

APPLICATION TO TRANSFER COURSE

1. TO BE COMPLETED BY STUDENT

Academic Session: _____

Name: _____ ID No: _____

Present Course: _____ Year: _____

I wish to apply for a transfer from the above named course

To: _____ Year: _____

Transfer Fee: €50 Fee enclosed: **Postal Order / Cheque made payable to NCAD** (delete as applicable)

2. TO BE COMPLETED BY HEAD OF SCHOOL OF COURSE FOR WHICH THE STUDENT IS REGISTERED

Proposed Transfer Agreed: **YES / NO**
(delete as applicable)

Approved by School Board on: _____

Signed: _____ Date: _____
Head of School

3. TO BE COMPLETED BY HEAD OF SCHOOL OF COURSE TO WHICH THE STUDENT WISHES TO TRANSFER

(a) This student is: **REJECTED**

Signed: _____ Date: _____
Head of School

(b) This student is: **ACCEPTED**

To: _____ Year: _____

on the following conditions: _____

The transfer should start on: _____

Approved by School Board on: _____

Signed: _____ Date: _____
Head of School

Approved by Head of Academic Affairs: _____ 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. Students cannot transfer from one course to another at will. During 2nd Year, transfers from one course to another within the College will be considered up to the end of the first six weeks of the academic year. Vacancies occurring are to be filled from the graded lists at the end of Year 1. The level of previous achievement reached by the student will be taken into account.
- 14.3. There is a €50 administration fee for all transfers, once the course has started.
- 14.4. Students are not permitted to enter the Joint course unless they have achieved a minimum GPA of 3.0 or a Grade B- (60%) in Visual Culture in the previous year.
- 14.5. 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 and payment must be submitted before such a move can take place.
- 14.6. Any transfer from full-time to part-time status by postgraduate students is also a transfer and requires a completed form and a €50 payment.
- 14.7. 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.
- 14.8. Late transfer applications will only be considered in exceptional circumstances.
- 14.9. Transfers may only be said to be an official reality in the student's record when all administrative procedures have been agreed with the Head of Academic Affairs and completed. 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.