



## **Internal Transfer Policy for CAO First Year Entrants**

For the purposes of this policy, an internal transfer is where a registered first year LYIT student, having entered a full time course through the CAO process, transfers to the first year of another full time CAO advertised course. This internal transfer policy is not an alternative method of admission which bypasses and undermines the central admissions system.

### **Introduction**

There can be many varied and legitimate reasons why students seek internal transfer from one course to another. The Institute will endeavor to facilitate such transfers by registered students subject to the following:

- Application for internal transfers will be considered with due regard to equity of treatment of other qualified applicants, including any applicants on a valid CAO waiting list and in accordance with the Institute's commitments to the CAO process. As a participant in the CAO process the Institute has signed up to and abides by the Memorandum of Understanding which governs the admission of first year students.
- The student concerned has access to advice and counsel from the Head of School/Department or their nominee prior to submitting an application to transfer.
- The availability of places in the first year of the course onto which they wish to transfer.

CAO applicants are expected to have finalised their course choices and order of preference by July 1st. Thereafter, while LYIT will attempt to facilitate change or transfer where possible, applicants should not assume that changes will be possible.

Post registration, the Institute will consider a request for a transfer from a first year student in accordance with the following procedures:

### **Procedure to be followed during the CAO season**

1. While the CAO season remains open, (usually up to mid-October) it will only be possible to apply for transfer onto a course(s) listed on CAO Available Places.
2. The proposed transferee must meet the minimum entry requirements and have a minimum of the cut off points for the new course to which s/he wishes to transfer.
3. The applicant must avail of the Available Places process to apply for the course into which they wish to transfer. It is important that the new choice is inserted above any existing offer.
4. Where the course into which the applicant wishes to transfer has a valid CAO waiting list, no application for transfer will be considered until the waiting list has been exhausted and the course is on CAO Available Places.

## **Procedure to be followed after close of CAO Season**

After the close of the CAO season, any waiting list will be deemed expired.

1. The proposed transferee must meet the minimum entry requirements and have attained at least the minimum of the cut off points for the new course to which s/he wishes to transfer.
2. Any such request must receive the prior approval of the relevant Head of Department/School who must be satisfied that the transferee will be able to make good any academic deficit arising from joining the new course late.
3. This arrangement only applies to first year full time students who enter the Institute via the CAO process
4. The CAO will be informed of any such transfers.

The application, reasons for transfer and decision will be recorded in writing and the record maintained in the Admissions Office.

Section 1: Student Information

Name:

Student ID No:

Contact Telephone Number:

Current CAO Programme:

Transfer CAO Programme:

Reason for transfer request:

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I, the above named, apply for transfer from my current programme to the programme named above.

Signed (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Section 2: To be completed by Head of Department/School of the CAO Programme the student is withdrawing from.

I have interviewed the student and recommend the transfer as requested.

Signed:

Date:

Comments if any:

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It is the responsibility of the student seeking the transfer to return this completed form to the Admissions Office, Letterkenny IT, Port Road, Letterkenny, Co. Donegal

Section 3: To be completed by the Head of Department/School of the CAO programme the student wishes to transfer to:

I have interviewed the student and agree to his/her transfer into the new CAO Programme requested.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comments if any:

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Section 4: Admission's Office Use Only - Assessment

Student's CAO Number: \_\_\_\_\_

Does Applicant Meet Programme Requirements?      Yes            No     

Applicant's Points Score:      CAO Course Points Requirement: \_\_\_\_\_

Transfer approved:      Yes            No     

Section 5: Approval of transfer request

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar

It is the responsibility of the student seeking the transfer to return this completed form to the Admissions Office, Letterkenny IT, Port Road, Letterkenny, Co. Donegal