



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

University of Limerick

Student Academic Programme Transfer Policy

Approved by Academic Council on 20 May 2015

Table of Contents

1	Introduction.....	1
2	Internal Student Transfer	1
2.1	Scenarios.....	1
2.2	Considerations Prior to Transfer.....	1
2.3	General Conditions of Transfer.....	2
2.4	Conditions for Transferring into Semester 1, Year 1	2
2.5	Conditions for Transferring into Semester 2, Year 1	3
2.6	Conditions for Transferring into Year 2 or Later Years	3
3	External Student Transfer.....	4
3.1	Considerations Prior to Transfer.....	4
3.2	Conditions of Transfer	4

1 Introduction

Applicants seeking to enrol on programmes of study are strongly advised to attend open days and review course brochures and programme outlines prior to applying through the Central Applications Office (CAO) or making direct application to enter a programme of study at the University of Limerick (UL). Applicants should note that in the event of receiving an offer of a place at UL, the programme they are offered will be their highest-preference programme for which they meet the entry requirements and have the requisite CAO points. It is therefore in the applicant's interest to rank programmes in order of preference.

Students already enrolled at UL can transfer onto a different programme through internal transfer, and students from other higher education institutions (HEIs) can transfer onto a UL programme through external transfer.

2 Internal Student Transfer

Transitioning to university from second level presents many challenges, and it is important that students understand the implications (including eligibility for free fees) of switching programmes. In the event that a student who has enrolled on a programme of study at UL feels that the programme may not be right for them, the student is advised in the first instance to contact their student advisor, course director or Student Retention Officer to discuss the matter. Following consultation, if the student decides they no longer wish to remain enrolled on their current programme of study, they may, in limited circumstances, apply for an internal transfer to another programme of study.

A student who is enrolled on a general entry programme that has linked programmes of study to which the student can progress should only consider applying for an internal transfer if they do not wish to progress to any of these linked programmes.

2.1 Scenarios

Based on the conditions specified in the sections to follow, the following three scenarios are possible:

- (i) Students on a UL or Mary Immaculate College (MIC) programme can transfer from Semester 1, Year 1 of the programme into Semester 1, Year 1 of an alternative UL or MIC programme.
- (ii) Students on a UL programme can transfer from Semester 2, Year 1 of the programme into Semester 2, Year 1 of an alternative UL programme (does not apply to MIC programmes).
- (iii) Students on a UL programme can transfer from any year of the programme into Year 2 or later years of an alternative UL programme (does not apply to MIC programmes).

2.2 Considerations Prior to Transfer

The following factors will be considered by UL or MIC, as applicable, when a student applies to transfer from one programme of study to another:

- (i) Availability of places in the year of the programme of study that the student is seeking to transfer into (referred to hereafter as the 'alternative' programme)
- (ii) Academic achievement/performance to date (i.e., Leaving Certificate or equivalent pathway (e.g., mature student or FETAC) results and/or results to date (including performance on PARE (professional accreditation related elements) modules on current programme)
- (iii) Competition for available places

2.3 General Conditions of Transfer

Students who are offered a place on an alternative programme of study after the commencement of the semester may be required to defer transfer until the following academic year if, in the opinion of the course director, the time period elapsed since the commencement of the semester gives rise to concern on academic, health and safety or other grounds. Students offered a deferred transfer are required to withdraw from their current programme of study.

Students offered a place on an alternative programme are responsible for any academic fees not covered by the free fees scheme.

Transfer to programmes that require Garda vetting cannot be confirmed until the student has been vetted and the suitability of the student to enrol on the alternative programme established.

2.4 Conditions for Transferring into Semester 1, Year 1

Internal student transfer from Semester 1, Year 1 into Semester 1, Year 1 of an alternative programme will be considered subject to the following conditions:

- (i) The application must be received by the Admissions Office prior to the end of Week 3, Semester 1.
- (ii) Places must be available on the alternative programme of study.
- (iii) The student must meet the minimum CAO cut-off points (including random selection and any HEAR and DARE points reduction, where applicable), entry subject requirements and, if applicable, portfolio requirements (or meet the requirements of entry through an equivalent pathway, e.g., mature student or FETAC) of the alternative programme.

Where the number of applicants exceeds the number of available places, applicants will be ranked on the basis of their CAO points (including random selection and any HEAR and DARE points reduction, where applicable) or ranking on an equivalent pathway, e.g., mature student or FETAC.

CAO offer rounds must be completed before the Admissions Office can confirm whether an internal transfer offer into Semester 1, Year 1 of an alternative programme of study is made. (The CAO offer rounds usually conclude in the third week of October.) Students who pre-empt a final decision on a transfer application and attend lectures and labs of an alternative programme do so at their own risk.

Students who meet the CAO, entry subject and, if applicable, portfolio requirements and who are not offered a place in Semester 1, Year 1 of the alternative programme may:

- (i) Be offered a place in Semester 1, Year 1 of the alternative programme in the next academic year. Students who accept an offer of entry into the alternative programme for the next academic year must withdraw from their current programme by the deadline specified. The offer of deferred entry will be withdrawn if a student fails to withdraw from their programme of study or makes an application through the CAO; or
- (ii) Be offered a place in Semester 1, Year 1 of the alternative programme in the next academic year subject to meeting the minimum CAO cut-off points requirement for that year. Students who receive an offer of entry into the next year of the alternative programme subject to CAO points are not required to withdraw from their current programme. However, students should note that additional academic fees may accrue if they do not withdraw from their current programme of study.

