

Policy Identifier: Internal Transfer Policy

Policy Title:	Internal Transfer Policy
Description:	The purpose of this policy is to outline how MIE processes requests for internal transfers.
Author (Position):	Vice President (Academic Affairs) and Registrar
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Internal Transfer Policy

1 Context

Some students may find that their chosen course of study is not suitable for them. In some cases, students may be permitted to transfer internally onto another course in Marino Institute of Education (MIE).

2 Purpose

The purpose of this policy is to outline how MIE processes requests for internal transfers.

3 Benefits

- 3.1 This policy supports students who are experiencing vocational uncertainty.
- 3.2 It clarifies for both staff and students the circumstances under which an internal transfer may be sought and the process for doing so.
- 3.3 This policy supports student retention within MIE.

4 Scope

This policy applies to all registered MIE students on the following courses:

- i Bachelor in Education (Primary)
- ii Baitsiléir san Oideachas trí Mheán na Gaeilge (Bunmhúinteorieacht)
- iii Bachelor in Science (Education Studies)
- iv Bachelor in Science (Early Childhood Education)
- v The Professional Diploma in Education (Further Education) in relation to changing the delivery mode only. (i.e. change to full-time/part-time)

MIE does not permit postgraduate taught students to transfer to another postgraduate course.

5 Principles

- 5.1 Students are responsible for initiating transfers and should liaise with the appropriate staff members to begin this process.
- 5.2 It is the responsibility of the [Registrar's Office](#) to ensure that all transfer and progression options are transparent and clearly articulated and that the appropriate transfer procedures are outlined to the student.

5.3 The transfer of credits and grades as part of the transfer application is granted at the discretion of the Registrar.

5.4 All courses to which this policy applies require that participants be successfully Garda vetted¹.

6 Undergraduate Internal Transfers

6.1 Students may apply, through their tutor², for permission to transfer to another course. Transfer applications, which must be made using a standard form (see Appendix 1 below) should be submitted to the Admissions' Officer in the [Registrar's Office](#) (admissions@mie.ie), who will then process the applications on behalf of the Registrar. There is no application charge for internal transfer requests.

6.2 Although every effort will be made to allow adequately qualified students to change course, it will not be possible to permit a transfer into a course which already has a full complement of students. In the case of Junior Freshman transfers, students will not be permitted to transfer if they do not fulfil all entry requirements including Garda vetting¹ and if they do not possess sufficient points for the course into which they are seeking to transfer.

6.3 All students who are being considered for a transfer to the first year of another course should register for the course to which they were admitted.

6.4 Under no circumstances should students register or attend lectures for a course that they have applied to transfer to until their application to transfer has been formally approved by the Registrar.

6.5 In no case can acceptance of a transfer be cited by students as grounds for poor performance at examinations.

6.6 Transfer applicants can be largely divided into three categories, which are processed as follows:

6.6.1 Continuing Junior Freshman students and non-Junior Freshman students seeking to transfer into the Junior Freshman year of a different course.

- i. The closing date for these transfer applications is 1st August in any given year.

¹ See [Garda Vetting for Students Procedure](#)

² See [Tutor System Policy](#) and [Tutor System Procedure](#)

- ii. These applications will be assessed solely on the basis of their original entry qualifications. Therefore, no consultation with academic units takes place regarding requests in this category.
- iii. With the sole exception of mature students, students' examination results will not be taken into consideration. Applications from mature students will be sent to the Registrar for decision.

6.6.2 Newly entered Junior Freshman students who in their first term are seeking to transfer into the Junior Freshman year of a different course.

