

Change of Course Procedure

Policy Category	Academic		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, IGI staff		
Related Documents	Credit for Prior Learning Policy and Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Enrolment Terms and Conditions		
Version	Authorised by	Approval Date	Effective date
1.2	Academic Board	10 Oct 2023	10 Oct 2023

1. Purpose

The Change of Course Procedure gives effect to the Enrolment Terms and Conditions in respect of students seeking to change their course of study at IGI. This procedure ensures that change of course requirements and processes are applied fairly, consistently, objectively and are documented.

2. Definitions

Item	Definition
Confirmation of Enrolment (CoE)	A document issued by a registered provider to an intending overseas student. It confirms the overseas student's eligibility to enrol in the course and supports their application for a student visa. They are sometimes called eCoE (electronic CoE).
Course	A structured sequence of study undertaken leading to the award of a diploma and degree.
Current student	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> • they complete the course of study. • they withdraw from the course of study. • their enrolment is discontinued, or they are excluded from a course or study at ihGI due to misconduct or other reasons. • they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.
International student (or Overseas Student)	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
Principal course	The main course of study undertaken by an international student, where a student visa has been issued for multiple courses (packaged courses).
PRISMS	The Provider Registration and International Student Management System is used to process information provided to the Secretary of the Department of Education by ihGI in connection with an international student's course enrolment. It is used by ihGI to issue/amend CoEs, extract reports on student visas, etc.

3. Scope

This procedure applies to students, and to staff who administer change of course requests.

4. Procedure

Eligibility requirements

- 4.1. In order to be eligible to apply for a change in course a student must:
- be currently enrolled in a course at IGI and have commenced their studies;
 - meet the entry requirements of the new course;
 - have subjects to complete in the new course. Students are not permitted to change a course if they have already met the requirements of their new course;
 - seek advice from the relevant Course Coordinator to discuss eligibility requirements for successfully completing the new course;
 - note that credit may be applicable as per the Credit for Prior Learning Policy.
 - seek written approval from a sponsor (for international sponsored students);
 - not had enrolment cancelled or suspended from a course at IGI;
 - understand that academic standing and progression is transferred over from the previous course;
 - understand that incomplete and failed grades are taken into consideration;
 - be aware that the new course of study must be of the same AQF level as the previous course unless a specific recommendation has been made by the Academic Progression Committee.
 - understand that a change in course may impact student visa requirements and that the student should contact the Department of Home Affairs (DHA) for advice.

How to apply

- 4.2. Students apply by completing the online change of course request form prior to the commencement of a study period or at by Wednesday of week 2 at the latest (to allow for administrative processing time).
- 4.3. Applications received within one week of census date are only considered for the next study period.
- 4.4. A student who seeks to change their course after the commencement of the original course must pay a \$100 administration fee.

Assessment and outcome

- 4.5. The Course Coordinator assesses the application in accordance with this procedure and makes a decision to either approve or reject the application.
- 4.6. For approved change of course requests the Course Coordinator:
- records the outcome together with any credit for prior learning;
 - creates a progression plan;
 - notifies the Registrar who formally notifies the student within 10 working days of the request submission.
- 4.7. For approved requests, the formal notification includes:
- a letter of offer including, but not limited to, credit awarded, duration, fees and related policies;
 - a progression plan indicating subjects to complete;
 - for international students, notice that a new CoE is only issued once a signed acceptance and written agreement for the new course has been received by IGI.
- 4.8. For rejected requests, the Course Coordinator records:
- that the eligibility requirements have not been met; or
 - a course has been, or is in the process of being withdrawn, and is no longer available; or
 - there are operational restrictions in the new course that do not allow for course transfers as determined by IGI; and
 - notifies the Registrar who formally notifies the student within 10 working days of the request submission.

4.9. For rejected requests, the formal notification includes:

- reasons for the rejection;
- if a student is dissatisfied with the outcome of the change of course request they may lodge a complaint in accordance with the Complaints and Appeals Policy.

Recordkeeping

4.10. Change of course request outcomes are recorded on the student management system. IGI keeps records of outcomes for at least two years after the person ceases to be an accepted student.

PRISMS reporting

4.11. For international students, an existing CoE is reported in PRISMS and a new CoE is issued for the new course.

Complaints

4.12. A student may lodge a complaint if the cancellation or suspension outcome was inconsistent with this procedure. Complaints must be made in accordance with the Complaints and Appeals Policy.

5. Roles and responsibilities

5.1. Course Coordinators are responsible for assessing and making change of course decisions.

5.2. The Registrar is responsible for administering the implementation and dissemination of this procedure.

5.3. The student is responsible for:

- providing true and accurate information; and
- providing authentic and genuine documentation.

5.4. IGI is responsible for:

- ensuring the policy and procedure are easily accessible and publicly available;
- ensuring procedures are transparent and equitable; and
- providing timely responses to students.

6. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All
1.2	Nov 2023	IGI	Minor amendment to submission date and fee	Sections 4.2 and 4.4