



POLICY AND PROCEDURE FOR PROGRAMME TRANSFER: INTERNAL AND EXTERNAL APPLICANTS

Revision of Existing Policy

Version 2.0 (22.09.09)

Context

This policy will apply to any applicant who has previously attended a third level institution for an undergraduate or graduate taught programme of study. This includes:

- **Internal applicants:** applicants who have attended University College Dublin; and
- **External applicants:** applicants who have attended another recognised third level institution within Ireland or elsewhere.

This policy does not cover the following areas:

- The accreditation of prior learning for certificated learning.
- The accreditation of prior experiential learning.
- Admission with advanced standing to graduate research degrees.
- Repeat or resit students.

More information on these policies is available at the following link

<http://www.ucd.ie/registry/academicsecretariat/pol.htm>

1. Policy Principles

A transfer is defined in this policy as a student's movement from one programme of study to a different or separate programme of study. This includes the movement internally between university programmes or externally from another third level institution to a UCD programme. Transfer may take place between different programmes within a subject area, between stages of a subject area or from one subject area to a different subject area.

Students are responsible for initiating transfers and should liaise with the appropriate School(s) and/or Programme Office(s) to begin this process. It is the responsibility of the School(s) and/or Programme Office(s) to ensure that all transfer and progression options are transparent and clearly articulated, and that the appropriate transfer procedures are outlined to the student. Students should note that all modules attempted at UCD will be recorded on the academic transcript, including incomplete stages or programmes.

For Undergraduate Transfers, the Admissions Officer alone has the authority, delegated from Academic Council and the Registrar, to make offers to successful transfer applicants, on the recommendation of the relevant Programme Board. For Graduate Transfers, the authority to make offers is delegated by Academic Council to the relevant Graduate School Board (or Graduate Taught Programmes Board).

The transfer of credits and grades as part of the transfer application is granted at the discretion of the relevant Programme Board, Graduate School Board or Graduate Taught Programmes Board. Each Programme Board, Graduate School Board or Graduate Taught Programmes Board should define the limits of credit available for transfer, as well as the timeframe within which modules, credits and grades taken previously may be used to apply to a new programme of study, based on the requirements for a given programme and for progression. For Bachelor level programmes, the maximum amount of credit

will normally be 50% of the whole programme of study. A Programme Board wishing to accredit student learning for more than this amount will require the approval of the University Undergraduate Programmes Board. For Masters programmes, the maximum will normally be 60 credits. A Graduate School Board or Graduate Taught Programmes Board wishing to accredit student learning for more than this amount will require the approval of the University Graduate Programmes Board.

It should be noted that a student who has been permitted to transfer from one programme to another ceases to be a student of the original programme. If subsequently a student wishes to re-enter the original programme, then the student must follow in full the relevant internal or external application procedure. It should also be noted that any previous third level attendance may affect the student's fees status. See <http://www.ucd.ie/fees> for details.

Fees Implications: Student transfers may have a direct impact on *tuition-related* fees and charges. Students will be expected to pay fees on a pro rata basis with fee exemptions offered for modules that have been transferred. Module fees will differ for Irish, EU and non EU students. Students who qualify for "free fees" may be required to pay University fees in their transfer year. Please contact the UCD Registry – Fees for more information, see also <http://www.ucd.ie/registry/adminservices/fees/contact.htm>

2. Undergraduate Transfers

There are a number of different transfer options for undergraduate students. It is important that the student consider all types of transfer available to them prior to application. It is recommended that students contact the relevant School Office(s) and/or Programme Office(s) before making a transfer request. This section will deal with:

- Transfer to stage one of a different programme of study (internal and external) (2.1)
- Internal transfer within a stage or between stages to a different programme of study (2.2)
- External undergraduate transfer and established progression routes (2.3)

Successful completion of a number of programmes within UCD facilitates progression to degree programmes. A full list of internal progression routes is published at: https://myucd.ucd.ie/programme_info/transfer.ezc or contact Admissions at admissions@ucd.ie

