

## INTERNAL COURSE TRANSFER INFORMATION SHEET for 2013

### 1. General Information

**There is no mid-year intake for internal course transfers. The next opportunity to transfer is in February 2013.**

The number of places available for internal course transfer is limited because of the high demand for entry into all Faculty of Education programs. Due to the competitive nature of entry, students considering an internal course transfer should note that there is no guarantee that a place will be offered and all available options to undertake a teacher training qualification should be considered. For example, students interested in gaining a qualification to teach in a Primary school may complete the course in which they are presently enrolled as long as it meets NSW DEC requirements and then complete a Graduate Diploma in Education (Primary).

### 2. Procedure

To be considered for an internal course transfer into the Faculty of Education, you should note the following procedures. Complete and submit an "Undergraduate Application to Vary Course Registration" form - this form is available from Student Central in Bdg. 17 or can be downloaded from <http://www.uow.edu.au/student/forms/UOW008135.html>. Attached to this form should be a brief Curriculum Vitae containing the following supporting documentation:

- A covering letter stating why you want to teach and what you would bring to the program into which you wish to transfer.
- Your academic record from your Higher School Certificate and/or TAFE and University.
- An account of any paid work or voluntary experiences you have undertaken.
- An outline of any teaching-related experiences, for example, if you teach scripture, coach a netball team or train in the workplace.
- Written references - these can be work, social, sporting or personal references.

**These documents must be submitted to the Faculty of Education's Student Service Centre in Building 23, room G21 by 31 January 2013.**

### 3. Eligibility and Selection Criteria

To be eligible to apply for an internal course transfer to Education, you must have:

1. Completed a minimum of 48 credit points of subjects in your existing degree; and
2. Attained a Weighted Average Mark (WAM) of at least 65. A WAM of 65 alone will not guarantee a successful transfer application.

Applications will be assessed using the following criteria:

1. Strength of academic record (ie WAM); and
2. A Curriculum Vitae (ie work experience and voluntary experiences, in particular, those experiences that reflect an interest in children and a commitment to teaching. Additional information involving your motivation for transferring into the Faculty of Education will also be considered.)

### 4. Notification of Outcome of Your Application

You will be notified of the outcome of your application in early February 2013. In order to retain your place at UOW and to avoid Late Re-Enrolment Charges in the event that you are not successful in gaining entry to the Faculty of Education, you are advised to re-enroll in your current program of study. If you successfully gain a transfer into the Faculty of Education you will be advised about procedures for changing your course code, withdrawing from these subjects and enrolling into Education subjects. Applications for advanced standing will also be considered at this time.