



QUEEN'S UNIVERSITY BELFAST

Internal Transfer Procedures (UG Programmes)

1 Introduction

The University understands that, from time to time, students may decide that they have chosen the wrong course and would like the opportunity to be considered for an internal transfer to another programme, without having to reapply for admission to the University. This document sets out the procedures for applying for an internal transfer.

Please be aware that the University operates within strict student number controls provided by the Department of the Economy Northern Ireland, therefore all internal transfer requests must be considered within the limits this creates. For example, the course to which a student would like to transfer may not have capacity for more students.

While there is no automatic right to an internal transfer, the University will consider each request on its own merits and in keeping with this procedure. Factors taken into consideration will include entry requirements for the chosen programme, the timing of the request, the number of available spaces on the programme, the numbers already offered via UCAS for the new programme of study and, where relevant, performance on the current programme of study. Internal transfers to high-demand programmes cannot always be considered as to do so could be giving an unfair advantage to existing students over others who are applying to that subject as their first choice.

Applications are handled in different ways depending on the time of year, as indicated in points 2 to 5 below.

2 New (First-Year) Students

2.1 Enquiries received up to the end of the second week of semester:

These must be referred to the Admissions and Access Service. In making decisions, the same entrance criteria will be applied as was required for entry during the Admissions cycle and will be subject to the availability of remaining places. If the internal transfer application is successful, the student will normally transfer to the new programme immediately. Students are not normally allowed to change programmes after the second week of teaching as they will have missed too much teaching. If the application is not successful, the student will have to either continue on their current programme of study, permanently withdraw and reapply through UCAS or, if permitted, take a temporary withdrawal and transfer internally to the new programme the following year.

2.2 Enquiries received after the end of the second week of teaching, for transfer the following September:

Students who apply for an internal transfer after the second week of teaching and who are successful will not normally be permitted to join the new programme until the next academic year as they will have missed too much teaching. They will normally be put on a Leave of Absence for the current academic year and will be invited to register on their new programme the following academic year.

(a) Enquiries received by the UCAS Equal Consideration Deadline (normally mid-late January)

These requests should be referred to the student's current Adviser of Studies in the first instance. The Adviser will ask the student to complete an Internal Transfer Form which will be signed off and forwarded initially to the School Manager of the

current School, so that the School is aware of the internal transfer-out request. The form should then be referred to the School Manager or the Academic Selector of the gaining School, as appropriate. Such applications will be deemed to be on time and should therefore be considered in the same way as new applications through UCAS. The School must consult with the Admissions and Access Service in coming to a decision as to whether or not to permit the transfer.

(b) **Enquiries received after the UCAS Equal Consideration Deadline (normally mid- to late January).**

These requests will be considered at the discretion of the gaining School but should again be treated in the same way as all UCAS applications also received after the UCAS equal consideration deadline. In order to ensure consistency and fairness, there must be liaison and communication with the Admissions and Access Service when decisions to authorise a late internal transfer request are being made.

3 Returning Students

If students who have completed a year or more at the University and are still in attendance wish to transfer course, they should be referred to their Adviser of Studies, whether or not there is any question of credit transfer. It will be the role of the gaining School to decide if a student can transfer credit accumulated to date to their new programme, to allow the student to join at a point other than first year. This will depend on the comparability of the credit and whether a student has covered enough of the stipulated learning outcomes and material to join the new programme at a point other than first year. Adviser of Studies can consult with Academic Affairs for further advice on this point. Students will be required to complete an Internal Transfer Form which should be returned to the Adviser of Studies in the first instance and forwarded to the School Manager of the current School.

4 Mid-Year Transfers

Applications from students who have completed at least one semester and are still in attendance should be referred to their Adviser of Studies. It is rare but it may be possible to transfer to the second semester of the new course if there is sufficient compatibility of modules.

5 Exemptions

Medicine, Dentistry, Pharmacy, Nursing and Midwifery, and Social Work do not consider transfers.

6 Decisions (Transfer Candidates)

- a. Transfer candidates must be treated in the same way, whether they apply through UCAS or via the Internal Transfer Form. Internal transfer candidates must meet the normal entry requirements. These may be expressed in terms of A-levels or equivalent qualifications acceptable to the University, although some Selectors may be prepared to exercise discretion and accept slightly lower qualifications plus a good performance in the first year of studies, in the event of those who have completed the year.
- b. Those who apply before the end of the second week of teaching of their first year of study will be considered by the Admissions and Access Service, in consultation with the Academic Selector for the course.
- c. Those received between the end of the second week of teaching and **the UCAS Equal Consideration Deadline (normally mid-late January)** of their first year of study will be considered by the Academic Selector for the course. Those received after the Equal Consideration Deadline should be held until a decision has been made as to what action will be taken with UCAS applications received during the same period.
- d. It is the responsibility of the Academic Selector to ensure consistency between UCAS

applications and transfer requests and there must be consultation between the Academic Selectors and the Admissions and Access Service.

- e. As there is no automatic right to an internal transfer, each transfer will be considered on its own merits, in keeping with this procedure, and there is no right of appeal.
- f. If granted, students are only permitted one internal transfer during their time at the University.
- g. If the student is an international student subject to visa restrictions, they must be advised to speak to International Student Support before they make a decision to accept an offer of an internal transfer, in order to understand the implications on their visa status.
- h. Please note that an Internal Transfer is different to a permitted pathway change, for example, an MEng to a BEng within a programme. However International students subject to a student visa should still be advised to discuss a pathway change within a programme with International Student Support.

