

TRANSFERS (SCHOOL OF BUSINESS)

Transferring Between Programmes in the School of Business at the End of First Year

The School of Business transfer scheme allows students at the end of First Year to transfer between programmes of study in the School of Business.

Students should apply for transfers using the Student Application form.

The following are general guidelines for permitted transfer:

- Should the demand for places exceed the number of places available, students will be ranked in order of results;
- The ranking criteria is based on first year overall mark (being assessed on the best marks from modules to the value of 50 credits).
 - Students must pass first year before transferring.
 - Normally, students will be assessed on Summer examinations except in the case of mitigating circumstances that are approved by the Mitigation Committee.
 - Students transferring from BComm International to BComm must pass all business modules on their first attempt.
- The application deadline is 30 June of each year. First round offers are made in July. Students must inform the School of their acceptance by 15 August (except in the case of Mitigation candidates).
- Late applications are accepted (final closing date 20 August). If places remain then second round offers will be made following the release of the Autumn Exam Results.
- Students will be subject to the University minimum entry criteria as set out by the CAO but students will not be assessed on CAO points;
- A student may be permitted to register as a non-degree student in order to meet transfer criteria, as determined by the relevant Heads of Discipline/Programme (for example to take modules that may be prerequisites for BComm III and IV modules). Students are allowed to take a maximum of 30 credits when registered as a non-degree student. These credits are taken in advance of the student transferring into year II. As per University policy, students will have to pay for all modules taken as a non-degree student. These are normally charged on a pro-rata basis of the full-time EU fees;
- List of exemptions and prerequisites will be dealt with on a case by case basis at the time of application;
- Quotas
 - From BComm (International) and other business degree to the BComm: max 10 students.
 - From BSc (Finance) to BSc (Accounting): max 5 students.
 - From BComm (International) to another BComm (International): max 3 students.
- For transfers from one BComm (International) programme to another BComm (International) programme it is important to note that:
 - (i) While taking the first year language module(s) as a non-degree student, a student may also choose to study other modules up to a total value of 30 credits including the language module(s). The other subjects may be ones which are of interest to the student, or modules drawn from the second year programme that they intend to join. These credits are taken in advance of the student transferring into Year II. Students may apply for

exemptions in relevant modules on re-joining the full time second year programme. Students will have to pay for all modules taken as a non-degree student. These are normally charged on a pro-rata basis of the full-time EU fees.

Students may apply for other transfers which will be considered on an individual basis but within the general consideration outlined above.

It should be noted that transfers into first year can only be facilitated through the CAO. In certain circumstances, and with the agreement of the Admissions Officer, late CAO applications are permitted for recommencement of alternative First Year programmes in UCC.

The offer of a place in First Year by the Central Applications Office (CAO), and the student's acceptance of the place offered is a binding agreement and cannot be reviewed by the School (see above).