

Change of Fields of Specialization/Study Programmes

Support Admin - 2025-12-30 - [General](#)

Change of Fields of Specialization/Study Programmes

Transfers between study programmes/specializations shall be offered subject to the following conditions and students must submit a filled program transfer form to the Academic Affairs Division within the registration period (notice will be published on the Course web prior to registration commencement).

- Students should possess the admission requirements for the study programme/specialization to which the transfer is requested.
- Transfer will be granted as from the beginning of an academic year.
- In exceptional circumstances students will be allowed to transfer between study programmes, during the academic year subject to condition of completing any related modules in the selected programme/specialization under the module registration category.
- Balance payments should be arranged by the students (previous semesters) if applicable.
- Program transfers for some specializations (FoC-IM/SE/DS) will be considered by the faculty based on the entry requirements.

Change of Field of Centers/Weekday-Weekend Status

After the commencement of the semester transfer from the registered center to another will not be permitted and students must request transfers during the registration period (details will be notified via the Course web notices).

Weekday/weekend transfers are facilitated based on capacity constraints and as per availability of the programs.

• Registrations for years 1 and 2 FoC/ years 3 and 4 SBS will be on a first-come, first-served basis. If the weekend count exceeds the capacity of the weekend groups, students who register last will be required to attend the weekday program (MoE IFSLs students cannot register under the weekend category).

• For Year 3 and 4 - FoC/ Year 2 - SBS programmes offered on weekends, students must submit a valid letter of employment or proof of registration for the Internship module. Only after the documents have been reviewed by the Academic Affairs Division before the commencement of the semester students will be permitted to enroll in the weekend programmes. If any student wishes to request the WD/WE transfer after the commencement should contact the faculty (MoE students must register under the internship module to participate in the weekend

program).