2.1 Transfer to Stage One (Internal and External)

- 2.1.1 This section applies to students who are currently undertaking a programme of study in UCD or in another third level institution and wish to transfer to the first stage of a different programme of study in UCD. The *programme transfer* is made via CAO (see section 2.1.4) while the *transfer of modules and credits* is managed by UCD Registry (sections 2.1.5 to 2.1.9). Please be aware that these involve two separate application procedures. For students wishing to transfer to the second semester of a different programme, please refer to section 2.2.
- 2.1.2 Applications to transfer to stage one of a UCD programme are made via the CAO and will be assessed in competition with other applicants on the basis of their school leaving examinations or through relevant access routes such as Mature Years. It is expected that students will meet the same entry requirements for the programme required of all CAO applicants and that places are available for these transfer students.
- 2.1.3 Students who have previously been unsuccessful in any Medicine or Veterinary Medicine programme will only be considered for re-admission to the same programme on a case-by-case appeal basis, to be considered by the relevant Programme Board. Students should include any details of extenuating circumstances along with their application.
- 2.1.4 **Application Procedure for Transfer to Stage One (Internal and External):** Applications for transfer to stage one of all undergraduate degree programmes must be made via CAO and comply with CAO regulations (except non-EU students, and except in instances where an applicant wishes to transfer mid-stage (see section 2.2)). Applicants must declare previous third level attendance on the CAO form regardless of whether examinations were completed or not. Failure to declare a previous third level attendance could result in an application being

invalidated. For more information please contact the Central Applications Office and for application deadlines see <http://www.cao.ie/>. Non EU students should apply via Admissions at www.ucd.ie/apply

- 2.1.5 **Internal Credit Transfer:** When an internal transfer student has accepted a stage one transfer all modules previously completed at UCD that are directly applicable to the new programme of study will automatically be applied to the new programme of study (including transfer of credits and grades).
- 2.1.6 Where modules are not directly applicable to the new programme of study, applicants *may request* the transfer of modules, credits and grades to the new programme of study. The relevant Programme Board must determine whether the modules taken may serve as core, option or elective modules in the new programme. The credits and grades for the original attempt in the modules will be applied to the new programme and the grades will be used in relevant GPA calculations.
- 2.1.7 Internal credit transfer requests should be sent to UCD Admissions no later than 1st July on the approved application form. UCD Admissions will send these credit transfer applications to the relevant Programme Board who may determine that the module may serve as a core, option or elective module in the new programme. The credit and grade for the original attempt in the module will be applied to the new programme and the grade will be used in relevant GPA calculations. Programme Board decisions will be communicated by the Programme Office to UCD Admissions. It is the responsibility of UCD Admissions to communicate the decision of the Board to the student.
- 2.1.8 Where an internal applicant has previously taken but not passed a module which is core in the new programme, the student *must* repeat that module. Where an internal applicant has previously taken but not passed a module which is available as an option or elective in the new programme, the student *may* choose to repeat that module, or may substitute for that module. Further details regarding repeating or substitution of modules may be found in the *General Regulations* http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm.
- 2.1.9 **External Credit Transfer:** When a student from another third level institution accepts a transfer to stage one, the student may make a request to transfer external credit to their new programme of study. The process of transferring external credits to a UCD programme is managed under the *Policy on Accreditation of Prior Learning: Certificated Learning*. External applicants may access this policy at the following link: <http://www.ucd.ie/registry/academicsecretariat/pol.htm>

2.2 Internal Transfer within a Stage or between Stages

- 2.2.1 This section applies to existing UCD students who wish to apply for transfer to the second semester of stage one or beyond. This type of transfer is subject to the following conditions and is subject to approval by the relevant Programme Board:
- They meet the entry requirements of the class they are entering, except under the conditions outlined in 2.2.2 below.
 - They are able to satisfy the progression requirements of the new programme.
 - There are places available in the new programme.
- 2.2.2 Students who are applying to transfer from a denominated entry route to the omnibus route within the same programme may do so without meeting the entry requirements of the class they are entering provided they have earned at least 50 credits in modules equivalent to stage one of the programme, including all prerequisites for admission to stage two, and subject to Programme Board approval. Please see https://myucd.ucd.ie/programme_info/transfer.ezc for more details.
- 2.2.3 Where the number of applicants exceeds the number of places available, the Programme Board will make a decision regarding student transfer based on compatibility of modules completed, and the student's academic performance both in the Leaving Certificate and in modules completed within UCD.

