

## **Appendix XXVI – Policy for Transfer**



### **SOUTH EAST TECHNOLOGICAL UNIVERSITY CARLOW**

#### **TRANSFER OF 1<sup>ST</sup> YEAR LEARNERS WITHIN SETU CARLOW**

The closing date for learners to submit completed application forms is 6 weeks after the programme commences. Application forms received will be forwarded by Academic Administration to the relevant Heads of Department on the following Wednesday. The forms must then be completed by the relevant Heads of Department and returned to Academic Administration by the following Monday. Decisions will be relayed to applicants within two weeks of application.

The closing date to avail of a transfer is 9 weeks after the programme commences.

Academic Administration will ensure that each application is fully completed and that the application fee is included. A receipt will be issued to the learner and the receipt number noted on the application form.

A copy of the application form will be filed by Academic Administration in alphabetical order according to the learner's surname in the first year transfer folder. The original will be sent in internal mail to the Head of Department where the learner wishes to transfer to. The Head of Department will contact the current Head of Department and complete the form accordingly.

Completed forms must be returned to Academic Administration who will forward the application to the Vice President for Academic Affairs & Registrar.

The Vice President for Academic Affairs & Registrar will return the application to Academic Administration and the learner system will be updated if necessary and the original filed in the place of the copy. Academic Administration will send a letter to the learner informing them of the decision.

Each learner is allowed a "cooling off" period of ten working days during which time they may return to the original programme. Learners will be informed of this in the letter offering them the transfer.

#### **ACADEMIC COUNCIL**

**(Approved: November 2007)**