CAMPUS TRANSFER POLICY AND PROCEDURE

Document ID	3.7
Related Documents	UBSS Course Admission Policy
Date	April 2024
Date of Next Review	April 2025
Authorised by	Executive Management Team (EMT)
Approved by	Executive Management Team (EMT)
Version	V1
Responsible Officer	Deputy Vice Chancellor
References and Legislation	Education Services for Overseas Students Act 2000 (Cth) Education Services for Overseas Students Regulations 2001 The Higher Education Support Act (HESA) 2003 Higher Education Standards Framework (Threshold Standards) 2021 Migration Act 1958 (Cth) National Code of Practice for Registration Authorities and Providers of Higher Education Support Act 2003 (Cth) Privacy Act 1988 (Cth) Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

Table of Contents

1 Purpose

1.1 Context

Universal Business School operates multiple campuses across Australia, namely in Sydney, Melbourne, and Adelaide. Recognizing the diverse needs and circumstances of its student body, UBSS acknowledges the necessity for a structured process for students who wish to change their campus location.

The purpose of this policy is to establish guidelines and procedures for students wishing to request a Campus Transfer within Universal Business School (UBSS). This policy aims to ensure fairness, transparency, and efficiency in handling campus change requests while maintaining the academic integrity and continuity of student education.

2 Scope

2.1 Rationale

This policy applies to all enrolled students of Universal Business School who wish to request a Campus Transfer within the institution. It encompasses both undergraduate and postgraduate students across all disciplines and programs offered by UBSS.

By establishing clear procedures and criteria, UBSS aims to facilitate smooth transitions for students and maintain consistent standards across all campuses.

2.2 Legislative Context

- Section 19-43 of the Higher Education Support Act 2003
- Education Services for Overseas Students Act (ESOS) 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021(Cth)
- Higher Education Support Act 2003 (Cth)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

3 Policy Statement

Universal Business School acknowledges that students may have valid reasons for requesting a Campus Transfer during their academic tenure. Campus change requests will be considered based on individual circumstances, availability of resources, and the overall feasibility of the request. UBSS is committed to treating all requests with fairness, confidentiality, and sensitivity to the needs of the students involved.

4 Procedure

4.1 Eligibility

- Students must be currently enrolled at Universal Business School to be eligible to request a Campus Transfer.
- Campus change requests will only be considered after the completion of at least one full trimester of study at the current campus, unless compassionate/compelling circumstances are provided.
- Campus transfer requests must be submitted before Week 2 in the current trimester.
- The course must be available for delivery at the other campus.

4.2 Submission of Request

- Students wishing to change their campus must submit a formal request in writing to the Student Services department.
- The request should include the reason(s) for the desired campus change, along with any supporting documentation or evidence.

4.3 Assessment and Decision

- The Student Services department will review each request on a case-by-case basis, considering factors such as academic progress, program availability, and campus capacity.
- Decisions regarding campus change requests will be communicated to the student within a reasonable timeframe.
- Approved requests will be processed by the Student Services department in coordination with relevant academic departments and campus administrators.

4.4 Implementation

- The student's academic records and enrolment details will be updated accordingly to reflect the campus transfer. Academic records will be transferred via Credit and recognition of Prior Learning. Students must apply for this once the transfer has been approved.
- A new record will be created for the new campus enrolment in myGCA and the old record will be discontinued.
- All grades and academic information will be updated and transferred.
- All tuition fees will be updated and transferred.

4.5 Communication

- Universal Business School will ensure that this policy and related procedures are readily accessible to all students through appropriate channels, including the institution's website, student handbook, and other relevant documentation.
- Any updates or changes to the policy will be communicated to students in a timely and transparent manner.

4.6 Contact Information

- For inquiries or assistance regarding campus change requests, students may contact the Student Services department at 1300 422 422 or info@ubss.edu.au

5   Document Change Control

Version	Change Description	Date	Author
V1	Creation of Policy	April 2024	Carlos Munoz

Appendix A

Benchmarking

The following policies were consulted in the creation of this document.

Institution	Name of Policy	Link	TEQSA Registration Status
TAFE Higher Education	CAMPUS TRANSFER POLICY AND PROCEDURE	https://www.tafensw.edu.au/documents/60140/285049/Transfer-Application-Form-for-Higher-Education-Students.pdf	Registered
James Cook University	CAMPUS TRANSFER POLICY AND PROCEDURE	https://www.jcu.edu.au/students/enrolment/transfer-campus	Registered
Australian Catholic University	CAMPUS TRANSFER POLICY AND PROCEDURE	https://www.acu.edu.au/study-at-acu/how-to-apply/existing-students-and-alumni/internal-transfer	Registered