Applying for Program Transfer

A Guide for Students
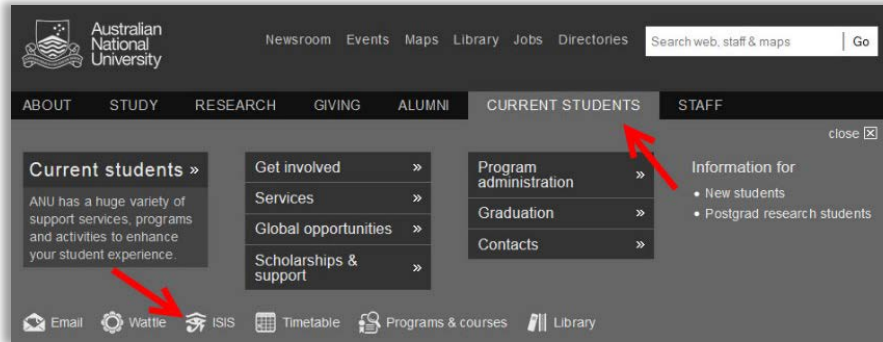
Contents

How to Apply for a Degree Transfer

These instructions are for students intending to transfer degrees. Once you have selected your new degree go to the ANU Student Gateway to start: http://www.anu.edu.au/

Select Current Students and then press the ISIS button.

Use the STUDENT ID NUMBER and PASSWORD given to you to LOGIN.

If at any time during your session ISIS times out, you will need to refresh your browser in order to log back in.
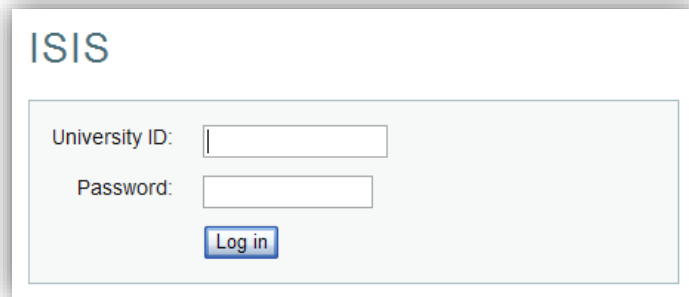
Select Apply for Degree Transfer using the drop down menu.

This is found by selecting *Main Menu (Compass in top-right of screen) > Navigator > ISIS > Degree Management > Apply for Degree Transfer*
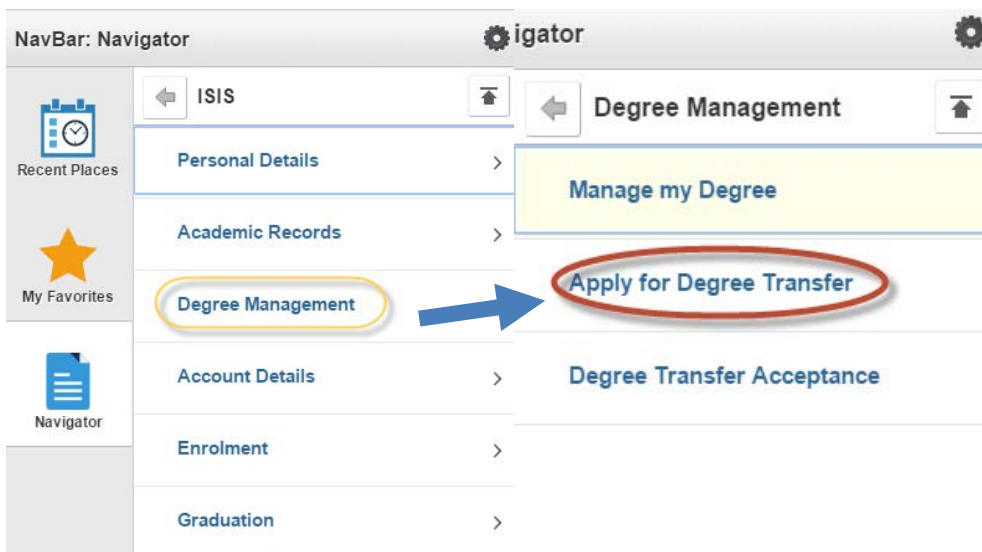
Read through the information on the Apply for Degree Transfer page and then select the Next button to start your application.

