

## Faculty of Arts and Social Sciences Student Services Guidelines and Procedure for: Transferring Between Undergraduate Award Courses

### Policy and Procedure

#### ***II. General Information and Conditions for Approval***

Currently enrolled students in their first full time (or equivalent) year of study may apply directly to the Faculty to transfer to a new award course when making an application to transfer:

- From a combined award course to a single award course administered by the Faculty of Arts and Social Sciences
- From a specialist Bachelor of Arts degree to a Bachelor of Arts
- From one combined Laws course to another combined Laws course

In all other cases, students who are seeking admission to an undergraduate course within the Faculty of Arts and Social Sciences will need to make an application either through the Universities Admission Centre (UAC) in the case of local students or through The University of Sydney's International Office in the case of International Students.

Students who apply to UAC after completing 48 credit points of study should note that their ATAR (Australian Tertiary Admission Rank) might have changed as a result of the marks that they have achieved during their studies at University.

#### **Transferring from a combined award course to a single award course**

Students in their first full time (or equivalent) year of enrolment in one of the combined degrees listed below, can apply to the Faculty to transfer to a single Arts and Social Sciences award course:

- Bachelor of Arts / Bachelor of Social Work
- Bachelor of Political, Economic and Social Sciences / Bachelor of Laws
- Bachelor of Arts (Media and Communications) / Bachelor of Laws
- Bachelor of Arts / Bachelor of Laws
- Bachelor of Economics / Bachelor of Laws
- Bachelor of International and Global Studies / Bachelor of Laws
- Bachelor of Arts / Bachelor of Medicine (Surgery)
- Bachelor of Economics / Bachelor of Medicine / Bachelor of Surgery

#### **Transferring from a specialist Bachelor of Arts degree to a Bachelor of Arts**

Students in their first full time (or equivalent) year of enrolment in one of the specialist degrees listed below can apply to the Faculty to transfer to the Bachelor of Arts:

- Bachelor of Arts (Languages)
- Bachelor of Arts (Media and Communications)

- BA (Advanced) (Honours)

Note that students who transfer from the BA (Advanced) (Honours) will be required to complete 48 junior credit points of study.

### **Transferring from one combined laws course to another combined laws course**

Students who are in the first year of a combined Laws course can apply directly to the Faculty to transfer to another combined Laws course; e.g. from the Bachelor of Commerce/Bachelor of Laws to the Bachelor of Arts/Bachelor of Laws.

### **Students transferring out of or into the Faculty of Arts and Social Sciences**

Students who wish to enrol in an award course in another faculty or institution must withdraw their candidature in the Faculty of Arts and Social Sciences award course. Please refer to Discontinuation of Enrolment, [http://sydney.edu.au/arts/current\\_students/forms\\_procedures.shtml](http://sydney.edu.au/arts/current_students/forms_procedures.shtml).

Undergraduate students wishing to transfer from an award course in another faculty of The University of Sydney, or from another institution, must apply for admission as new students through UAC or the International Office as appropriate. It is not possible to transfer directly from one faculty to another.

## ***II. Application for credit for previous studies***

Students must apply to transfer credit gained in their current course at the same time that they request to transfer to a new award course. Please note that once approved no credit can be removed from a student's transcript. Students are therefore advised to consider carefully their decision to transfer and what major(s) they wish to complete in their new award course. The Resolutions for each award course are published in the online Faculty of Arts and Social Sciences undergraduate handbook, <http://sydney.edu.au/handbooks/arts/>.

Credit will **only** be granted for units of study that count towards the new award course in accordance with the Resolutions. For instance, Arts and Social Sciences units of study that count towards a specialist degree and are only available to students enrolled in that degree cannot also be counted as credit toward a Bachelor of Arts. These units of study are core requirements of a specialist degree and include Media and Communications (MECO) units and International and Global Studies (INGGS) units. Similarly, units of study from other Faculties can only be counted towards the new award in accordance with Course Resolutions and Table B in the Faculty of Arts and Social Sciences Tables of Units of Study.

## ***III. When to Apply***

All applications for transfer must be submitted after the release of Semester results and prior to the commencement of each semester.

Deadlines for each academic semester are advertised on the Faculty of Arts and Social Sciences website. Deadlines are strictly applied to enable timely processing and ensure that applications are finalised by semester enrolment dates. Applications received after commencement of semester will not be processed until the following semester. This may have implications for your enrolment and the

credit that can be granted.

The outcome will be communicated by university email within two (2) weeks of receipt of the application

Students may have the duration of their new course amended as a result of credit being granted. International students should consult the International Student Office to determine the impact of this on their student visa.

#### ***IV. Steps to Follow***

##### **Allowable transfers**

1. Make sure that you enrol/pre-enrol for the following semester on MyUni as transfers can only be made if you are currently enrolled.
2. Look up the requirements for the single award course that you wish to transfer into by checking the Faculty of Arts and Social Sciences Handbook Course Resolutions [make this a link] and select for credit transfer only those units of study that can count. Keep in mind that you cannot remove credit from your transcript and you may want to consider whether to count all available credit to the new award course.
3. If you need help, come to the Student Services Counter, [http://sydney.edu.au/arts/about/contact\\_us.shtml](http://sydney.edu.au/arts/about/contact_us.shtml)
4. Once your application has been assessed, the Student Services Office will send an email telling you the outcome.
5. If approved the email will confirm the credit that can be transferred and you will be asked to confirm the transfer by replying to the email.
6. Upon enrolment into in the new award course, the Student Centre will send an updated Confirmation of Enrolment by mail or email.
7. You must check that your enrolment is correct on MyUni.

##### **All other applications for admission**

###### ***Local students***

Students apply through the Universities Admissions Centre (UAC), whether seeking admission in March Semester or in July Semester

Criteria for admission:

1. The Faculty of Arts and Social Sciences selects applicants on the basis of academic merit, which consists of good performance in certain academic qualifications.
2. Applicants who have completed a recognised senior secondary qualification (such as the NSW HSC) and one full-time year of study in a degree course (equivalent to 48 credit points at the University of Sydney) or more will be ranked on the basis of their Australian Tertiary Admission Rank (ATAR) (or equivalent result) and their university results.
3. Those applicants with more than one HSC (or equivalent) will have their most recent ATAR (or equivalent) considered, in addition to their university results. Those applicants with more than one attempt at tertiary study (of one full-time year in length; see above) will have their best attempt of tertiary study considered along with their ATAR.

For further information about admission please contact the Admissions Office.

### ***International students***

1. Students apply through the International Student Office.  
**Please Note:** Students may be charged an application-processing fee.
2. To determine the eligibility of these applicants, the International Student Office will allocate a rank based on secondary studies and all tertiary studies. Applications are assessed on a competitive basis according to merit.
3. The International Student Office will advise successful applicants of the outcome of their application and provide information on enrolment procedures.

### **Course Fees**

Students should note that the fees they are liable for might change as a result of a transfer. International students should consult the International Student Office to determine the impact of this on their tuition fees.