2.5 Conditions for Transferring into Semester 2, Year 1

Internal student transfer from Semester 2, Year 1 into Semester 2, Year 1 of an alternative UL programme will be considered (for UL students only) subject to the following conditions:

- (i) The application must be received prior to the end of the week preceding the commencement of Semester 2 by Student Academic Administration for consideration by the Student Status Committee.
- (ii) Places must be available on the alternative programme of study.
- (iii) Students must:
 - a. Have completed at least 30 ECTS credits¹ in terms of having achieved learning outcomes substantially equivalent to those of Semester 1 of the alternative programme. Students who are deemed not to have done this will be considered for transfer into Semester 1, Year 1 of the alternative programme in the next academic year based on meeting the above criteria for transfer.
 - b. Meet the entry subject requirements and, if applicable, portfolio requirements (or meet the requirements of entry through an equivalent pathway, e.g., mature student or FETAC) of the alternative programme.
 - c. Either:
 - i. Meet the minimum CAO cut-off points on the year they entered UL (including random selection and any HEAR and DARE points reduction, where applicable). Where the number of applicants exceeds the number of available places, applicants will be ranked on the basis of their CAO points (including random selection and any HEAR and DARE points reduction, where applicable) or equivalent pathway, e.g., mature student or FETAC.
or
 - ii. Meet no lower than 20 points below the minimum CAO cut-off points (including random selection and any HEAR and DARE points reduction, where applicable) and have a QCA of 2.60 or higher with no deficient grades. Where the number of applicants exceeds the number of places, applicants will be ranked on the basis of their QCA, CAO points or ranking on an equivalent pathway entry requirement as determined by the Student Status Committee.

2.6 Conditions for Transferring into Year 2 or Later Years

Internal student transfer from any year of a programme into Year 2 or later years of an alternative programme will be considered subject to the following conditions:

- (i) Places must be available in the year in question of the alternative programme.
- (ii) Students must have successfully completed the required credits at a level substantially equivalent (in terms of learning outcomes) to the year in question of the alternative programme. Students who have not achieved substantially equivalent learning outcomes for entry into Year 2 or later years may be required to take up to 6 credits as an additional module to deal with any credit deficit. Where the credit deficiency is greater than 6 credits, the student may be considered for entry into an earlier year of the alternative programme. Where the student enters an earlier year of the alternative programme, the Student Status Committee will determine any exemptions and modules the student must register for.

¹ Reference to credits hereafter implies ECTS credits.

- (iii) The combined worth of the link-in modules for which a student may register to meet condition (ii) above cannot exceed 24 credits. A student who is required to take more than 24 credits should be considered for admission to an earlier year of the programme.

3 External Student Transfer

Graduates from other HEIs may apply for entry into Year 2 or later years of a programme of study at UL or MIC. To be eligible for transfer, such graduates must have successfully completed a major award at Level 6 or Level 7 in a cognate area. (Graduates with a Level 5 or Level 6 FETAC qualification seeking entry into Year 1 of a programme offered by UL or MIC should apply through the CAO.) Graduates with a Level 6 FETAC qualification seeking entry into Year 2 of a programme offered by UL or MIC should make a direct application to the respective Admissions Office.

Students in other HEIs who have completed at least one academic year (60 credits on a Level 8 programme) and who have not received an award may apply to enrol in Year 2 or later years of a programme offered by UL.

Applicants from outside the EU are welcome to apply and are invited to contact the International Office for further details on the application procedure and other requirements.

3.1 Considerations Prior to Transfer

The following factors need to be considered by the Course Director in consultation with the Admissions Office when a student seeks to transfer from one institution to another:

- (i) Availability of places on the alternative programme
- (ii) Compatibility of student learning to date (in terms of learning outcomes), including:
 - a. performance of the student in their current programme of study
 - b. entry subject requirements
 - c. CAO points
 - d. student fee implications
 - e. competition for available places

3.2 Conditions of Transfer

External student transfer from another HEI into Year 2 or later years of a UL or MIC programme will be considered subject to the following conditions:

- (i) The closing date for direct applications to UL is 1 July each academic year. Late applications may be considered at the discretion of the course director in consultation with the Admissions Office.
- (ii) Places must be available in the year in question of the alternative programme of study.
- (iii) Student must meet the programme entry subject requirements (from Leaving Certificate or equivalent subjects from their third-level programme) or the requirements of entry through an equivalent pathway, e.g., mature student or FETAC.
- (iv) Student who do not have an award from another HEI must have achieved the minimum CAO cut-off points on the year they entered the HEI (including random selection and any HEAR and DARE points reduction, where applicable) or must have met the requirements of entry through an equivalent pathway, e.g., mature student or FETAC, on the year they entered the HEI. (Students who do not have the CAO points but have completed at least 60 credits and attained an average of at least 50% (honours 2.2 level) with no deficient grades in their current programme of study meet this eligibility requirement.)

- (v) Students must have completed substantially equivalent learning in terms of learning outcomes to progress into at least Year 2 of the alternative programme. (Students who do not meet the equivalent learning outcomes requirement may be considered for a conditional offer into the alternative programme subject to satisfactory performance in a number of link-in modules. A student's entry into the alternative programme will be deferred until they have satisfactorily completed the specified link-in modules.)

Where the number of applicants exceeds the number of places available, applicants will be ranked primarily on the level of their academic qualification(s) and academic performance. Students who do not have an award from another HEI may be considered on the basis of CAO points or equivalent pathway (e.g., mature student or FETAC) entry requirements.