



Undergraduate Programme Transfer Policy

Policy owner UCD Registry – Admissions **Approval date and body** UPB 11 April 2019
www.ucd.ie/admissions

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1 Purpose

The objective of the policy is to support and maximise progression, wider participation and retention, allowing as much flexibility as possible to ensure students are in programmes that suit their academic strengths and offer them the best prospect of achieving their full potential.

The University provides a number of mechanisms whereby current or former UCD students may apply to transfer to a new undergraduate programme of study, and prospective students may apply to enter into a UCD programme having undertaken learning at another Higher Education Institution.

This document should be read in conjunction with:

- [Recognition of Prior Learning \(RPL\) policy](#)
- [Academic Regulations](#)

For detailed information about transfer procedures for applicants, please see www.ucd.ie/transfer.

2 Definitions

Programme: the term programme in this policy refers to Central Applications Office (CAO) entry pathways, i.e. any programme denominated by a separate CAO code.

Internal Transfer: an applicant who is currently attending UCD (or is on an approved Leave of Absence) and is seeking to move to a different programme.

External Transfer: an applicant who is currently attending, or has previously attended but not completed, an NFQ level 8 degree in a Higher Education Institution (HEI) other than UCD and is seeking to gain entry to a similar or different discipline in UCD.

Progression Applicant: an applicant who is seeking to enter on the basis of a completed recognised NFQ level 5, 6 or 7 qualification (normally QQI-FET or HETAC and certain linked UCD programmes).

Re-Admission Applicant: A former UCD student (other than those on an approved Leave of Absence) who is seeking to return to the same programme or enter a different programme in UCD. Students who have been deemed ineligible to proceed are also subject to the [Continuation and Re-Admission policy](#).

Stage: A student will progress through an undergraduate programme in stages. An undergraduate stage is normally completed when a student successfully accumulates 60 credits. For full-time undergraduate students, a 60-credit stage will normally be completed in one academic year.

3 Scope

This document details the University's transfer policy for managing and processing programme transfer requests and applies to:

Undergraduate applicants which includes

- UCD students seeking to transfer between undergraduate programmes.
- Previous UCD students seeking to re-enter.
- EU students from level 8 degrees in other Higher Education Institutions (HEIs) seeking to enter a UCD undergraduate programme.
- EU students with qualifications at NFQ levels 5, 6 and 7 (e.g. QQI-FET and HETAC) seeking to enter a UCD undergraduate programme through a progression pathway.

This policy does not apply to non-EU entrants to UCD¹ (see www.ucd.ie/global section for your country) or applicants seeking to enter graduate programmes (see www.ucd.ie/graduatestudies/)¹.

4 Principles

4.1 General Principles – all applicants

- All applications for transfer/re-admission are subject to availability of places and adherence to this policy.
- UCD students must remain fully registered to their original programme of study until a programme transfer is approved and fully processed.
- With the exception of recognised progression routes, transfers will only be considered from Level 8 programmes.
- Applicants are responsible for initiating transfer requests and should seek information about possible transfer options before making applications.
- Applicants must meet the academic requirements for the stage they wish to enter (e.g. any pre-requisites, co-requisites or accepted equivalences). The Governing Board shall determine the academic requirements to be met by the applicant.
- The policy shall uphold the University's strategic commitment to Equality, Diversity and Inclusion (EDI), to ensure that it will not negatively impact an individual as a result of their membership of a group, represented under UCD's equality grounds.
- This policy shall support UCD's commitment to Equality, Diversity and Inclusion (EDI), to ensure that no transfer applicant will be negatively impacted by a decision regarding their transfer application, resulting from their membership of any group represented under the University EDI grounds.
- Details of application procedure and closing dates are available at www.ucd.ie/transfer.
- As applications are assessed as soon as possible after the closing date, applicants awaiting results of later examinations will only be considered if places remain following the initial offers.
- [UCD Recognition of Prior Learning Policy](#) specifies the maximum credit normally permitted for transfer.
- Transfer 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. Students who qualify for "free fees" may be required to pay University fees for a period equivalent to previous attendance (see www.ucd.ie/fees).
- Deferral or Leave of Absence is not permissible for the trimester following acceptance of a transfer/re-admission offer.

¹ Applicants apply for stage 1 and then seek Recognition of Prior Learning (see RPL policy for further details)

- At the discretion of the Governing Board, an applicant may use a successfully completed university examination to meet certain subject entry requirements (e.g. Stage 1 Mathematics as a substitution for a school-leaving Mathematics requirement). If an applicant wishes to meet requirements in this way, they must initiate this request with UCD Registry – Admissions.
- A number of programmes place restrictions on transfer applications and will not normally consider
 - applications from those who have been unsuccessful (i.e. failed to meet programme requirements) in similar programmes in UCD or at another HEI, or
 - applicants with issues that may affect their ability to register with a relevant professional body such as the Irish Medical Council and Nursing and Midwifery Board of Ireland.

