

 This form is for current Bachelor of Engineering Technology students who want to progress into the Bachelor of Engineering (Honours) course.

### The Student Centre

1300 687 3624  
[studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au)

## Who can submit this application?

You can submit this form if you are:

- A current undergraduate Murdoch student in the Bachelor of Engineering Technology and you would like to progress into the Bachelor of Engineering (Honours)

You cannot submit this form if you are:

- Not currently enrolled in a Murdoch undergraduate Bachelor of Engineering Technology course. Please apply via [MyAdmissions](#)

## Are there any entry requirements?

To be considered for a course transfer from B1408 to H1287, applicants must satisfy the following academic requirements:

1. **Completion of Units:** Students must successfully complete a minimum of 24 credit points of Murdoch University (MU) units. These units must be undertaken and assessed within the B1408 course of study at Murdoch University.
2. **Minimum Academic Performance:** A minimum grade of Pass (P) must be achieved in each of the completed units. No supplementary or conditional passes will be accepted in lieu of this requirement.
3. **Exclusion of Advanced Standing Units:** Units credited through advanced standing (i.e., credit transfer, recognition of prior learning, or articulation agreements) will not be considered for meeting the eligibility criteria. Only units completed at Murdoch University will be valid for the purpose of course transfer assessment.
4. **Special Considerations:** Students who do not meet all the above criteria may be granted approval for transfer at the discretion of Academic Chair.
5. You cannot be in the final semester of your course.

## When should this application be submitted by?

You will need to submit your application by the processing deadline to be transferred before the start of semester. See the [Changing your course or major page](#) for the deadlines and processing windows.

## How do I submit this application?

Read the full terms and conditions and complete the details on page 2. Save a copy of the document and send it to [studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au) or lodge it via [MyAnswers](#).

## Term and Conditions

- Course, major, co-major and minor combinations for your chosen course are available as per the current [Handbook](#). Your nominated combination must not exceed the total credit points for the course or exceed the maximum allowable combination as per the current Coursework Regulations.
- Unless specified by the Academic Chair, you will be transferred to the current version of the course or major you have requested as per the The Handbook.
- All *completed* units (passed and failed) will be transferred over to the new course as Duplicate units. They will impact the GPA and Completion Rate for your new course.
- By applying for a course transfer you are acknowledging you understand that the change may:
  - increase your course duration and therefore any related fees.
  - affect your Centrelink benefits, sponsorship or scholarship eligibility, or student visa duration.
  - change the amount of advanced standing awarded to you.
- Applications received after the processing deadline will not be actioned until the next processing window.

### Term and Conditions (continued)

#### For Domestic Students:

- Commonwealth Supported Place students are required to complete a new Commonwealth Assistance Form once the course transfer has been processed. This must be completed before the Census Date or your course will be cancelled.
- If you are deferring your Student Services and Amenities Fees (SSAF) to an SA-HELP loan you will need to complete the form again under your new course before the Census Date. SA-HELP forms are not automatically transferred to your new course.
- By opting to change course you acknowledge that your Commonwealth Supported fee rate will change to the current fee rate (at time of processing) as per Federal Government legislation.

#### For Student Visa Holders:

- If your application is approved, you will be asked to complete a Transfer – Student Visa Holder Declaration and provide proof of your OSHC before a new Confirmation of Enrolment (CoE) is issued..
- You will be issued a new CoE with a different CRICOS code if your application is approved. This will be issued to you by the International Admissions team before the transfer is processed. No action is required by you.
- By opting to change course you acknowledge that your fee rate will change to the [current year's course fee rate](#) (at time of processing).

### Transfer Request

Student Number

Given Names

Surname

I am a:

☐ Domestic student

☐ International Student Visa Holder

☐ International non-Student Visa Holder

Changing FROM:

Course Code:

Course Title:

Primary Major:

Second Major:

Co-Major or  
Minor(s):

TO:

#### Student Declaration:

By submitting this form, I acknowledge that I have read and understood the terms and conditions of this transfer.

Student Signature: (type full name if unable to sign)

Date:

This form is best viewed  
and saved in  
Adobe Acrobat Reader.