**Programme Internal Transfer Form 25\_26**

***Information*** *(Please read before completing the form)*

*Applications for internal transfers into CUBS programmes will be accepted between* ***Monday 19th May 2025 and Monday, 30th June 2025****. Applicants will be assessed on first-year overall mark (i.e. best marks from modules to the value of 50 credits). Summer examination results will be used, unless there are mitigating circumstances, which have been approved by the University Migration Committee.*

*Note: students transferring from BComm International to BComm must pass all business modules on their first attempt. Exemption requests will be evaluated by the Programme Director(s) with the Board of Studies and relevant departments. Exemptions will be given at the time of transfer only.*

*Where two or more students have the same results and limited places are available, then the information contained in this form will be evaluated.*

***Completed forms are to be submitted in soft copy only via e-mail to the Programme Administrator of the programme you would like to join. Late applications will not be considered.***

*Section 1 – To be completed by students*

|  |  |
| --- | --- |
| 1 Surname |  |
| 2 First name |  |
| 3 UCC student ID number |  |
| 4 UCC Umail address |  |
| 5 Contact mobile phone number |  |
| 6 Current degree programme and year i.e., BScBIS1 |  |
| 7 Have you completed your end of year exams? | Choose an item. |
| 8 If yes, please skip to the next question. If no, have you applied to the mitigation committee for permission to sit exams in Autumn for honours? | Choose an item. |
| 9 Programme name, code and year you wish to transfer into |  |
| 10 Why do you wish to transfer into this programme? Please list the reasons opposite as to why you should be granted a place. |  |
| 11 If your transfer application is successful, do you wish to apply for module exemptions? | Choose an item. |
| 12 If yes, please list the module title(s) and code(s) opposite that you require to be exempt from AND the corresponding module title(s) and code(s) for those modules already completed.  If no, please skip to the next question. |  |
| 13 Please include opposite any additional information you feel is relevant to your application. |  |
| 14 Student Signature (typed format) |  |
| 15 Date of application | Click or tap to enter a date. |

*Section 2 - For office use only*

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| **Programme Director(s) (name(s)** |  |
| Approved (yes/no) | Choose an item. |
| Date of approval | Click or tap to enter a date. |
| Signature (s) |  |
| **Head of Department/School (name)** |  |
| Approved (yes/no) | Choose an item. |
| Date of approval | Click or tap to enter a date. |
| Signature |  |