

APPLYING FOR INTERNAL COURSE TRANSFER

UTS: BUSINESS

Current undergraduate UTS students requesting to transfer into the *Bachelor of Business* are advised to take note of the following:

APPLICATION PROCESS

LOCAL Students:

Internal Course Transfer: Continuing applications will **ONLY** be accepted *from* LOCAL students who are currently enrolled in a Faculty of Business course, including combined Business courses; ie. BA Int'l Studies/BBus, BBiotech/BBus, BComp/BBus, BEng/BBus, BLaws/BBus, BMedSci/BBus and BSci/BBus.

Local students enrolled in **non-Business courses** are required to **lodge an application through UAC**.

INTERNATIONAL Students:

ALL International students wishing to transfer into the BBus can do so through the *Internal Course Transfer: Continuing* application process.

Internal Course Transfer: Continuing applications **MUST** be submitted **online** by the specified closing date(s); @ http://www.sau.uts.edu.au/enrolment/how_to/current/internalcoursetransfers.html

LATE applications will **NOT** be accepted or considered.

CRITERIA / ELIGIBILITY

Students are eligible to submit an *Internal Course Transfer: Continuing* application once they have completed a **minimum of 48 credit points** (equivalent to approximately 1 year of full-time studies) **of their current degree profile**.

Please note: Subjects that are not part of your current degree profile will **NOT** be considered as part of an Internal Course Transfer application.

Whilst there are **NO** guarantees on the outcome of an application; students are assessed **solely** on **academic merit** and as places are limited, applications will be assessed on a **competitive basis**.

To stand a reasonable chance, applicants are advised to maintain a **minimum** weighted average mark (WAM) of **CREDIT** for **ALL** subjects completed under the **current AND any previous award courses(s)** at UTS.

PASS / FAIL RESULTS

Applicants who have completed subjects that does not award marks/grades (ie. pass/fail results) MUST provide a **letter of reference** from the relevant Subject Coordinator; for **each** ungraded subjects.

The *letter of reference(s)* MUST indicate the average mark (eg. 75%) attained in the subject(s). Letters of reference without the required information will be assessed on a weighted average mark of a pass.

CLOSING DATES / OUTCOME of APPLICATIONS

The closing dates for **Internal Course Transfer: Continuing** applications are specified on the UTS website @ http://www.sau.uts.edu.au/enrolment/how_to/current/internalcoursetransfers.html.

Assessment of applications includes current semester results and are generally **finalised within** one (1) week after the official release date of final results.

Applicants will not receive notification of their applications but **MUST** instead, login to the UTS website @ <http://datasearch.uts.edu.au/ict/results/index.cfm> to CHECK the outcome of their applications.

APPEALS

Whilst there is NO provision for appeals in the *Internal Course Transfer* process; students who felt the outcome of their applications were affected by Withheld or 'unresolved' grades MUST submit a **statement** outlining the circumstances.

A statement detailing the circumstances must be submitted to the Faculty SLU Office within **two (2) days after** the **official release date of final results**. A **supporting letter** from the relevant Subject Coordinator, and/or evidence to substantiate claims MUST be attached to verify that Withheld/unresolved grades were not due to the student's fault.

Applications will NOT be reconsidered / reviewed without the above documentation, or if lodged after the specified timeline, and/or if reasons outlined were due to eg. outstanding assessment tasks, etc.