

COURSE TRANSFER APPLICATION FOR POSTGRADUATE STUDENTS

Application deadlines:

Study Period 1 - 31 January

Study Period 2 - 30 June for courses that permit mid-year entry

Applications received after these dates may not be approved to commence in the next teaching period

This form is NOT for use by:

- Fourth year Psychology students
- Students studying subsequent or concurrent degree
- Research students (please contact the Graduate Research School Townsville (07 4781 5861)).

New students should contact the Student Centre:
Townsville 4781 5255 or Cairns 4232 1000

1. PERSONAL DETAILS

Student number:

Title: Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other: _____ Date of birth (dd/mm/yyyy): ____/____/____

Given names: _____ Family name: _____

Permanent home address: _____
(PO Box is not acceptable for this address)

Postcode: _____ Telephone: _____

JCU email address: _____@my.jcu.edu.au Mobile phone: _____

Personal email address (if you studied before 2010): _____

Work phone number: _____ Fax number: _____

Are you an international student? Yes ☐ No ☐ If yes, what is your country of citizenship: _____

In what year did you leave secondary school? Did you complete Year 12? Yes ☐ No ☐

Has your name changed since you were last enrolled? [If yes, certified documentary evidence is required] Yes ☐ No ☐

If your application is successful, once you are accepted to your new course you will be required to check and update your personal details through eStudent.

2. COURSE INFORMATION

Current course
Course Code: _____ Course Title: _____

Major: _____ Year last enrolled: _____ Campus: _____

Proposed course
Preference 1: Course Code: _____ Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

**Please list any other course/s you want to be considered for in this intake period, should you be unsuccessful in the above application.
You will be offered a place in your highest approved preference.**

Preference 2: Course Code: _____ Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

Preference 3: Course Code: _____ Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

When do you wish to start study? Study Period _____ Year _____

Do you intend to study: Full Time ☐ Part Time ☐

Do you intend to study: Internal ☐ External ☐ Limited Attendance ☐

Student Name: _____

3. REFEREES*

*[MASTERS OF APPLIED SCIENCE (AQUACULTURE), MASTER OF APPLIED SCIENCE (MARINE BIOLOGY), PUBLIC HEALTH AND TROPICAL MEDICINE, NURSING SCIENCE AND PSYCHOLOGY APPLICANTS ONLY]

If you are applying for one of the courses above, you are required to provide the names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies. Business Degree applicants – please see the Application Checklist at the end of this form.

REFEREE 1			REFEREE 2		
Title:	Initials	Family name	Title	Initials	Family name
Address:			Address:		
Phone Number			Phone Number		
Email Address			Email Address		

4. SUBJECT SELECTION*

*Indicate your subject selection for pre-approval ONLY if your course is listed here. You will be required to enrol in your subjects once admitted to your course. Subjects for all other courses are not required at this stage. If your course is NOT listed here, do not complete this section - go to 5.

Graduate Certificate of Biomedical Sciences	Graduate Diploma of Creative Arts	Subject Code (e.g TM5502)	
Graduate Certificate of Legal Studies	Graduate Diploma of Legal Studies		
Graduate Certificate of Research Methods	Graduate Diploma of Research Methods		
Graduate Certificate of Social Science	Graduate Diploma of Social Science		
Graduate Certificate of Tropical Animal Science	Graduate Diploma of Tropical Animal Sciences		
Graduate Diploma of Arts	Master of Biomedical Sciences		
Graduate Diploma of Biomedical Sciences	Master of Tropical Animal Science		

5. PREFERRED FEE TYPE

Some Commonwealth supported places are available in a limited number of postgraduate coursework discipline areas (see list below). Please read the government publication at <https://www.studyassist.gov.au/help-publications> and submit the appropriate *Request for Commonwealth assistance* form online through eStudent.

Australian citizens, and New Zealand citizens or permanent residents who reside in Australia for the duration of their study, have the option (in these discipline areas) of requesting a Commonwealth supported place **or** domestic tuition fee paying place.

