



## **INTERNAL COURSE TRANSFER INFORMATION SHEET for 2008**

### **1. General Information**

**There is no mid-year intake for internal course transfers apart from students currently enrolled in Education programs. The next opportunity to transfer is in February 2008.**

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 DET requirements and then complete a Graduate Diploma in Education (Primary). Applicants should also note that completion of at least one year of study in another faculty at UoW is normally required for consideration for an internal course transfer in the Faculty of Education.

### **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/centre/pdf/>. Attached to this form should be a brief C.V containing the following supporting documentation:

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

**These documents must be submitted to Student Central in Bdg. 17 or to the Faculty of Education's Student Service Centre in Bdg. 23 by 31 January 2008.**

### **3. Selection Criteria**

The selection criteria for assessing applications for internal course transfers focus on strength of academic record, 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 2008. 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-enrol 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.