- 2.2.4 **Application Procedure for Transfer within a Stage or between Stages:** UCD students wishing to apply for internal transfer *within a stage* (for example, from semester one of stage one of a programme to semester two of stage one of a different programme of study) should apply via UCD Admissions no later than 1st December. UCD students wishing to apply for internal transfer *between stages* (for example, from stage one of a programme to stage two of a different programme of study) should apply via UCD Admissions no later than 1st July. The relevant forms are available at https://myucd.ucd.ie/programme_info/transfer.ezc
- 2.2.5 **Internal Credit Transfer within a Stage or between Stages:** When a transfer student has accepted a transfer within a stage or between stages all modules previously completed at UCD that are directly applicable to the new programme of study will automatically be applied to the new programme (including transfer of credits and grades).
- 2.2.6 Where modules are not directly applicable to the new programme of study applicants *may request* the transfer of modules, credits and grades to the new programme of study. Internal credit transfer requests should be included with the online application for transfers and be sent to UCD Admissions no later than 1st December (for internal transfers within a stage) or 1st July (for internal transfers between stages) on the approved application form. UCD Admissions will send these credit transfer applications to the relevant Programme Board who may determine that the module may serve as a core, option or elective module in the new programme. The credit and grade for the original attempt in the module will be applied to the new programme and the grade will be used in relevant GPA calculations. Programme Board decisions will be communicated by the Programme Office to UCD Admissions. It is the responsibility of UCD Admissions to communicate the decision of the Board to the student.
- 2.2.7 Where an internal applicant has previously taken but not passed a module which is core in the new programme, the student *must* repeat that module. Where an internal applicant has previously taken but not passed a module which is available as an option or elective in the new programme, the student *may* choose to repeat that module, or may substitute for that module. Further details regarding repeating or substitution of modules may be found in the *General Regulations* http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm

2.3 External Undergraduate Transfer and Established Progression Routes

- 2.3.1 This section applies to external undergraduate students who wish to transfer to stage two or beyond of a UCD programme from another recognised third level institution. This type of transfer is subject to the following conditions and is subject to approval by the relevant Programme Board:
- They meet the entry requirements of the class they are entering, except under the conditions outlined in 2.3.2 below.
 - They are able to satisfy the progression requirements of the new programme.
 - There are places available in the new programme.
- 2.3.2 In certain cases of exceptional extenuating circumstances, a Programme Board may wish to waive the requirement that an applicant meet the entry requirements of the class they are entering. In this case, the application must be accompanied by a letter of support from the academic director of the programme which they are leaving. The matter should then be referred by the Programme Board to the Admissions Officer for decision. The Admissions Officer may escalate such requests to the University Undergraduate Programmes Board for decision.
- 2.3.3 In such cases of exceptional extenuating circumstances, where an applicant has applied in good faith for entry to Stage 2 but is deemed not to meet the requirements for full exemption from Stage 1, they may be offered a place in Stage 1 with exemptions.
- 2.3.4 Transfer applicants who have attained a merit/distinction in a relevant award at NQAI level 6 or 7 from agreed transfer or progression routes are considered for entry to programmes in the fields of Agricultural Science, Architecture, Engineering Science, Commerce and Social Science. A full list of such programmes, including the specific details of the transfer or progression route, may be found at: <https://myucd.ucd.ie/htmlmailupload/File/Transfer%20progression%20routes.pdf>

- 2.3.5 Transfer into 4th Architecture: Applicants who have achieved an honours standard in the third-year examination of a programme recognised by the Royal Institute of Architects of Ireland or the Royal Institute of British Architects as giving exemption from the RIAI and RIBA final examinations, or an equivalent qualification, are eligible to apply for entry to 4th Architecture. Shortlisted applicants may be required to attend for interview.
- 2.3.6 **Application Procedure for External Undergraduate Transfers and Progression Transfers:** External applicants seeking to transfer to UCD including those on recognised progression routes must apply to Admissions at www.ucd.ie/apply by no later than the 1st July.
- 2.3.7 **External Credit Transfer:** External applicants seeking to have their prior learning accredited should see the *Policy on Accreditation of Prior Learning: Certificated Learning* at: <http://www.ucd.ie/registry/academicsecretariat/pol.htm>. All transfer of external credit is managed by this policy.