Please indicate your preferred fee type:

HELP

☐ **COMMONWEALTH SUPPORTED** - submit online a *Request for Commonwealth supported and HECS-* form through eStudent and read the supporting government document at www.studyassist.gov.au

☐ **TUITION FEE PAYING** - if you are eligible and want to defer payment, submit online a *Request for FEE-HELP assistance* form through eStudent and read the supporting government document at www.studyassist.gov.au

Commonwealth supported places ARE available in some courses:

Allied Health	Indigenous Studies	Psychology	Research Methods	Social Work
Astronomy	Medical	Public Health	Social Science	Tourism
Education	Nursing	A full list is available on our website https://www.jcu.edu.au/students/fees-and-financial-support		

Commonwealth supported places ARE NOT available in the following discipline areas:

Accounting	Creative Arts	Engineering	Journalism/Writing	Veterinary/ Animal Science
Arts	Economics	Hospitality	Law	Women's Studies
Business				

6. INTERNATIONAL STUDENT DECLARATION

I declare that the information I have supplied on the application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by the University which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at the University is accepted by the University, and in consideration of provision of educational resources by the University, I will be bound by the provisions of the relevant student handbooks, statutes, rules and policies of the University as are in force from time to time, and will be subject to the lawful instructions of officers of the University.

Privacy: Personal information supplied on this form will be handled in accordance with JCU's Privacy Policy (available at jcu.edu.au). I acknowledge that James Cook University (JCU) will use the personal information that I have provided in, and attached to, this form to assess my application to study at JCU. I authorise JCU to provide my personal information to the Australia Government Department that is responsible for tertiary education (including the Department of Education and Training), the Australian Government Department that manages immigration (including the Department of Home Affairs), the Tuition Protection Service, my Education Agent if I have appointed one, Allianz Global Assistance if I nominated JCU to arrange my Overseas Student Health Cover (OSHC) and any other Australian or Queensland Government bodies as required by law.

7. DECLARATION

I certify that the information provided on this form is, to the best of my knowledge, complete and correct.

International students: I have read and understand the Declaration in Section 6 of this form

Student Signature: _____ Date (dd/mm/yyyy): ____/____/____

Student Name: _____		
APPROVALS (Office use):		
Accept Application for: <input type="checkbox"/> Preference 1 <input type="checkbox"/> Preference 2 <input type="checkbox"/> Preference 3 OR <input type="checkbox"/> REJECT Reason for Rejection: _____ Commencing Study Period/Year _____		
COMMENTS:		
CONDITIONS:		
Signature of approving officer:	Printname:	Date: ____/____/____
Signature of Head of School:	Printname:	Date: ____/____/____
Signature of AD/CD/AFR/FR:	Printname:	Date: ____/____/____
Signature of 2nd Faculty's AD/CD/AFR/FR:	Printname:	Date: ____/____/____

FACULTY ADMIN USE (Office use):			
Entry requirements met:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Conditions Met (if applicable):	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
Student contact details updated (if necessary)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
Application entered:	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____
Application Assessment entered	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____
Offer Issued (International):	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____
Acceptance Received (International):	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____
Study Plan expanded:	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____
Advanced standing processed and comments added:	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Pending <input type="checkbox"/> Entered by: _____ Date: ____/____/____
File tracked to Enrolments:	Yes <input type="checkbox"/>	Entered by:	Date: ____/____/____

ENROLMENTS USE (Office use):	
Offer created:	Yes <input type="checkbox"/>
Ed Background checked:	Yes <input type="checkbox"/>
CGS entered:	Yes <input type="checkbox"/>
WD Course:	Yes <input type="checkbox"/> No <input type="checkbox"/>
SSP Finance parameteres entered:	Yes <input type="checkbox"/> <input type="checkbox"/> _____
Student emailed:	Yes <input type="checkbox"/>
Processed by:	Date: ____/____/____

APPLICATION FOR ADVANCED STANDING

(Postgraduate Course Transfer Application)

1. PERSONAL DETAILS

Student number:

Date of birth: _____/_____/_____ (DD/MM/YYYY)

Title: Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other: _____ Family name: _____

Given names: _____ Mobile Phone: _____

JCU email address: _____@my.jcu.edu.au Work phone: _____

Personal email address (if you studied before 2010): _____
*once you are admitted into a JCU course, communication will be sent to your JCU email account

2. DECLARATION

I hereby seek advanced standing for my change of course from _____ to _____ at JCU
course & major course & major

Student Signature: _____ Date (dd/mm/yyyy): _____/_____/_____

3. ADVANCED STANDING (includes JCU subjects and external studies)

Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course and major at the time the advanced standing application is lodged. If you change course and/or major, return from AWOL or withdraw from your course, this may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s after the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in after the census date, even if you later receive advanced standing.
- Advanced standing will only be assessed on original or certified copies of academic record or other documentation. All documents MUST be provided in English. Current JCU students do not need to provide an academic transcript.
- If applying for advanced standing for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.

