Change of Course and Internal Transfers

School of Nursing and Midwifery

Change of Course within University College Cork to another First Year Programme

Registered first year students who accepted a place through CAO may apply to change to another first year programme. Students should make an appointment to meet the First Year Experience Coordinator in the Admissions Office before making an application. The closing date for change of course applications is in early October – see Admissions Office website for more detail.

Students may be permitted to change provided that:

1. there is a place on the programme, including availability of a clinical placement;
2. s/he has achieved the minimum CAO entry points for the programme into which s/he wishes to change;
3. s/he satisfies the entry requirements (matriculation) and additional programme requirements for the relevant degree programme as set out in the University Calendar here, and
4. s/he is not repeating first year (except in the case of mitigating circumstances that are approved by the Mitigation Committee).

Students should be aware that changing between first year programmes after the start of term may impact adversely on their academic performance, depending on how much of the academic year they miss. Students changing into the School of Nursing and Midwifery from another programme in UCC may also be delayed accessing clinical placement, due to having missed mandatory skills training. This additional time may have to be completed in the summer vacation period. Transfers are permitted strictly on the basis that students fully accept any such possible academic and/or clinical disadvantage.
Prior to submitting a change of course application, students are required to discuss their options with their Programme Leader in the School of Nursing and Midwifery.

Please note that all offers of places in the School of Nursing & Midwifery are subject to UCCs Terms & Conditions, which includes UCC's Vetting and Fitness to Practice Policies.

**Transfer into Second Year Programmes within the School of Nursing and Midwifery**

The School of Nursing and Midwifery transfer scheme allows a limited number of students at the end of first year to transfer into second year of another programme within the School. Internal transfers between BSc Nursing programmes and the BSc Midwifery can not be facilitated. No more than 10% of students on any one BSc Nursing programme will be allowed to transfer from that programme into other BSc Nursing programmes at the end of first year. Transfers after second year are not permitted.

Prior to submitting a transfer application, students must discuss their options with the Director of Undergraduate Education in the School of Nursing and Midwifery.

**Criteria for Transfer**

(a) there is a place available in the Second Year programme, including availability of a clinical placement;

(b) the student has obtained a minimum of Pass in the First Year University Examinations; normally, students will be assessed on Summer Examinations except in the case of mitigating circumstances that are approved by the Mitigation Committee; students will not be assessed on CAO points.

(c) appropriate modules were taken in First Year to meet any prerequisites of the new programme, with the exception of a maximum of 10 credits which may be carried into second year. These credits must be passed for progression to the third year. A student who has more than 10 credits outstanding may be permitted to register as a non-degree student for a maximum of 30 credits over one year in order to take prerequisite modules. These credits are taken in advance of the student transferring into second year (on condition that a place is still available). As per University policy,
students will have to pay for all modules taken as a non-degree student. These are normally charged on a pro-rata basis of the full-time EU fees.

Additional Notes

- Should the demand for places exceed the number of places available, students will be ranked in order of results from the First Year University Examinations.
- Exemptions and pre-requisites will be dealt with on a case-by-case basis at the time of application.
- Students should be aware that transferring at the end of first year may impact adversely on their academic performance, particularly if additional credits are carried into second year. They may also need to complete additional clinical placement weeks in order to meet the NMBI standards and requirements and/or programme requirements. This additional time may have to be completed in the summer vacation period. Transfers are permitted strictly on the basis that students fully accept any such possible academic and/or clinical disadvantage.

How to Apply for a Transfer

Students applying to transfer must complete the School of Nursing and Midwifery Internal Transfer, Repeat and Re-Entry Form (available to download here). Completed applications must be sent to the Senior Programmes Administrator, Room G03, Brookfield Health Sciences Complex, UCC. The closing date for receipt of these applications is the second Friday in July.

Transfers for Non-UCC Students

Students applying to transfer to UCC from a programme in another Higher Education Institute must make an application through the UCC Admissions Office under the Direct Entry procedure: https://www.ucc.ie/en/study/undergrad/how/