provide written evidence with their application that the sponsoring organisation approves the course transfer.

### Communication of Outcome

(8) College Pro Vice-Chancellors are responsible for informing students whose course transfer application is successful of:

- a. The amount of advanced standing awarded for the new course; and
- b. The potential financial implications of the transfer, referring students to relevant fee schedules.

(9) College Pro Vice-Chancellors are additionally responsible for notifying

(10) La Trobe International of successful transfer applications for international students. The Pro Vice-Chancellor (International) is then responsible for processing relevant changes to the student's visa.

## **Appeals**

(11) The University's Student Complaints Management Policy applies to any student appealing a decision made through the application of this Procedure.

## **Section 5 - Definitions**

(12) For the purpose of this Procedure:

- a. Domestic Student: A student who is an Australian citizen, New Zealand citizen or the holder of a permanent visa for Australia.
- b. International Student: A student who is a temporary resident by visa status of Australia, a permanent resident by visa status of New Zealand, or a resident or citizen of any other country and who is enrolled in a course of study delivered at a location outside Australia.
- c. Student: A person enrolled in a course of study at La Trobe University.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th November 2016
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