STUDENT TO COMPLETE:			OFFICE USE ONLY:					
	Subjects undertaken at another institution	Subjects undertaken at JCU	Outcome G(Granted) N(Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted			
					Exempt JCU subject code with credit points (eg BU1010:03)	General: Indicate option/elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course per year	
							Credit Point Value	Year Level
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
Total applied								

NOT GRANTED REASON CODES: ISC – Inadequate support for claim ICR – Insufficient credit remaining IWE – Inadequate work experience QNE – Qualifications not equivalent QNR – Qualifications not relevant

COMMENTS:

4. APPROVALS

Signature of Academic Adviser/ Head of School: _____ Print name: _____ Date: _____/_____/_____

Signature of AFR/ FR: _____ Print name: _____ Date: _____/_____/_____

Acknowledgement of Advanced Standing Approved:

Student emailed ☐ _____ Date (dd/mm/yyyy): _____/_____/_____

Student Name: _____

5. APPLICANT CHECKLIST

Students wishing to change course SHOULD NOT enrol online into subjects under their original course: Your application will be assessed. If successful, you will be offered to the highest approved preference as outlined in part 2 of the Change of Course form.

Domestic Students will receive a confirmation email and will need to Accept your Offer online through eStudent, then enrol in subjects for your new course. Your previous course will be withdrawn once you have accepted your new offer. If you have outstanding results in that course, the withdrawal will happen after results are released.

Any subject enrolment in your old course for current or future study periods will be withdrawn if before the census date. You will need to enrol into these subjects under the new course if you wish to continue studying them.

If you are a Commonwealth supported student, you will need to submit a Request for Commonwealth supported and HECS -HELP form online through eStudent. This must be completed before enrolling in any subjects in your new course. If you are eligible and want to defer payment of your Student Services and Amenities Fee, you need to submit a SA-HELP form.

If you decide not to continue with this application, please advise your Faculty Office from your JCU email address.

International Students should follow the instructions provided in their offer letter. Your offer will be sent to your JCU email address. You will need to sign and return the relevant forms and payment (if required) before you can be admitted to your course.

Once admitted, you will receive a confirmation email and will need to enrol in subjects for your new course. Your previous course will be withdrawn. If you have outstanding results in that course, the withdrawal will happen after results are released.

Any subject enrolment for current or future study periods will be withdrawn if before the census date. You will need to enrol into these subjects under the new course if you wish to continue studying them.

If you decide not to continue with this application, please advise the Student Centre (Townsville, Cairns) or Student Administration (Brisbane, Singapore).

Have you:

- ☐ completed all details on the Course Transfer Application – Postgraduate Students form and Advanced Standing application
- ☐ attached other correctly certified documentary evidence where applicable (e.g. change of name/academic record - current JCU students do not need to provide an academic transcript)
- ☐ read the declaration
- ☐ signed and dated both the Course Transfer and Advanced Standing application.

Marine Biology applicants: Last date to lodge this application is 31 October for Teaching Period 1 and 30 April for Teaching Period 2. Applications received after this date will be accepted, but may not be assessed in time for the start of the course. Please lodge your CV and attach a personal statement outlining why you wish to do the course and your long term academic goals.

Business applicants: If applying for a Graduate Certificate of Business Administration, applicants without a previous degree must also submit a letter of support from your employer on official company letterhead verifying your management work history. Contact 07 4781 5854 for further information.

Psychology applicants: Have you applied for any other course at JCU this year? ☐ No ☐ Yes - If yes, which course _____

JCU staff applying for the Graduate Certificate of Education (Tertiary Teaching): Some JCU staff are eligible for a JCU sponsorship for the Graduate Certificate of Education (Tertiary Teaching). For further information, contact Teaching and Learning Development. Application for a JCU sponsorship must include a Supporting Statement signed by Head of School.

6. RETURN DETAILS

Townsville

Postal: James Cook University
Student Centre
Education Central (Bld. 134)
Townsville, 4811
In person: Student Centre
Educational Central (Bld. 134)
James Cook Drive
Townsville
Tel: 07 4781 5255

Cairns

Postal: James Cook University
Student Centre
Chancellery Building (Bld. A1)
Cairns, 4870
In person: Student Centre
Chancellery Building (Bld. A1)
McGregor Road
Smithfield
Tel: 07 4232 1000

Brisbane

Student Administration
James Cook University
349 Queen Street
Brisbane Qld 4000
Tel: 07 3001 7800

Singapore

James Cook University
149 Sims Drive
Student Services, Block C
Singapore 387380
Tel: +65 6709 3688

Tel: +65 6576 6833

Incomplete forms or missing documentation may delay the processing of your application.