

## COURSE TRANSFER, EXIT AND CHANGE OF MAJOR POLICY

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# 1 Context

This policy outlines the guiding principles and requirements of course transfers and changes of majors. It also outlines the requirements to exit the Bachelor degree courses at the Associate Degree or Diploma level and the requirements to exit the MBA degree at the Graduate Diploma or Graduate Certificate level.

# 2 Scope

## 2.1 Rationale

Students have the option of multiple exit and transfer points throughout their course of study. UBSS is required to maintain policies and procedures for the administration of transfers, exits and changes of Major.

## 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

# 3 Definitions

Item	Definition
<b>Course</b>	A Course is an award offered by UBSS that has its own CRICOS code. Current awards include the Bachelor of Accounting, Bachelor of Business and nested awards of Diploma and Associate Degree, and the Master of Business Administration and nested awards of Graduate Certificate and Graduate Diploma.
<b>CoE</b>	CoE is an abbreviation for Confirmation of Enrolment, which is a document issued by UBSS after a student has signed an Offer Letter for a UBSS approved course. It formalises the student’s enrolment in that course. The CoE is issued by UBSS on behalf of the Department of Immigration & Border Protection (DIBP) to meet international student visa requirements.
<b>Major</b>	A Major is a specialisation within the Bachelor of Business (BBus) degree and the Master of Business Administration (MBA) degree that comprises a set of related subjects. All BBus students must complete a major to be eligible to graduate.

Item	Definition
<b>Offer letter</b>	An Offer letter is a document issued by UBSS to a qualified student seeking to enrol in a UBSS course. It is signed only by the student and, once signed, becomes the formal contract between UBSS and that student. One Offer Letter only is issued for each course of study.

## 4 Course Transfer Rules & Principles

UBSS has three Programs, each containing three courses.

The courses in the Postgraduate Business Program are:

- Master of Business Administration
- Graduate Diploma in Business Administration
- Graduate Certificate in Business Administration

The courses in the Undergraduate Business Program are:

- Bachelor of Business
- Associate Degree of Business
- Diploma of Business

The courses in the Undergraduate Accounting Program are:

- Bachelor of Accounting
- Associate Degree of Accounting
- Diploma of Accounting

### 4.1 Transfers Between Programs

A student may transfer between the two undergraduate programs (i.e., From the Undergraduate Business Program to the Undergraduate Accounting Program and vice versa), Transfers between programs may be approved by the **Executive Dean** or delegate for reasons that include:

- The student is performing poorly in their current program and believes that they may achieve better results in the other program;
- The student has decided on a different career direction.

Before a course transfer between undergraduate programs is approved, the following terms and conditions must be agreed to in writing and understood by the student:

- The student’s enrolment in their current course will be cancelled;
- The student will be issued a new CoE and Offer Letter for the new course;
- The student’s details will be updated on PRISMS to indicate the change of course;

- The length of the COE for the new course will depend on how many exemptions are awarded;

The fees (including any discount) for the new course are those applicable to the trimester when the student commences that course. This is because the student's current course enrolment and its conditions are cancelled, and the student is issued a new CoE and Offer Letter for the new course that includes current fees and conditions;

The course change is permanent – there is no trial period, and the student cannot change back to their original course; The student will only be given credit (exemptions) for subjects completed in their current UBSS course that are available in the new course. As a guideline, no more than 67 percent (or 16 subjects) of the designated course can be replaced by credit transfers.

## 4.2 Transfers Within Programs

A student may change courses within a program (e.g., From the Master course to the Graduate Diploma or Graduate Certificate course or vice versa; or from a Bachelor course to an Associate Degree or Diploma course or vice versa).

Note that changing majors within a Program (the Master and Bachelor courses in Business both contain majors) is not a course transfer - it is a change of major and is addressed in Section 5 below.

If a student wishes to change courses within a program, they must understand and agree to the following terms and conditions:

If the student is upgrading their course, the student's enrolment in their current course will be cancelled (and marked complete on MyGCA and the PRISMS database) as the student needs to finish the course in order to upgrade;

- The student will be issued a new CoE and Offer Letter for the new course;
- The student's details will be updated on PRISMS accordingly;

The CoE for the new course will depend on the number of subjects required to complete it. For example, if the student is upgrading to a Bachelor course from an Associate Degree, the CoE will be for one year; if they are upgrading from a Diploma course, the CoE will be for two years. If the student is upgrading to the Master course, the CoE will be for one year if they are upgrading from the Graduate Diploma course and 18 months if they are upgrading from the Graduate Certificate course.

The fees (including any discount) for the Bachelor and Master courses that are payable are those applicable to the Trimester when the student commences the Bachelor or Master course;

Credit (exemptions) for subjects completed in the earlier course will be granted towards the new course.

Students who complete the Associate Degree in Business must continue with their major – otherwise they will lose course credits based on their first two years of study and will need to study additional subjects to complete the Bachelor of Business degree.

## 5 Course Exit Rules & Principles

A student may exit early from the Postgraduate Program with a Graduate Diploma or Graduate Certificate, or from either of the Undergraduate Programs with an Associate Degree or Diploma.

The Academic Board permits a student:

1. To exit from a Bachelor course with:
  - An Associate Degree when the student has completed the 16 compulsory subjects in the program and has not been given credit for any of those subjects;
  - A Diploma when the student has completed the compulsory subjects in that program and has not been given credit for more than four of those subjects;
2. To exit from a Master course with:
  - A Graduate Diploma when the student has completed the first eight compulsory subjects in the program (MCR001 to MCR008) and has not been given credit for more than two of those subjects;
  - A Graduate Certificate when the student had completed the first four compulsory subjects in the program (MCR001 to MCR004) and has not been given credit for more than one of those subjects.

Where a candidate meets the above conditions:

- They are recorded as 'completed' on MyGCA, are discontinued from the original course and are enrolled into the new course;
- They are recorded as completed on PRISMS and this is noted as an early completion from the original course with an explanation included that the student completed the requirements of the nested course and exited early.

## 6 Change of Major

### 6.1 Guiding Principles

A student may be permitted to change majors within the undergraduate Business course with the approval of the **Executive Dean** or delegate, but no later than one trimester after the commencement of their course. Acceptable reasons for changing majors may include poor performance in the current major or a change of academic or career interest to the field of one of the other majors.

When considering a request for change of major, the Academic Dean considers whether or not:

- The subjects completed in the current major are also part of the new major;
- The subjects for which exemptions have been granted in the current major are also part of the new major.

## 6.2 Potential Consequences of Changing Majors

A student needs to understand and agree in writing that the following scenarios may be realised when changing from one major to another:

Where the exempted subjects in the current major are NOT offered in the new major, the student will NOT receive additional exemptions.

Where the subjects already studied (and passed) in the current major are NOT offered in the new major, the student will need to study additional subjects;

If a student needs to study additional subjects in the new major, they will need to maintain a high study load to complete within their CoE (and this option is only permitted for students who make good academic progress);

A CoE extension is unlikely to be granted as the majors belong to the same course for which the CoE has been issued; A new Offer Letter and CoE are NOT issued for change of majors.

## 7 Authorities & Accountabilities

The **Executive Dean** is responsible for administering this policy.

## 8 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
V12.1	Change of review date	June 2018	Jotsana Roopram