Apply for Degree Transfer

Undergraduate students can apply for degree transfer for Second Semester, 2016

For deadline dates, please refer to Transferring between Degrees

You may be eligible to apply for degree transfer.

Important Information to Consider
Before applying to change your degree, it is important that you consider the implications:
- Will you be able to meet the degree requirements?
- Understand that tuition fees might be different for the courses you choose
- The change of degree may extend the duration of your study
- You may only submit one degree transfer per deadline

Admission Requirements
Transferring to a new degree is an act of admission and all applications will be assessed against admission requirements. To review the admission requirements for the degree you wish to transfer to, please go to Programs and Courses

You must complete 48 units of tertiary study (1.0 EFTSL equivalent) as part of your admission assessment. Applicants for transfer with less than 48 units of tertiary study will be assessed on their entrance rank which does not include bonus points.

Scholarship and Sponsorship
Students with scholarship should be aware that transferring to a new degree may affect their eligibility. Students should check the conditions of award for their scholarship and confirm that their scholarship will not be jeopardised by changing degrees.
For sponsored students, a degree transfer will require a new sponsorship agreement to be setup.

Next

The top of the application will show your current degree.
If any details are incorrect, please contact Student Central at student@anu.edu.au or 135 ANU (268) for assistance.

Degree Transfer Options

Help

Details of your current degree(s) are shown below. If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Career	Academic Program	Degree
Undergraduate	3600 Bachelor of Science	Bachelor of Science

Select the session that you wish the transfer to take effect from

*Admit Term [▼]

Next

Select the **Admit Term** for your Degree Transfer. The Admit Term is the semester/session/trimester that you wish to commence studying courses under the new degree. This will only allow you to select the semester/session/trimester for which you are eligible. If the deadline has passed you will be required to apply for the next available session.

Single Degrees

Select that you would like to apply for a **Single Degree** from the options and then select **Next**.
If you intend to transfer to a Flexible Double Degree please go to page 6.
If you intend to transfer to a Vertical Double Degree, please contact your Academic College (see page 12).

Type in the degree you wish to transfer to in the Search Bar (for example Engineering) and then select **Search**.

A list of degrees will appear matching the search. Select the degree you wish to apply for and select **next**.
If nothing appears try broadening your search terms. If you cannot find your desired degree, please contact your Academic College for further information.
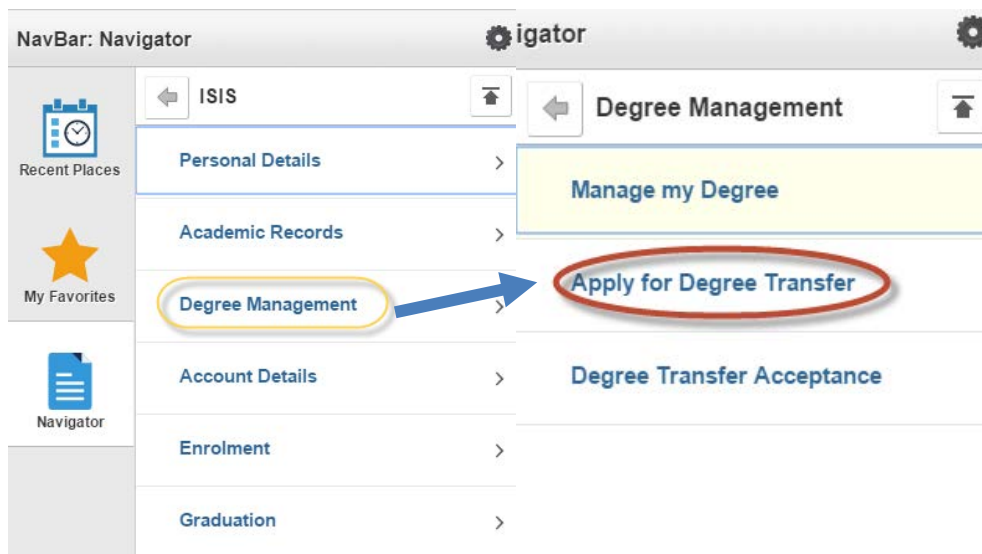
Flexible Double Degrees

