

## ***INTERNAL TRANSFER POLICY***

### **1. Background**

This Internal Transfer Policy outlines the transfer arrangements that apply to students transferring from one postgraduate course in the School of Population Health to another postgraduate course.

#### **1.1 Application**

All students who seek to transfer to another course must formally apply for that course on an official application form (available via <http://www.sph.unimelb.edu.au/postgrad/prospective/index.html>), and meet all the entry requirements of that course.

### **2. Status of Creditable Subjects**

Students may transfer 100% of successfully completed subjects from course A to course B within the School of Population Health. Provided that -

- The subjects are shared by both courses;
- The student meets the entry requirements of course B;
- The student completes the usual course requirements of course B.

**2.1** In the case of a transfer from the Master of Public Health to the Doctor of Public Health, students may apply for 100 points of coursework, and 50 points of the research report to be transferred.

### **3. When is Transfer Status Determined?**

Internal Transfer status may be calculated at any time during the year. Prospective transfer students are advised to carefully read the SPH Postgraduate Handbook, and liaise with the relevant course coordinator to ascertain the appropriateness of transferring courses. Students should note that transferring internally will necessitate the discontinuation of course A, and that this and any late withdrawal from any subjects will appear on the official academic transcript.

### **4. How to Apply for Credit and Prerequisite Evaluation**

Students should apply in writing to the School of Population Health's Academic Programs Manager outlining their internal transfer intentions.

### **5. Appeal Procedure**

Students may appeal in writing to the School's Postgraduate Studies Committee concerning any rejection of an internal transfer application. This Committee will make a recommendation to the Head of School.

### **6. Complex Transfer Issues**

Any complex transfer issues will be referred to the School's Postgraduate Studies Committee.