

CAMPUS TRANSFER PROCEDURE

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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity students can transfer to another CQUniversity campus or to/from online study.

2 SCOPE

- 2.1 This procedure applies to the following CQUniversity students:
- domestic higher education coursework and vocational education and training (VET) students, and
 - international higher education coursework, VET and English Language Intensive Course for Overseas Students (ELICOS).
- 2.2 Campus transfer requests from enabling or research higher degree students will be assessed and processed in accordance with the eligibility criteria listed in this procedure, and any additional conditions required by the Head of Course and School of Graduate Research respectively. Refer to the relevant Course Rules for further information on transferring to another campus for research higher degree courses.

3 PROCEDURE

Eligibility

- 3.1 The following will be considered when a student submits a request to transfer campus:
- There are no future unit enrolments on the student's study plan. Future units must be withdrawn either prior to application, or during the application process (for VET students only).
 - Campus transfers will not be approved if the course or unit of study is not available at the requested campus.
 - Campus transfers may not be approved for quota based courses.
 - Consideration of transfers may take into account availability of a place and any compassionate or compelling circumstances that may apply to the student.

Domestic students

Applying

- 3.2 Students wishing to transfer to/from online or to another campus must apply by close of business the Monday week 1 of term/intake. Term and intake dates are available from the [Academic Calendar](#).
- 3.3 Higher education students must submit the [HE Campus Transfer Application \(Domestic Students\) eForm](#) to request a campus transfer. Prior to submitting the form, students must ensure they have withdrawn from all future enrolled units. Students who are admitted as on-campus students may enrol in either on-campus or online units. Students who are admitted as online students can only enrol in online units.
- 3.4 VET students must submit the [TAFE Campus Transfer Application \(Domestic Students\) eForm](#) to request a campus transfer. If a student is currently enrolled, they must specify if they would like their enrolled units transferred to their new campus. If units are requested to be transferred to the new campus, this may delay the processing of a campus transfer by four-six weeks.
- 3.5 Students who request to transfer to online study must choose their relevant examination centre in the request.
- 3.6 Courses with quota requirements must be approved by the relevant Head of Course prior to being processed by Student Operations.

Processing

- 3.7 Students will receive an outcome of a campus transfer request within 10 business days.
- 3.8 If eligibility criteria have been met, Student Operations will process requests.

International students

Applying

- 3.9 New commencing students wishing to transfer from online to on-campus must apply through the University's [International Online Application System](#) (iStart) at least one month prior to the commencement of term.
- 3.10 New commencing students wishing to transfer to a different campus must apply through [iStart](#) by the Friday prior to commencement of term.
- 3.11 Continuing students wishing to transfer to online or to another campus must submit the [Campus Transfer Application \(international students\) eForm](#) by close of business the Monday week 1 of term/intake.
- 3.12 Students who apply for a campus transfer will forfeit their donor funded or Destination Australia Scholarship if the campus they are transferring to does not meet the location eligibility requirements of the scholarship.
- 3.13 Continuing students on an ELICOS, higher education or VET packaged and/or articulating offer, who have not yet commenced or completed at least one term of their principal course must apply through [iStart](#).
- 3.14 Students whose applications are approved will have their course location modified on their Confirmation of Enrolment (CoE) in the Provider Registration and International Student Management Systems (PRISMS) and in the University's Student Management System (StudentOne).

Processing

- 3.15 Students will receive an outcome of a campus transfer request within 10 business days.
- 3.16 If eligible, International Admissions will process requests for new commencing students.
- 3.17 If eligible, Student Engagement will process requests for continuing students.

Citizenship status

- 3.18 Students whose citizenship status changes must supply the following information and/or documents to Student Fees (via studentfees@cqu.edu.au):
- for a person changing status to become an Australian citizen, certified copies of:
 - Australian passport – title page with photo and name, date of birth details etc
 - Australian birth certificate
 - Australian citizenship certificate
 - certificate of evidence of resident status (from the Department of Home Affairs students whose status has changed to that of a New Zealand citizen, certified copies of the title page of their New Zealand passport)
 - students whose status has changed to that of an Australian permanent resident, including Humanitarian visa holders, certified copies of:
 - title page from passport
 - Australian visa stamp in the passport, and
 - pages from the passport showing entry and exit stamps. The student must have entered Australia after the visa was granted, unless the visa was granted while already a resident in Australia. If this is the case, students must provide the letter from the Department of Home Affairs regarding the visa being granted and showing the person's mailing address in Australia.
- 3.19 Campus transfer requests from continuing students who have had a change in their citizenship status will be processed by Student Operations.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Student Central is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Campus Transfer Application \(International Students\)](#)

[Full-Time Student – Duration of Study Policy](#)

[HE Campus Transfer Application \(Domestic Students\)](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwilt)

[TAFE Campus Transfer Application \(Domestic Students\)](#)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Student Success)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Student Central
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Approval and Amendment History	Details
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Notes	This document was formerly known as Campus Transfer to Another CQUniversity Campus Policy (last approved 02/03/2010); Campus Transfer to Another CQUniversity Campus Procedure (last approved on 28/04/2010) and the Student Transfer to Another CQUniversity Campus Procedure (last approved on 28/10/2015).