

Course Transfer Form

1. PERSONAL AND PROGRAMME DETAILS (to be completed by Student/Current School)				
Student Name				
Student ID Number		Academic Session		
Current Course Title			Year	
Current Course Code				
I wish to apply for a transfer from the above course to:				
Proposed New Course Title			Year	
Proposed New Course Code (e.g. ADxxxx)		Studio+ (Tick if applicable)	<input type="checkbox"/>	International (Tick if applicable)
			<input type="checkbox"/>	<input type="checkbox"/>
2. TO BE COMPLETED BY CURRENT SCHOOL (of which student is currently registered)				
Proposed Transfer Agreed:	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Approved by School Board:			Date:	
Signed:			Date:	
Position:				
3. TO BE COMPLETED BY FUTURE SCHOOL (of which student is requesting transfer to)				
It is confirmed that the student's application for course transfer is ACCEPTED to:				
New Course Title			Year	
New Course Code				
Conditions for transfer:				
Transfer Start Date:				
Approved by School Board:			Date:	
Signed:			Date:	
Position:				
4. ACADEMIC REGISTRY APPROVAL				
Signed:			Date:	
5. TRANSFERS OUT OF EDUCATION ONLY				
Will mapping of modules be required?	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Has mapping document been included with form?	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
5A. HEAD OF ACADEMIC AFFAIRS APPROVAL				
Signed:			Date:	

14. INTERNAL STUDENT TRANSFERS REGULATIONS

- 14.1. All First-Year places must be filled through the CAO in accordance with the programme waiting list. Under CAO regulations applicants who have accepted a place on a Year 1 programme cannot transfer to another First Year programme. In order to maintain the integrity of the admissions process transfers during 1st year can only be allowed in exceptional circumstances. To transfer during the course of 1st year a student must meet the minimum entry and portfolio requirements for the programme, in addition the waiting list for the programme for that year should be exhausted. Such exceptional case transfers will only be allowed after the close of the CAO season (end October).
- 14.2. First Year Degree Pathway Allocation (2nd Year) - up to the end of First Year all student placements are managed by the Head of First Year Studies based on the student choice process, the ranking lists and any waiting list at the end of that process. Any movements during this period are communicated directly to Student Records by Head of First Year.
- 14.2.1 The First Year waiting lists for placement in an area will continue to apply up to the 31st October the following academic Year. During this period all requests to change and all approvals are processed through Academic Registry with approval levels as per the note below *.
- 14.3 Students are not permitted to enter the Joint course unless they have achieved an overall minimum Grade B- in Visual Culture in the previous year.
- 14.4 Moving from one stream to another in Departments, i.e. from Media to Painting or from Printed Textiles to Embroidered Textiles are considered transfers and the appropriate form must be submitted before such a move can take place.
- 14.5 Any transfer from full-time to part-time status by postgraduate students is also a transfer and requires a completed form.
- 14.6 The year of study to which the student may be admitted will be determined by the School/Department, taking into account the relevance of the previous course that the student was following to the course to which the student wishes to transfer. This will include Visual Culture requirements as well as studio experience. In deciding the year of study, the School/Department will have to ensure that deficiencies in previous study can be made good by the student during the year into which the student transfers in order to comply with course requirements.
- 14.7 Late transfer applications will only be considered in exceptional circumstances.
- 14.8 Transfers may only be said to be an official reality in the student's record when:
- The Transfer Request form has been completed and has been agreed with the Head of Academic Affairs.
 - The student has less than €600 fees outstanding.
- Without proper completion of such procedures, the student will still be registered officially on the original course and no such transfer will have College recognition with the consequent effect on the award/examination of the student in question.

Checklist for Students when making a transfer application

As an NCAD student, it is your responsibility to seek advice if you are considering applying for a transfer.

Have you spoken to any of the following?

- Your Tutor
- Head of School / Department (of which you are currently registered)
- Head of School / Department (of which you are requesting transfer to)

Are you aware of the implications of transferring to a different course?

- If request successful, transfer will only be completed if there are less than €600 outstanding fees
- Grants and payments under grants
- Student Programme Activity
- Student status and registration

Checklist for School Secretary communicating transfer request

It is the responsibility of the school to which a student is requesting transfer to, to communicate the transfer to Academic Registry for review and completion.

- Has the form been completed in full?
- Have all signatures been included on the form?
- If any mapping of modules is required, has it been completed & included with transfer request?