Select Apply for Degree Transfer using the drop down menu.

This is found by selecting *Main Menu > ISIS > Academic Records > Apply for Degree Transfer*

Read through the information on the Apply for Degree Transfer page and then select the Next button to start your application.

The top of the application will show your current degree.

If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Select the Admit Term for your Degree Transfer.

The Admit Term is the semester/session/trimester that you wish to commence studying courses under the new degree. This will only allow you to select the semester/session/trimester for which you are eligible and are currently open for application. If the deadline has passed you will be required to apply for the next available session.

Select you would like to apply for a Flexible Double Degree from the options and then select Next.

Type in the degree you wish to transfer to in the Search Bar (for example Engineering) and then select Search. Please note if you are currently enrolled in a single degree and would like to add degree component it will give you the option to keep your current degree and add another. If you are currently enrolled in a flexible double degree, it will give you the option to keep one of the degrees if you wish, and then swap the other.

A list of degrees will appear matching the search. Select the degree you wish to apply for and select next. If nothing appears try broadening your search terms. If you cannot find your desired degree, please contact your Academic College for further information.

Repeat the previous step for second degree and then select Next.

Review the information at the top of the page to ensure that the degree you are applying for is correct. If you have any further comments you would like to provide you can enter them into the Comments section. If you are intending to graduate at the end of the semester/session you are applying to transfer to, you will need to note this in the comment section.

Review and Submit

Your current and new degree(s) are displayed below. Please review your selection carefully. Only one application will be accepted per half year

Degree Transfer

You are currently studying	Program:	3600 Bachelor of Science
	Degree:	Bachelor of Science

You are applying to transfer to	Program:	4750 FDD Engnering or Adv Computing
	Degree:	Bachelor of Engineering (Honours)
		Bachelor of Commerce
You wish the transfer to take effect from:		Second Semester, 2016

Comments

Please enter any comments regarding this application. Comments are limited to 2000 characters

Student Declaration*	Mark as Read
Correct Information	☐
I certify that the information supplied by me on this form is complete and true.	
Degree Transfer Implication	☐
I have read the information relating to Degree Transfers found at <u>Transferring Between Degrees</u> and understand the implications of transferring including any increased fee liability.	
Rules of Degree	☐
I understand that if my application is approved the transfer will be processed and I will be bound by the current rules of the degree in the year that the transfer takes effect.	

I have read and agree to the above declaration [I Agree]

[Return]   [Submit]

Once you have made any relevant comments you will need to read and agree to the Student Declaration and then select Submit. Your application has now been successfully submitted.

How to Accept your Degree Transfer Offer

Once your application has been assessed, you will receive a notification via your student email. If you are successful, you will be able to accept or decline your degree transfer offer through your ISIS account.

