



WSUIC Course Transfer Policy

1. Purpose

Western Sydney University International College (WSUIC) provides reasonable opportunity for current WSUIC students to transfer from one Foundation to another Foundation or one Diploma course to another Diploma course after commencement of their WSUIC course. WSUIC allows internal course transfers for that purpose, while maintaining the academic integrity of the admissions process. This policy applies to all students who meet the requirements to transfer between eligible Foundation or Diploma courses at WSUIC.

2. Scope

This policy applies to all students enrolled in WSUIC courses.

3. Definitions

“Advanced Standing”

Advanced Standing is a form of credit awarded to a unit based on unit/s with equivalent content and learning outcomes that have been successfully completed by a student in a previous course.

“Confirmation of Enrolment” (CoE)

A letter issued by a training provider to confirm a student’s enrolment in an approved course or packaged course. This letter provides Government Departments (such as the Department of Home Affairs (Immigration)) with important information about an international student's enrolment status.

“Conditional enrolment”

Placement of a student on conditional enrolment limits the number of units that the student may enrol in. For full-time students, the reduced load must not exceed 20 credit points of study simultaneously in any session.

“Exclusion”

An excluded student's enrolment is cancelled and they are precluded from any re-enrolment at WSUIC during the period of exclusion, which will not exceed 12 months.

4. Policy Statement

- 4.1 A current Foundation or Diploma student at WSUIC who wishes to transfer to another eligible course at WSUIC must apply via a Course Variation Application form.



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- 4.2 A student may only transfer between equivalent levels of award (e.g. Foundation program to Foundation program, Diploma course to Diploma course).
- 4.3 Applications for transfer must be received prior to the start of a term.
- 4.4 Meeting the entry requirements does not guarantee entry into the course. Some courses have strict quotas in place that restrict the number of students who will be able to transfer into the program at any given intake.
- 4.5 Where all conditions are met, the internal course transfer will be approved by the Academic Director or a nominee.
- 4.6 Applicants will be notified in writing via an email of the result of their application.
- 4.7 Students who transfer courses may be able to apply for Advanced Standing for the units they have successfully completed in the previous course. The rules and procedures laid down in the Advance Standing and Awarding of Course Credit Policy apply.
- 4.8 A student wishing to transfer courses will be issued with a new CoE and where the period of study has been changed, WSUIC will, as required by legislation, notify the Department of Home Affairs (DHA) through PRISMS.
- 4.9 A student placed on conditional enrolment in a course will still be allowed to apply to transfer courses.
- 4.10 A student who has been suspended from a course can apply to transfer to another course when the period of suspension is due to finish.
- 4.11 A student who has received an internal transfer offer but is subsequently excluded, will not be permitted to enrol in the new course and will need to reapply to WSUIC after their period of exclusion.

5. Procedure

- 5.1 A student is required to complete a Course Variation Application form to apply for a course transfer.
- 5.2 An application will be assessed on the basis of the student's WSUIC academic results. This may include student's results for their current session. There may be a need to wait until after student's results are released before considering the application.

6. Quality and Compliance

- 6.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 6.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.



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- 6.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 6.4 New staff will receive policy information during the induction process where it relates to their position.

7. Related Forms and Documents

Course Variation Application Form

8. Related Policies, Procedures, Guidelines and Legislation

WSUIC Advance Standing and Awarding of Course Credit Policy

WSUIC Academic Progress Policy

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owners:	Academic Director/Academic Leadership Team
Approval Date:	25/10/2019
Date for Next Review:	09/11/2023

Amendments		
Revision Date	Version	Summary of changes
25/10/2019	1.0	New Policy Developed
09/11/2021	1.1	<ul style="list-style-type: none"> Purpose of the policy updated to provide clarity in relation to applicable cohort and course transfer level. Clause 4.5 updated with inclusion of Academic Director as approver of the request. Policy name updated from WSUIC Recognition of Prior Learning Policy to WSUIC Advance Standing and Awarding of Course Credit Policy
02/11/2023	1.1	Policy reviewed, no amendments identified