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| Document:   | <b>Rules and guide-lines governing transfer between academic programmes</b> |                          |
| Revision No: 1.   | Prepared by: CQA  | Date Prepared: 5/3/2024  |
| Programs applied: BSc Hons (Chemical Science) / Graduateship in Chemistry (GIC) | Revised by :  | Date Revised:            |
|   | Approved by: ABIChemC   | Date Approved: May 2024  |
| Effective date:   | Approved by: Council IChemC   | Date Approved: June 2024 |

### Introduction

It has been noted that students request to transfer between academic programmes many times. This has caused a great difficulty to students as the requirements for graduation are different in each programme. Further, it has been noted that managing of the academic records of students is difficult when they transfer between programmes many times. These rules are made to streamline the transfer between programmes and to limit unnecessary transfers.

#### Transfers between academic programs

1. Transfers between academic programmes are allowed only **two** times (Programme 1 → Programme 2 → (back to) Programme 1).
2. Transfer from GIC to BSc is allowed only if the entry criteria to BSc programme is fulfilled.
3. Requests to transfer from GIC program to the BSc Hons (Chemical Science) programme must be made before the commencement of the Level 3 academic activities of the GIC and BSc Hons (Chemical Science) programmes.
4. Requests to transfer from BSc Hons (Chemical Science) programme to GIC programme can be made at any time.
5. No transfers shall be allowed within a semester.
6. A programme transfer fee shall be charged, from students who are allowed to transfer from one programme to another.
7. When a student transfers to a new programme, By-laws and rules and subsequent revisions of the same, applicable at the date of transfer governing such program shall apply.
8. It is the sole responsibility of the student to fulfill the academic & any other requirements and conditions of the programme he/she has transferred to and is currently registered for.
9. When a student has transferred to a new programme, fees and charges pertaining to the programme he/she has transferred to and subsequent revisions of the same shall apply.
10. The College of Chemical Sciences or the Institute of Chemistry Ceylon shall not be responsible for the consequences arising out of transfer between programmes.
11. Students who seek to transfer from one programme to another must submit their requests to the Dean of the College of Chemical Sciences, by duly filling the program transfer form. (Attached to this document).

**Request to transfer between academic programmes**

Dean, College of Chemical Sciences,  
Institute of Chemistry Ceylon

Dear Sir/Madam,

I wish to submit my application for the transfer from,  
Currently registered programme (programme 1) .....

To

The new programme (programme 2) .....

|                                     |  |
|-------------------------------------|--|
| Name                                |  |
| Address                             |  |
| Registration No:                    |  |
| Current level and semester of study |  |
| Contact No:                         |  |
| e-mail:                             |  |

Details of previous transfers.

| <b>Date of the request</b> | <b>Programme 1</b> | <b>to</b> | <b>Programme 2</b> | <b>Request granted<br/>(Yes/No)</b> |
|----------------------------|--------------------|-----------|--------------------|-------------------------------------|
|                            |                    |           |                    |                                     |
|                            |                    |           |                    |                                     |
|                            |                    |           |                    |                                     |

I have read and understood the rules and regulations governing transfer between academic programmes. I am aware that I must fulfill the requirements specified for graduation in the programme I may be allowed to transfer. I am also aware that the Institute of Chemistry Ceylon is not responsible for the consequences I may face due to transferring from one programme to another.

Sincerely,

.....

Signature of the student

**For office use**

|  |  |
|--|--|
| Admission criteria for the BSc programme is fulfilled. | Signature (Assistant registrar/examinations) |
|--|--|