A two-tiered system applies to transfer applicants in this category.

i. First Tier

- a. The closing date for these transfer applications is the second Friday in September.
- b. All applications will be held until the closing date (with the exception of applications from students failing to satisfy the requirements or who do not have the points, or minimum entry requirements, required for the course into which entry is sought. These will be notified immediately that they are ineligible).
- c. Decisions on applications received by the closing date will be made on the basis of the following criteria:
 - Availability of places
 - Entry qualifications (i.e. meeting the CAO points and minimum entry requirements)
- d. Applicants are ranked on the basis of the entry qualification, i.e. CAO points, and places allocated according to the number of places available.
- e. The names of unsuccessful applicants are retained in the event of a place(s) becoming available e.g. if a student withdraws from the Institute. However, only in exceptional circumstances and with the approval of the Registrar and Vice President Academic Affairs will students be permitted to enter a course more than three weeks after the course has commenced. Where a place becomes available after this time, an eligible applicant may be offered the opportunity to defer and join the course in the subsequent academic year.

- f. Consultation with academic units does not normally take place when this category of applications is being assessed.
- g. If there is a difference in fees/charges between the student's current course and the course to which they wish to transfer:
 - The student is liable to pay the difference should the fees/charges be higher than the current course
 - The Institute is liable to reimburse the difference, to the student, should the fees/charges be lower than the current course.

ii. Second Tier (Late Applications)

- a. The closing date for these transfer applications is the second Friday in October.
- b. Students in this category who have not applied by the early date may apply for transfer up to the second Friday in October. These requests will be processed on a 'first come, first served' basis and students are eligible for only such course vacancies as still exist after the earlier transfer period.
- c. Applicants will be assessed on the basis of:
 - Entry qualifications (i.e. meeting the CAO points and minimum entry requirements)
 - Approval by the relevant Course Leader
- d. Course Leaders must not enter into individual arrangements with transfer applicants. Transfers will not be permitted at a level lower than the published cut-off point at which offers were made.

iii. Decisions

All students are notified in writing of the result of their application as soon as possible and no later than the last Friday in November. Where the request has been turned down a copy of the letter is also sent to the student's tutor³. Where the transfer is permitted, the student is informed in writing and requested to confirm acceptance by a particular date. Once a student has confirmed their acceptance, via email, to the Admissions Officer, a copy of their letter will be

³ See [Tutor System Policy](#) and [Tutor System Procedure](#)

circulated to their tutor and all relevant academic and administrative offices. Only at this point will the student's record on [MAESTRO](#) be updated.

6.6.3 Continuing Junior Freshman students and non-Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course.

- i. The closing date for these transfer applications is the third Friday in October.
- ii. Applicants in this category will be assessed in consultation with the coordinator(s) of the programme(s) concerned, on the basis of the total qualifications presented:
 - Original entry qualifications
 - College examination results
- iii. All academic requirements of a student's current course must be satisfied i.e. to transfer into the Senior Freshman year of a course, Junior Freshman students must be eligible to rise with their year on their current programme.
- iv. **Decisions**

All students are notified in writing, by the second Friday in November, of the result of their application. Where the request has been turned down a copy of the letter is also sent to the student's tutor³. Where the transfer is permitted, the student is informed in writing and requested to confirm acceptance by a particular date. Once a student has confirmed their acceptance, via email, to the Admissions Officer a copy of their letter will be circulated to their tutor and all relevant academic and administrative offices. Only at this point will the student's record on [MAESTRO](#) be updated.

7 Postgraduate Internal Transfers

7.1 At present, MIE does not permit postgraduate taught students to transfer to another postgraduate course because the modules taught on the postgraduate courses offered in the Institute are delivered consecutively.

7.2 However, in the case of the Professional Diploma in Education (Further Education) course, procedures are in place to consider and, where appropriate, to approve requests from students to change their mode of delivery (i.e. change to full-time/part-time). These are processed as follows:

