

Faculty of Law – Melbourne Law Masters

The University's privacy statement with regards to student information can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>



Application to Transfer Courses

This form is to be completed by students wanting to transfer from one Graduate Law course to another.

Students should refer to the Course Rules in relation to Transferring Courses. An extract from the rules has been provided on the next page for your reference.

Personal Details:

Student ID number: Date of Birth:

Surname:

Given Names:

Contact Telephone Number/s:

Students will be notified of the outcome of their request via their University of Melbourne email account in the first instance (Students can activate their accounts at: <http://accounts.unimelb.edu.au/>) Formal notification will follow by post.

Do we have your current contact details? You can check and update your contact details under the 'Admin' tab on the Student Portal at: www.portal.unimelb.edu.au.

Application Details:

Course you are transferring FROM:

Course you are applying to transfer TO:

If transferring to a coursework Graduate Diploma or Masters, and your transfer is approved, in which subjects do you intend to enrol in the new course? Please indicate below if you wish to be placed on the waiting list (W/L) for a subject if fully enrolled.

Subject Number	Subject Name	Semester	W/L?

Please nominate alternative subjects in order of preference, in case selected subjects are fully enrolled or unavailable:

Subject Number	Subject Name	Semester	W/L?

Student Signature and Declaration:

I have read and understood the Course Rules in relation to Transfers and authorise the University to make the amendments listed above to my enrolment. I understand approval is subject to the rules regarding Transfers and that by transferring courses my enrolment in the new course will be treated as a new enrolment and will come under the fee structure for the current year:

Signature: Date:

Office Use:

Approved? Yes / No Initials: _____
Merlin Updated _____ Student Notified: _____

Please send your completed form to:
Melbourne Law Masters Office, Faculty of Law
The University of Melbourne VIC 3010
Fax: +61 3 9347 9129 Email: law-masters@unimelb.edu.au

Policy on Transferring Courses:

Extract From the Melbourne Law Masters Working Rules:

Guidelines for Transferring:

It is possible for students to transfer between related degrees and diplomas depending on subject choice, previous qualifications and grades obtained. A related course is one in the same specialist area or the Master of Laws by Coursework. Students should refer to the Melbourne Law Masters Handbook for further details on related courses and course requirements.

International Students must also complete a Course Change Notification form for DIMIA, which is available from the International Centre or the Melbourne Law Masters Office.

Application Deadlines:

Students transferring between courses may apply at any time, with the following exceptions:

From a Graduate Diploma to a Masters degree

Once conferred, subjects undertaken within a course cannot be credited to any other degree. Therefore, students who intend to transfer from a Graduate Diploma to a Masters degree should not have their Graduate Diploma conferred.

From a Masters degree to a Graduate Diploma

A student may transfer from a Masters degree to a Graduate Diploma at any time, even once all four Graduate Diploma subjects have been completed, provided their Masters degree has not been conferred.

To a Master of Laws by Coursework and Minor Thesis

A student wishing to transfer to the Master of Laws by Coursework and Minor Thesis should submit their application and Minor Thesis Proposal no later than mid-November for first semester commencement in the following year, or mid-May for second semester commencement in the same year. Ideally proposals should be submitted for approval while students are completing their fourth coursework subject. Guidelines for the submission of a thesis proposal are available from the Melbourne Law Masters Office.

How does a transfer work?

With the exception of students transferring *from* the Master of Laws by Coursework *to* the Master of Laws by Coursework and Minor Thesis, the course a student transfers **from** is discontinued. The student is then enrolled in the new course and approved subjects undertaken within the old course are credited to the new course.

How will transferring between courses affect my fees?

By transferring courses a candidate's enrolment in the new course is treated as a **new enrolment**. Candidates therefore come under the fee structure for the current year and must complete the enrolment requirements for newly enrolled students.

For further information, students should refer to information on tuition fees at the University at <http://www.futurestudents.unimelb.edu.au/fees/>