Log into you ISIS account and select Degree Transfer Acceptance using the drop down menu.
This is found by selecting *Main Menu > ISIS > Academic Records > Degree Transfer Acceptance*
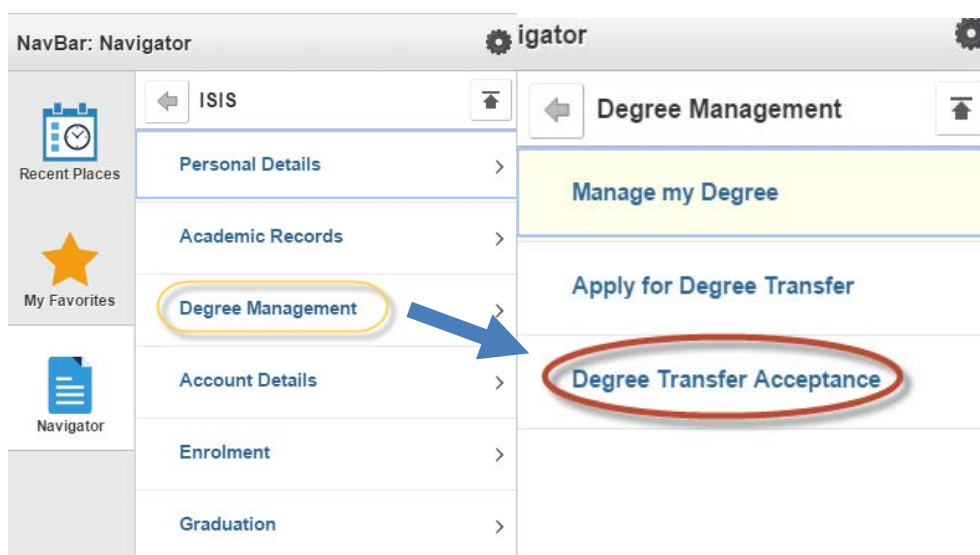
An offer will be present for you to accept or decline. Select Next to continue.

The top of the offer will show the degree that you have been approved for. Select whether you would like to accept or decline your offer and select Next.
If you received an email notification and there is no offer to accept, or any of the information is incorrect, please contact Student Central on student@anu.edu.au or 135 ANU (268) for assistance.

Review the offer to ensure all the information is correct and then select submit.

Review and Submit

Please confirm your selection below and ensure it is correct before submitting

Accepted	
FDD Arts, Soc Sci, Busn & Sci	✔
Bachelor of Arts	
Bachelor of Commerce	

Return   Submit

Your offer acceptance has now been successfully submitted. You will receive a confirmation email to your student email account as confirmation of your acceptance. Please allow 5 working days for your transfer to be finalised before you enrol into courses for your new degree.

Academic College Contacts for Program and Course Advice

ANU College of Asia and the Pacific
For both undergraduate and graduate students
Student Centre, ANU College of Asia and the Pacific
Room 7013, H C coombs building (9)
E: cap.student@anu.edu.au
T: 6125 3207

ANU College of Arts and Social Sciences
Undergraduate: students.cass@anu.edu.au
Graduate: graduate.students.cass@anu.edu.au
T: 6125 2898

ANU College of Business and Economics
For both undergraduate and graduate students: info.cbe@anu.edu.au
T: 6125 3807

ANU Colleges of Science
Undergraduate
The Science Office is located on Level 2 Building 42.
Appointments with Sub Deans are available Monday 10- 12, Tuesday 2- 4, Wednesday 10- 12, Thursday 2- 4 and Friday 10- 12. Appointments can be made in person at the reception desk or by emailing science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:
For program and course advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au *or phone 6125 2809.*

ANU College of Engineering and Computer Science
For both undergraduate and graduate students
CECS Student Services Office
N202, CSIT Building (108)
Email: studentadmin.cecs@anu.edu.au
T: 6125 4450

ANU College of Law
For Bachelor of Laws/Juris Doctor Program and Course advice is available from the Sub-Dean,
E: subdean.law@anu.edu.au
T: (02) 6125 3483 to make an appointment

Graduate
Contact the ANU College of Law Student Administration on enquiries.law@anu.edu.au or telephone (02) 6125 3483 for specific program adviser contacts.

If you are receiving errors that are not addressed in this document please contact Student Central at student@anu.edu.au or on 135 ANU (135 268) for assistance.