

QUEEN'S UNIVERSITY BELFAST

Internal Transfer Procedures

1 Introduction

This document outlines the revised procedures for dealing with Internal Transfers as from January 2006. It should be understood that students have no automatic right to transfer course although the University will endeavour to accommodate them in the course of their choice if there are places available and they have appropriate qualifications.

Applications are handled in different ways depending on the time of year as indicated in paragraphs 2-5.

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 Office. In making decisions, the same criteria will be applied as in August, subject to the availability of places.

2.2 Enquiries received after the second week of semester but before 31 October:

These should also be referred to the Admissions Office. While there is little likelihood of acceptance at that stage, candidates will be advised about procedures for the following year.

(a) If they subsequently decide to withdraw from the University before 31 October, their record is deleted in SIS and they would be advised to re-apply through UCAS.

(b) If they decide to continue with their studies, they should then complete an Internal Transfer Form, which should be returned to their Adviser of Studies for onward transmission in accordance with 2.3.

2.3 Enquiries received after 31 October for transfer the following September:

(a) **By 15 January** (the UCAS closing date). These should be referred to the current Adviser of Studies in the first instance. The Adviser will ask the students to complete an Internal Transfer Form which will then be signed off and forwarded to the School Manager of the current School in the first instance so that the School will be aware of the situation. The form will then be referred to the School Manager of the gaining School or Selector 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.

(b) **After 15 January** (the UCAS closing date). Those received after 15 January would be considered at the discretion of the gaining School but should again be treated in the same way as late UCAS applications. In order to ensure consistency, there must be consultation with the Admissions Office when decisions 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 pathway, they should be referred to their Adviser of Studies, whether or not there is any question of credit transfer. They 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 may be possible to transfer to the second semester of the new course if there is sufficient compatibility of modules.

5 Exceptions

- 5.1 Exceptions to the above procedures are students transferring out of or into the BSW, Nursing, Theology and the two University Colleges, since these students are not part of the MASN calculation for the University. Such students must apply through UCAS. At present, the School of Nursing and Midwifery handles its own applications for admission but arrangements will change if such applications are in future made through UCAS.
- 5.2 Medicine and Dentistry rarely consider transfers although candidates who have the required A Level grades and fulfil the other admissions criteria may be considered if they apply through UCAS by the 15 October deadline. Those who apply through UCAS after the 15 October deadline may be considered in August if any flexibility exists but this is rare. Internal Transfer Forms are not used for Medicine or Dentistry.

6 Decisions (Transfer Candidates)

- 6.1 Transfer candidates must be treated in the same way whether they apply through UCAS or on the Internal Transfer Form. They should meet the normal entrance criteria. These may be expressed in terms of A Levels or equivalent qualifications although some Selectors may be prepared to accept slightly lower qualifications plus a good performance in the first year studies, in the event of those who have completed the year.
- 6.2 Those who apply before 31 October of their first year of study will be considered by the Admissions Office, in consultation with the Selector for the course.
- 6.3 Those received between 31 October and 15 January of their first year of study will be handled by the Selector for the course. Those received after 15 January should be held until a decision has been made as to what action will be taken with UCAS applications received during the same period.
- 6.4 It is the responsibility of the Selector to ensure consistency between UCAS applications and transfer requests and there must be consultation between the Selectors and the Admissions Office.

7 Application Form

In future, students requesting transfers will either apply through UCAS or complete the new Internal Transfer Form. The existing blue Direct Form should not be used.

8 Action Required After Decisions Have Been Made

The decision on the application is made at the appropriate time by the Selector for the gaining course and is transmitted by that School to the candidate. A copy of the letter should be sent to the losing School and 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.

9 Withdrawal Forms

For those candidates who decide to withdraw, the withdrawal form must be completed by the original School at the appropriate time. There is no longer a distinction between temporary and permanent withdrawals.

10 MASN Implications

It is our understanding that students who are registered in SIS after 31 October and who transfer course in the following September will not be counted against the new intake quota whether or not they withdraw for part of the academic year. In theory, Schools would therefore be free to accept as many transfer students as they can teach.

11 Registration

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

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Notes for Students

1 Introduction

Significant numbers of students decide to change pathway during the course of their first year of study or later. The University endeavours to accommodate them in the course of their choice if they have appropriate qualifications and if there are places available. However, it should be understood that there is no automatic right to transfer.

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?

Supplies of the Internal Transfer Form are kept by the Advisers of Studies. The completed form should always be returned to your Adviser of Studies.

4 When Can I Apply For a Transfer?

There are several significant dates in the academic year as follows:

(a) Up to 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.

(b) Between the second week of semester and 31 October: If a transfer is agreed during this period, it would be for the following academic year. Should you decide to withdraw from the University before 31 October your record would be deleted for that year and you would reapply through UCAS. If you decide to continue with your current studies, you would then complete an Internal Transfer Form.

(c) 15 January (UCAS closing date): If you are a first-year student and apply for an internal transfer by the UCAS closing date, you will then be considered in the same way as new applications through UCAS.

(d) After 15 January: If you apply for a transfer after 15 January (UCAS closing date) 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.

5 Returning Students

Returning students wishing to transfer should refer to their Adviser of Studies who will advise them of the possibility of any credit transfer.

6 Mid-Year Transfers

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

7 Medicine and Dentistry

Medicine and Dentistry rarely consider transfer although candidates who have the required A Level grades and fulfil the other admissions criteria may be considered if they have applied through UCAS by the 15 October deadline.

If you apply through UCAS after the 15 October 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.

8 Other exceptions to the procedure are students transferring out of or into the Bachelor of Social Work degree, Nursing, Theology and degree courses at the two University Colleges (St Mary's and Stranmillis). While you may wish to contact your Adviser of Studies for guidance, you would also have to apply through UCAS and your application would be handled by the Admissions Office.

9 **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 Selector for your new pathway. For students wishing to transfer during their first year of study, such decisions may be linked with the UCAS decisions for new students and may therefore take some time especially if your application is submitted after 15 January.

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 (ie submitted after 15 January) a decision may be delayed until there is a clearer indication about the likely availability of places.

10 **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.

11 **Registration**

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 the Admissions Office.