

FACULTY OF ARTS AND SOCIAL SCIENCES - TRANSFERRING UNDERGRADUATE AWARD COURSES PROVISIONS

1. Eligibility and general conditions

- (1) Currently enrolled students in their first full time (or equivalent) year of study are eligible to apply directly to the Faculty to transfer:
 - (a) from a combined award course to a single award course administered by the Faculty;
 - (b) from a specialist Bachelor of Arts degree to a Bachelor of Arts; or
 - (c) from one combined law course to another combined laws course.
- (2) In all other cases, students seeking admission to an undergraduate course within the Faculty must make an application:
 - (a) through the [Universities Admission Centre](#) (UAC), for local students; or
 - (b) through the University's [Sydney Courses](#) for international students.
- (3) 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.
- (4) Once approved no credit can be removed from a student's transcript. Students should therefore consider any decision to transfer carefully, particularly the major(s) they wish to complete in their new award course.
- (5) Students may have the duration of their new course amended as a result of credit being granted. International students should consult International Services at the Student Services to determine the impact of this on their student visa.

2. Transferring from a combined award course to a single award course

- (1) Eligible students in the combined degrees listed below, may apply to the Faculty to transfer to a single Arts and Social Sciences award course.
 - (a) Bachelor of Arts / Bachelor of Social Work
 - (b) Bachelor of Political, Economic and Social Sciences / Bachelor of Laws
 - (c) Bachelor of Arts (Media and Communications) / Bachelor of Laws
 - (d) Bachelor of Arts / Bachelor of Laws
 - (e) Bachelor of Economics / Bachelor of Laws
 - (f) Bachelor of International and Global Studies / Bachelor of Laws
 - (g) Bachelor of Arts / Bachelor of Medicine (Surgery)
 - (h) Bachelor of Economics / Bachelor of Medicine / Bachelor of Surgery
 - (i) Bachelor of Arts / Bachelor of Economics

3. Transferring from a specialist Bachelor of Arts to a Bachelor of Arts

- (1) Eligible students in the specialist degrees listed below may apply to the Faculty to transfer to the Bachelor of Arts.
 - (a) Bachelor of Arts (Languages)
 - (b) Bachelor of Arts (Media and Communications)
 - (c) BA (Advanced) (Honours)
- (2) Students who transfer from the BA (Advanced) (Honours) to a Bachelor of Arts must satisfy the entry requirements as per the Bachelor of Arts course resolutions.

4. Transferring from one combined law course to another

Eligible students may apply directly to the Faculty to transfer to another combined law course e.g. from the Bachelor of Commerce/Bachelor of Laws to the Bachelor of Arts/Bachelor of Laws.

5. Students transferring out of or into the Faculty

- (1) Students seeking 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.

Note: See Part 13 of the University's [Coursework Policy 2014](#) and the Faculty information at [Discontinuation of Degree](#).
- (2) It is not possible to transfer directly from one faculty of the University to another. Undergraduate students seeking to transfer from an award course in another faculty of the University, or from another institution, must apply for admission as new students through:
 - (a) [UAC](#), for local students; or
 - (b) [Sydney Courses](#), for international students.

6. Application for credit for previous studies

- (1) Students must apply to transfer credit gained in their current course at the same time as they apply to transfer to a new award course.
- (2) Credit will **only** be granted consistently with the course and faculty resolutions for each award course, which are published in the online [Faculty of Arts and Social Sciences Undergraduate Handbook](#).
- (3) Credit will **only** be granted for units of study that count towards the new award course, as provided in the relevant course and faculty resolutions.
 - (a) 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.
 - (b) Units of study from other faculties can only be counted towards the new award in accordance with the relevant course and faculty resolutions and [Table B in the Faculty of Arts and Social Sciences Tables of Units of Study](#).

7. When to apply

- (1) All applications for transfer must be submitted:
 - (a) after the release of semester results; and
 - (b) prior to the commencement of the next semester.
- (2) Deadlines for each academic semester can be found on the [Faculty of Arts and Social Sciences website](#) and will be strictly applied. Applications received after commencement of semester will not be processed until the following semester.
- (3) The outcome will be communicated by university email within two (2) weeks of receipt of the application.

8. How to apply – internal transfers

All internal transfer applications must be made through Sydney Student by:

- (a) logging in to Sydney Student and clicking on the *My Studies* tab;
- (b) under the *Course Details* sub-menu, selecting *Request Course Transfer*. Only allowable internal transfer options will be available from the drop down menu

9. How to apply – external transfers

- (1) Admissions criteria for coursework award courses are set out in University's [Coursework Policy 2014](#).

Note: See Parts 3 and 4 of that policy. For further information about admission please contact the Admissions Office
- (2) For local students, external transfer applications must be made through [UAC](#), whether for admission in Semester One or Semester Two.
- (3) For International students, external transfer applications must be made through International Services in the Student Centre.
 - (a) International Services in the Student Centre will allocate a rank to each such applicant, based on secondary studies and all tertiary studies.
 - (b) Applications will then be assessed on a competitive basis according to merit.
 - (c) International Services in the Student Centre will advise successful applicants of the outcome of their application and provide information on enrolment procedures.

10. Fees

- (1) Fees may change as a result of a transfer.
 - (a) Students will be required to pay any increases in fees.
 - (b) International students should consult International Services in the Student Centre to determine the impact of this on their tuition fees.
- (2) International students may be charged an application processing fee.

NOTES

Faculty of Arts and Social Sciences - Transferring Undergraduate Award Courses Provisions 2015

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Dean, Faculty of Arts and Social Sciences

Related documents:

[University of Sydney \(Coursework\) Rule 2014](#)

[Coursework Policy 2014](#)