In exceptional circumstances Governing Boards may decide to consider such applications. Applicants may present their case in writing to the Director of Admissions. A list of programmes applying restrictions on transfer applicants are published on the restrictions page at www.ucd.ie/transfer.

4.2 Transfer/Re-admission to commence Stage 1

This section applies to those who wish to enter Stage 1, Trimester 1 of a programme² of study in UCD.

The programme transfer application is made via CAO while the transfer of modules and credits is managed by UCD Registry on the recommendation of the Governing Board (see RPL policy). These involve two separate application procedures.

Where a student has previously been deemed ineligible to progress in a UCD programme under the University's regulations on continuation, the relevant Governing Board may be consulted in line with Academic Regulations 5.11 and 5.12

Applications are made via CAO and will be assessed in competition with other applicants on the basis of their school-leaving examinations or meeting the requirements of relevant access routes such as Mature Years. 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.

4.3 Transfer at the start of Stage 1 (Internal Applicants Only)

This section applies to students who have accepted a UCD offer via CAO and are registered to Stage 1 of that UCD programme in the current year.

Students may apply for transfer to Stage 1 of another UCD programme, if places remain in that programme following the close of the CAO offer season in the current year. Applicants in Access categories (e.g. mature years, HEAR, DARE, QQI-FET) can be considered if places remain in that category's quota.

Students must meet the full entry requirements of the target programme, including points cut-off score, subject requirements and any additional tests or entry criteria.

Where the number of eligible applicants exceeds the number of places available, applicants will be ranked on their points score.

4.4 Transfer/Re-admission during a Stage

This section applies to students who wish to apply for transfer after the first Trimester of a Stage. This type of transfer is subject to the following conditions:

There must be places available in the new programme. In general, all programmes are full at the start of term and vacancies will only arise if students withdraw or fail to progress. An indicative list of available places is published at www.ucd.ie/transfer.

² Students must not apply for the programme for which they are currently registered

Applicants must meet the subject entry requirements of the programme they are entering or meet the requirements for admission via an alternative entry pathway (e.g. Mature or QQI-FET).

For entry to Stage 1:

Applicants must have the points of entry of the target programme³
and

Have passed a minimum of 20 ECTS credits⁴, including sufficient modules and grades relevant to the new programme they are seeking to enter⁵. If the student is permitted to transfer, it should be possible for them to progress to stage 2 at the end of the academic year (in accordance with section 5 of the Academic Regulations).

For entry to stage 2 or later:

Applicants must have passed at least 60 ECTS credits⁶ for each previous stage, in addition to 20 ECTS credits for the first trimester of the stage they are seeking to enter, including sufficient modules and grades relevant to the new programme⁵. External applicants must have a minimum points standard from their school-leaving examinations (see [Appendix A](#)). If applicants entered via an alternative entry pathway, they must meet the requirements via that route ([Appendix A](#)).

If the student is permitted to transfer, it should be possible for them to progress to the next stage at the end of the academic year (in accordance with section 5 of the Academic Regulations).

Where the number of eligible transfer applicants exceeds the number of places available, the relevant Governing Board will make decisions based primarily on both the compatibility of the modules completed and the student's academic performance in their previous third level studies. Where required, the assessment may also include a personal statement, school-leaving examination results or other relevant entry criteria.

Applicants should note the University's regulations on Progression and Completion (section 5 of the Academic Regulations).

4.5 Transfer/ Re-admission to commence Stage 2 or a later stage

This section applies to students who wish to apply for transfer to commence Stage 2 or a later stage, Trimester 1 of a different programme. This type of transfer is subject to the following conditions:

There must be places available in the new programme. In general, vacancies will only arise if students withdraw or fail to progress. An indicative list of available places is published at www.ucd.ie/transfer.

Applicants seeking to transfer must meet the subject entry requirements for admission to the new programme. External applicants must have a minimum points standard from their school-leaving examinations (see [Appendix A](#)). If applicants entered via an alternative entry pathway, they must meet the requirements via that route ([Appendix A](#)).

and

have passed 60 ECTS credits⁶ for each previous stage their third level studies, including sufficient modules and grades relevant to the new programme for the Stage and Trimester they are seeking to enter. If the student is permitted to transfer, it should be possible for them to progress to the next stage at the end of the academic year (in accordance with section 5 of the Academic Regulations).

³ And HPAT Ireland score in the case of Medicine.

⁴ A student taking a part-time programme will be considered on a pro-rata basis.

⁵ External applicants can only be considered if their results are received in time to commence the trimester, in accordance with the Admissions Policy.

⁶ Current/previous UCD students who have passed 50 ECTS in the previous stage may be considered, subject to programme approval.