7.2.1 Change of Mode of Delivery from Two Year Course to One Year Course

- i. If a student on the two-year course requests to transfer to the one-year flexible learning course, the request will be considered on a case-by-case basis by the Registrar based on the following criteria:
 - Reason for the request to transfer;
 - Availability of a place on the one-year course;
 - Permission of the Course Leader to transfer should it be possible;
 - Time of the year in which the request is made and whether it is possible to transfer to the one-year flexible learning course in the current year or in a future year.
- ii. Typically, a student may not transfer from the two-year course to the one-year course in the same year after the third Friday in October.
- iii. Where a student is granted permission to transfer from the two-year course in the current year to the one-year course the following year, ECTS credits for modules successfully completed (and approved by the Court of Examiners⁴) may be recognised in meeting the requirements of the one-year course. Should a student be unsuccessful in any module completed in year one, no supplemental assessment can be taken in the modules and these modules must be taken in full on the one-year course.
- iv. A student who wishes to transfer from the two-year part-time course to the one-year flexible learning course, must apply to do so by 31st January prior to the commencement of the one-year course. Applications received after this date will not be considered.
- v. With regard to fees, the situation will be treated as if the student has withdrawn from the two-year course and the financial consequences are those that apply to withdrawal as outlined in the [Institute Charges Policy](#). Full fees must be paid for the one-year course.

7.2.2 Change of Mode of Delivery from One Year Course to Two Year Course

- i. If a student on the one-year course requests to transfer to the two-year course, the request will be considered on a case-by-case basis by the Registrar considering the following matters:
 - Reason for the request to transfer;

⁴ See [Academic Assessment and Academic Progression](#) Policy

- Availability of a place on the two-year course;
 - Permission of the Course Leader to transfer should it be possible;
 - Time of the year in which the request is made and whether it is possible to transfer to the two-year course in the current year or in a future year.
- ii. A student may be granted permission to transfer from the one-year course to the two-year course at any time during the one-year course.
- iii. Where a student is granted permission to transfer from the one-year course to the two-year course in the same year, the student may complete the year one modules as normal and drop the year two modules.
- iv. With regard to fees, the situation will be treated as if the student has withdrawn from the one-year course and the financial consequences are those that apply to withdrawal as outlined in the [Institute Charges Policy](#). However, half the fees paid may be used to pay for the first year of the two-year course. In the second year of the course, the appropriate fees for the second year of the part-time course will need to be paid.

8 Responsibility

The overall responsibility for this policy lies with the Registrar and Vice President for Academic Affairs.

9 Related Documents

- 9.1 [Admission, Access and Transfer Policy](#)
- 9.2 [Academic Assessment and Academic Progression](#)
- 9.3 Undergraduate Course Handbooks
- 9.3.1 [Bachelor in Education Handbook](#)
- 9.3.2 [Bachelor in Science Early Childhood Education Handbook](#)
- 9.3.3 [Bachelor in Science Education Studies Handbook](#)
- 9.4 [Lámhleabhar Clair don Bhaitisiléir san Oideachas Trí Mheán na Gaeilge](#)
- 9.5 [Institute Charges Policy](#)
- 9.6 [Garda Vetting for Students Procedure](#)
- 9.7 [Tutor System Policy](#)
- 9.8 [Tutor System Procedure](#)

Appendix 1: Internal Transfer Application Form



Marino Institute of Education Internal Transfer Application Form

- Note:**
- (ii) All transfer applications should be made on this form, through your Tutor, to the Admissions Office.
 - (iii) Under no circumstances may a student register for or attend a course applied for until their application to transfer has been formally approved by the Registrar.
 - (iv) All correspondence with students will be by email using their MIE email address which they provide below.

First Name: _____ Surname: _____

Student No.: _____ CAO No. (if applicable): _____

Telephone No.: _____ CAO Points (if applicable): _____

MIE Email Address: _____

Current Situation	Situation after Transfer		
	First Preference	Second Preference	Third Preference
Institute Standing: JF, SF, etc.	Enter Year: JF, SF etc.	Enter Year: JF, SF etc.	Enter Year: JF, SF etc.
Course:			
Results of annual exams for the current year:			

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Transfer to date from: _____ 20 _____

Reasons for requesting transfer: _____

Signature of student: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE STUDENT'S TUTOR

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

Signature of Tutor: _____ Date: _____

(ii) Comments:
