Faculty of Engineering Undergraduate Internal Program Transfer Procedures

Principal

This applies only to students in the Faculty of Engineering and should be read in conjunction with UNSW’s policies and procedures on internal program transfers. To maximise a student’s opportunity, insofar as allowed by these procedures, students should be free to change programs and carry forward as much credit as possible.

Eligibility

Internal Transfers shall be limited to those articulated on the Schedule of Internal Transfers (see attached). The transfers outlined in the Schedule of Internal Transfers will be processed internally rather than through UAC (locals) or Direct Admissions (Internationals).

Students wishing to transfer outside of the Schedule shall be required to lodge a formal application through the appropriate channel (i.e. via UAC for Local students or via https://apply.unsw.edu.au for international students).

Transfer between programs is for enrolled undergraduate students and not:

- PG course work or research students
- Commencing students (within two weeks of the start of semester)
- Students who change residency and are seeking eligibility to Commonwealth Supported or Domestic Fee paying places
- Transfer between UNSW Asia and UNSW Kensington

Students must have undertaken a minimum of one semester of study in their current program.

All Students who are in Good Standing will be approved to transfer within the parameters of the Schedule of Internal Transfers subject to available places.

Commencing students are not permitted to submit an Internal Program Transfer Request form (see attached). As per the existing process, if a commencing student has mistakenly accepted the wrong program they have until the end of Week 2 of their first semester to contact the Admissions Office to discuss their options.

Notwithstanding the above, UNSW rules about transfers apply and take priority.

Processes and Procedures

Students seeking to transfer within the parameters of the Schedule of Internal Transfers must submit an Internal Program Transfer Request form (see attached) to the Engineering Student Centre.

The Engineering Student Centre will approve the program transfer and complete details of any Credit Transfer for all 1st Year Students with the exception of Computer Science & Engineering Programs and the Food Science & Technology Program (these will be forwarded to the relevant School).

All 2nd and Later Year Student requests will be sent to the appropriate School for approval. Schools will need to complete the details of any Credit Transfer and return to the Engineering Student Centre.

The Engineering Student Centre will contact students and advise them of the outcome of their application, including details of any Credit Transfer.

The Engineering Student Centre will provide a consolidated list of student movement to the relevant program authorities.

The Engineering Student Centre will forward ALL information to Student Administration and Records (STAR) for processing. TAR will process the transfer and enter any credit transfer.
All local students will be required to complete a new HECS-HELP or FEE-HELP form; in this case STAR will place a service indicator on the student's record, which will prompt the student to complete a HECS-HELP or FEE-HELP form on myUNSW.

STAR will advise the student by email that the transfer has been processed. STAR will also notify the International Student Compliance Officer in the International Student Compliance & ESOS Management Unit of any transfers for international student visa holders to facilitate the issuing of new eCOEs.

Closing Dates

The Internal Transfer Request form will specify an on-time closing date of Friday 30 June 2006 for S2 2006 and Friday 22 December 2006 for S1 2007.

Faculties will need to forward the completed form to (STAR) by 14 July 2006 for S2 2006 and 30 January 2007 for S1 2007.

Students who submit their application after the advertised on-time closing date will be charged a $100 processing fee (to be collected by UNSW Student Services). This information will be included on the Internal Program Transfer Request form.

Late applications will need to be forwarded to (STAR) no later than the end of Week 2 of the semester.

Students not in Good Standing

Students who are NOT in Good Standing may submit an Internal Program Transfer Request form, which will be automatically referred to the Associate Dean (Students) or their nominee for review. The student will be required to attend a meeting with the Associate Dean (Students) or their nominee to discuss their academic performance and reasons for transfer.

The decision to approve/deny the request will be made by the Associate Dean (Students) or their nominee.

It is not possible to carry a student's academic standing to a new program. If a transfer is approved, students will commence the new program in Good Standing.

Students who are facing exclusion will have their application held by the Associate Dean (Student) until after the undergraduate Academic Standing process has been finalised. Students who are subsequently excluded will have their application held by the Associate Dean (Student) until after the appeal process has been finalised by the Undergraduate Re-enrolment Appeal Committee. If the student’s appeal is not successful, their Internal Program Transfer Request will be cancelled.

Students who are excluded will not be permitted to submit an Internal Transfer Request form. These students must re-apply for admission through UAC (locals) or Direct Admissions (internationals).

Notes

It is anticipated that for 2008 there will be a number of changes to the way UNSW processes admissions through UAC. It is proposed that the Internal Program Transfer Schedule be used for 2006 and 2007 and reviewed no later than September 2007 for 2008 and onwards.

Students will retain their current liability status (eg. CSP to CSP, DFEE to DFEE).

Should a student apply to transfer via UAC or Direct Admissions, they will be processed as an external applicant and must meet the admissions criteria required via these avenues.

Commencing students are those that have not previously undertaken study in their current program.

Grievances and Appeals

Students who disagree with a School's decision about Credit Transfers can put their case to the Associate Dean (Students) or their nominee for review.