3. Graduate Taught Transfers

This section applies to all students on graduate taught programmes; graduate research students should refer to the *Regulations for Research Masters Degrees* and the *Regulations for the Degree of Doctor of Philosophy* (both of which may be found at http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm). All students wishing to transfer to a graduate taught programme, or between graduate taught programmes, within UCD should familiarise themselves with the University's *General Regulations* and speak with an appropriate staff member before making an application. The *General Regulations* (applicable to graduate taught programmes) are available at the following link http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm

3.1 Internal Transfers between Graduate Taught Programmes

- 3.1.1 Applications for internal transfers between graduate taught programmes are managed by the relevant School(s) in consultation with the appropriate Graduate School Board or Graduate Taught Programmes Board.
- 3.1.2 Internal applicants seeking to transfer (vertically) between a Graduate Certificate, Graduate Diploma, or Taught Masters programme in the *same subject area* should apply to the School Office who will refer the application to the relevant Graduate School Board or Graduate Taught Programmes Board. As part of this transfer all modules previously completed at UCD that are directly applicable to the new programme of study will be automatically applied to the new programme of study (including transfer of credits and grades). Application for transfer should be made by the student directly to the School Office (<http://www.ucd.ie/colleges.htm>).
- 3.1.3 Internal applicants seeking to transfer with advanced standing from a graduate taught programme in one subject area to another graduate taught programme in a different subject area (horizontally), should apply directly to the relevant School Office who will refer the application to the relevant Graduate School Board or Graduate Taught Programmes Board. These types of transfer will only be considered where the student meets the entry requirements of the new programme and where there are places available. All modules previously completed at UCD that are directly applicable to the new programme of study will automatically be applied to the new programme of study (including transfer of credits and grades). For the remainder of the student's modules the Graduate School Board or Graduate Taught Programmes Board must determine whether the modules taken may be included for credit in the new programme. Application for transfer should be made by the student directly to the School Office (<http://www.ucd.ie/colleges.htm>).
- 3.1.4 It is the responsibility of the Graduate School Board or Graduate Taught Programmes Board to determine whether the modules taken may serve as core or option in the new programme. The credits and grades for the original attempt in the modules will be applied to the new programme and the grades will be used in relevant GPA calculations.

3.2 External Graduate Transfers between Graduate Taught Programmes

- 3.2.1 Graduate applicants seeking to enter a UCD graduate taught programme may be eligible to have their prior learning accredited and should refer to the *Policy on Accreditation of Prior Learning: Certificated Learning* for further details: <http://www.ucd.ie/registry/academicsecretariat/pol.htm>

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Version History

Version	Date	Summary of Changes	Changed by
1.0	Feb – 09	First draft resulting from a discussion document submitted to UGPB	Elizabeth Condon
1.1	March – 09	Revision following discussion within Director of Admissions	Elizabeth Condon
1.2	March – 09	Revision incorporating comments from Admissions	Elizabeth Condon/ Susan Mulkeen
1.4	March – 09	Revision incorporating further comments from Admissions and Academic Secretariat. Circulated with tracked changes to the Working Group	Elizabeth Condon
1.5	April – 09	Revision incorporating feedback from the Working Group	Elizabeth Condon/ Michael Kennedy
1.6	May – 09	Revision incorporating consultation with the Working Group	Elizabeth Condon/ Michael Kennedy/Peter Shearer
1.7	June – 09	Revision following discussion at UUPB 27 th May and UGPB 29 th May.	Michael Kennedy and Elizabeth Condon
1.8	June – 09	Revision following discussion at Working Group.	Elizabeth Condon and Michael Kennedy
1.9	Sept – 09	Minor revisions in preparation for University Board meetings	Michael Kennedy
2.0	Sept – 09	Revisions following discussion at UUPB and UGPB	Peter Shearer Michael Kennedy

Consultation and Approvals Plan

Committee/Group	Date		Version	Action	Decision
	Meeting	Circulation			
Revision post UUPB	10/12/08		1.0	Review	Amendments
Meeting with Acting Director of Admissions Bronwyn Molony	02/02/09	11/02/09	1.1	Discussion	Amendments
Registry meeting	20/02/09	17/02/09	1.2	Discussion	Amendments
Registry meeting	12/03/09	10/03/09	1.3	Discussion	Minor Amendments
Working Group meeting	01/04/09	21/04/09	1.4	Discussion	Amendments
Working Group meeting	07/04/09		1.5	Discussion	Amendments
UUPB/UGPB	27/05/09	May 2009	1.6	Discussion	Amendments
Working Group	22/06/09	17/06/09	1.7	Discussion	Amendments
UUPB/UGPB	16-17/09/09	Sept 2009	1.9	Discussion	Amendments
Academic Council	15/10/09	Oct 2009	2.0		