

Transfer of Campus Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document is to describe the policy for students to be able to transfer from one Curtin University campus to another.

2. APPLICATION

Students

3. EXCEPTIONS

This policy does not apply to Curtin College and Navitas English students.

4. POLICY STATEMENT

As an external education provider of Curtin Singapore, Curtin University has a series of campuses, both within Australia and internationally in addition to the Curtin Singapore campus.

Curtin University students have the opportunity to transfer between the various Curtin campuses to obtain an international experience.

Curtin Singapore will develop process to facilitate students who request a transfer of campus to another Curtin University Campus or from another Curtin Campus to the Curtin Singapore campus.

Approval of applications for transfer will be by Curtin University in Perth.

5. OBJECTIVES

To ensure a proper recording and update of students' movement within campuses.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	02 December 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	02 Dec 10	Executive Committee	Executive Committee Meeting Minutes