Where the number of eligible applicants exceeds the number of places available, the relevant Governing Board will make decisions based primarily on the compatibility of the modules completed and the student's academic performance in their previous third level. Where required, the assessment may also include a personal statement, school-leaving examination results or other relevant entry criteria.

Applicants who are unsure whether they have sufficient credits for Stage 2 admission should apply via CAO for Stage 1 and on admission, seek Recognition of Prior Learning.

Applicants should note the University's regulations on Progression and Completion (section 5 of the Academic Regulations).

4.6 Progression Routes

QQI HETAC Level 6/7 progression

Transfer applicants who have attained a merit/distinction in a relevant award at NFQ Level 6 or 7 Higher Certificate/Ordinary Degree from an agreed transfer or progression route are considered for entry to some programmes. See www.ucd.ie/transfer for specific details of agreed routes.

Such transfers are subject to availability of places. An indicative list of available places is published at www.ucd.ie/transfer. Normally, applications are considered for entry to Stage 2 (or occasionally for Stage 3). For some programmes, applicants are considered for Stage 1 and should apply via CAO.

QQI-FET (level 5/6) Progression

Students with appropriate QQI-FET (Level 5 or 6) qualifications and modules, with a minimum of distinctions in five modules, can be admitted on a competitive basis to a number of degrees within certain areas. Application is via CAO.

There is a separate quota of [QQI-FET](#) places. Where the number of qualified applicants exceeds the quota, places will be allocated on a competitive basis. If an applicant is presenting only QQI-FET results, the FET score is retained for further rounds of CAO offers, in the event that a vacancy might arise in the quota for QQI-FET applicants.

Progression within UCD

There are a number of progression routes that are recognised within UCD. Typically from certificate to degree is considered for stage 1 and from diploma to degree for stage 2. Full details are available in the progression section of the transfer website.

5 Roles and Responsibilities

Governing Boards are responsible for making decisions on transfer applications seeking advanced entry and the approval of transfer of credits and grades.

On the recommendation of the Governing Board, the Director of Admissions will make offers to transfer, progression and re-entry applicants, based on the agreed policy.

6 Version History

Date of Academic Council Approval	Key changes
28 Nov 2017	Clarification of some operational issues which arose in the implementation of the previously approved version
5 May 2016	Some re-wording and <ul style="list-style-type: none"> No deferral immediately post transfer Re-admissions specifically mentioned
5 Dec 2013	Development of policy from historic operational procedures.

Appendix: Points Requirement for External Transfer

Applicants on basis of school-leaving qualifications

External transfer applicants can be considered if they have a points score of at least 300⁷ and meet the following criteria:

- { Passed the stage preceding the stage they seek to enter
 - { and
 - { Are within 30 points of the cut-off score (e.g. if 498 points were required for CAO entry in 2019, applicants with 468 points are eligible to apply for entry to Stage 2 in 2020).
- or
- { Achieved an overall grade equivalent to a 2.1 Honours classification or better in the stage preceding the stage they seek to enter.
 - { and
 - { are within 60 points of the cut-off score (e.g. if 498 points were required for CAO entry in 2019, applicants with 438 points are eligible to apply for entry to Stage 2 in 2020).

Medicine (DN400)

Applicants for Medicine (DN400) should note that the point scores of their school-leaving examinations and HPAT Ireland assessment are combined.

Graduate Entry Medicine (DN401)

Applicants for Graduate Entry to Medicine (DN401) must:

pass the stage preceding the stage they seek to enter and are within 3 points of the GAMSAT cut-off score

or

achieve an overall grade equivalent to a 2.1 Honours classification in the stage preceding the stage they seek to enter and are within 6 points of the GAMSAT cut-off score.

Mature entry to Nursing and Midwifery

Applicants for mature Nursing or Midwifery (DN450, DN451, DN452, DN453) must:

pass the stage preceding the stage they seek to enter and are within 3 points of the mature nursing cut-off score

or

achieve an overall grade equivalent to a 2.1 Honours classification in the stage preceding the stage they seek to enter and be within 6 points of the mature nursing cut-off score.

⁷ Or the points of entry of the target programme, whichever is lower

Alternative Entry Routes

Applicants who entered their programme via an alternative entry route (such as mature years or QQI-FET) will be assessed as follows:

DARE: Applicants who were deemed DARE-eligible when they entered their current degree programme will be considered if they meet the minimum subject requirements and their points are above the DARE cut-off score.

HEAR: Applicants who were deemed HEAR-eligible when they entered their current degree programme will be considered if they meet the minimum subject requirements and their points are above the HEAR cut-off points.

Mature Years: Applicants who entered their current degree programme on grounds of mature years will be assessed on an individual basis.

QQI-FET: Applicants who entered their current degree programme on the basis of a QQI-FET award will be considered if they meet the minimum QQI-FET entry requirements and their FET points score is above the cut-off score.