7 Action Required After Decisions Have Been Made

The decision on the application is made at the appropriate time by the Academic Selector for the gaining course and is communicated by that School to the candidate. This will in turn generate a Transfer of Award Form in the event of acceptance. Copies of conditional offer/waiting list letters should also be forwarded to the student's current School by the gaining School, to keep it informed of progress.

8 Withdrawal Forms

For those students who decide to withdraw, the withdrawal form must be completed by the original School at the appropriate time.

9 Mass Aggregate Student Numbers (MASN) Implications

Transfers between Schools/degree programmes are permitted subject to students meeting appropriate academic standards and consideration of teaching capacity constraints in the receiving School.

10 Registration

Students who are permitted to transfer course within the University will be called for registration by the gaining School. Those who re-apply through UCAS, whether from QUB or another institution, will be called for registration by Student Registry Services.

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Internal Transfer Procedures

Notes for Students

1 What is an Internal Transfer?

Each year some students decide, for a range of reasons, to change pathway during the course of their first year of study or later. The University endeavours to accommodate them in the programme of their choice if they meet the normal entrance requirements and if there are places available. However, it should be understood that there is no automatic right to transfer and there is no right of appeal to a decision to decline a request for internal transfer.

If successful, students are only permitted one internal transfer while at the University. If a student does not wish to continue on their second programme of study they will be advised to withdraw and reapply for admission through UCAS.

If you wish to apply for a transfer, you should follow the action outlined in these notes.

2 Who Do I Approach?

All enquiries about internal transfers should be directed to your Adviser of Studies in the first instance. The Adviser of Studies will let you know how to proceed and whether to reapply through UCAS or complete an Internal Transfer Form.

3 Where Can I Obtain the Internal Transfer Form?

<https://www.qub.ac.uk/directorates/sgc/srecords/EnrolmentRegistration/InternalTransferPolicy/>

4 When Can I Apply For a Transfer?

For first year students, there are several significant dates in the academic year as follows:

- (a) **Up to the end of the second week of the first semester:** If your transfer is approved, you will be able to switch to your new pathway immediately. Internal transfers cannot take place after the end of the second week of semester as you will have missed too much teaching.
- (b) **The end of the second week of teaching and the UCAS Equal Consideration Deadline (normally mid-late January):** If you are a first-year student and apply for an internal transfer after the second week of teaching but by the UCAS closing date, you will then be considered in the same way as new applications through UCAS. This is to ensure parity for all applicants for the programme, internal or external. You will normally be expected to move to the new course at the start of the new academic year as you will have missed too much teaching to be able to transfer during the first semester.
- (c) **After the UCAS Equal Consideration Deadline (normally mid-late January):** If you apply for a transfer after UCAS closing date (normally mid-January) you will be considered at the discretion of the School but will be treated in the same way as late UCAS applications, in order to ensure consistency and fairness.

Returning Students

Returning students wishing to transfer should refer to their Adviser of Studies who will advise them of the process and signpost to the relevant School to discuss the possibility of any credit transfer.

Mid-Year Transfers

If you have completed at least one semester and wish to transfer, you should contact your Adviser of Studies. It is rare but it may be possible to transfer to the second semester of the new course if there is sufficient compatibility of modules.

5 Are there Schools that do not accept internal transfers?

While internal transfers are discretionary, particularly in high demand subjects, the following

subjects do not consider internal transfers – Medicine, Dentistry, Pharmacy, Nursing and Midwifery, and Social Work.

If you apply through UCAS after the 15 October (18:00) deadline you may be considered the following August if flexibility is available. In either event, you should apply through UCAS and not on an Internal Transfer Form.

6 When Will I Receive a Decision On My Application?

The decision on applications submitted on an Internal Transfer Form will be conveyed to you by the School Manager or Academic Selector for your new course. For students wishing to transfer during their first year of study, such decisions will be linked with the UCAS decisions for new students and may therefore take some time, especially if your application is submitted after **the UCAS Equal Consideration Deadline (normally mid-late January) or if the course is closed.**

If you have applied for a transfer through UCAS, the decision will be conveyed to you by UCAS. However, you should be aware that if your application is late (i.e. submitted after **the UCAS Equal Consideration Deadline (normally mid-late January)**) a decision may be delayed until there is a clearer indication about the likely availability of places.

7 Withdrawal Form

If you decide to withdraw from the University without completing all the assessments or examinations for the academic year, you should complete a Withdrawal Form which is obtainable from your Adviser of Studies.

8 How will I receive my registration details for the new programme?

If you are permitted to transfer course using the Internal Transfer Form, you will be called for Registration by the gaining School. On the other hand, if you apply through UCAS, whether from QUB or another institution, you will be called for Registration by Student Registry Services.

9 Can an International Student apply for an Internal Transfer?

Yes – international students can apply for an Internal Transfer and the same criteria applies. However, international students subject to student visas must discuss this with International Student Support before they change pathways, as there will be implications for their visa.

10 Do I have to apply for an Internal Transfer if I am changing pathways within my programme of study, for example an MEng to a BEng?

No – students moving between pathways within their programmes do not have to apply for an internal transfer. Changes within a programme should be discussed with your Adviser of Studies in the first instance.