

INTERNAL COURSE TRANSFER: GRADUATING

APPLICANT INFORMATION

WHO SHOULD USE THIS FORM ?

This form is to be used by students wishing to transfer from their UTS course to another UTS course, for the purpose of graduating from the course to which they are transferring. This process involves withdrawing enrolment in the previously enrolled course. Only those students falling into one of the following categories should complete this form:

Applicant Category Type	Nature of Transfer
A.	Double/Combined award students transferring to a Single award course – withdrawing from one; graduating from the other eg. B Bus/B Laws to B Bus(graduating) and B Laws(withdrawing)
B.	Double award students wishing graduate from one course and continue in the other (split awards)
C.	Students articulating 'down' to a lower level award and graduating eg. Masters to Grad Dip/Grad Cert in articulated programs
D.	Single award students transferring to another closely related single award program, where they qualify immediately in the new course for graduation eg. BSc (Applied Physics) to BSc (graduating)

All other internal course transfer applicant types (i.e. where graduation is not a condition of the transfer arrangements) must apply for an Internal Course Transfer-Continuing through My Student Admin.

WHEN SHOULD I LODGE AN APPLICATION FOR COURSE TRANSFER?

There is no closing date for these applications. Applications are assessed for the first available conferral date. Applications should be lodged in the session before the session you intend to graduate.

WHEN CAN I EXPECT TO HEAR THE OUTCOME OF THIS APPLICATION?

Before your transfer to the new course can be approved, any outstanding results from the current and/or previous sessions will need to be resolved. Until that occurs, a decision to consider your transfer cannot be made. It is in your best interests to ensure that if you are aware of any outstanding results within your academic history, you contact the relevant faculty to resolve those results at the earliest possible opportunity.

WHAT HAPPENS TO MY 'OLD' COURSE AND SUBJECT ENROLMENT WHEN MY APPLICATION TO TRANSFER IS PROCESSED?

As a result of your completing this form, you are indicating to the Director of Student Administration Unit that you wish to withdraw from your current course because you have satisfied the requirements of a different award program from which you now wish to graduate.

As a result, any enrolled subjects associated with the 'old' course will be withdrawn as a result of processing your application.

HOW WILL ANY PREVIOUSLY COMPLETED UTS SUBJECTS OR PREVIOUSLY APPROVED RECOGNITION OF PRIOR LEARNING BE TREATED?

Any subjects completed at UTS, subjects exempted or credits received through Recognition of Prior Learning will appear on your final academic transcript.

HOW ARE FEES AFFECTED BY ANY COURSE TRANSFER APPROVAL?

There are no fee implications for students transferring courses for the purposes of graduating only, as graduating students do not have a continuing enrolment at UTS.

WHERE DO I LODGE MY APPLICATION FOR COURSE TRANSFER FORM?

You should lodge your completed application at a Student Centre or attach it to an online enquiry by selecting ICT Graduating Form Submission category .

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APPLICATION FORM

This application to transfer is for the purpose of graduation only. I am not required to undertake any further studies in the course to which I am transferring in order to be eligible to graduate: Yes No

PERSONAL DETAILS

Family Name:	Student ID:
Given Names:	
Contact (daytime) phone:	Email address:

COURSE DETAILS

Current Course Name:	Current Course Code:
Proposed Course for Graduation	
Course Name:	Course Code:
Intended major:	Major Code:
Intended sub-major:	Sub-major Code:

Type B applicants only

Those currently enrolled in a double degree, and wishing to graduate from one course and continue in the other - split awards.

In addition to graduating from one component of my current course, I am wishing to transfer and continue studies in the following course:

Course Name:	Course Code:
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STUDENT SIGNATURE

Name:	Signature:	Date:
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