

PROCEDURE OF INTERNAL TRANSFER (to another study programme at the Warsaw University of Technology)

Annex to **Instruction to the *Internal transfer form***

INFORMATION FOR STUDENTS ON THE INTERNAL TRANSFER PROCEDURE

i.e., to another study programme at the Warsaw University of Technology

1. The student should inform the Dean's Office of the home Faculty/College on his or her intention to transfer to another study programme **so that the Dean's Office may issue the *Internal transfer form***, no later than 4 weeks prior to the beginning of classes in a semester; by that date, the student should meet the following transfer requirements:
 - complete the following obligations at the home Faculty/College: payment of fees, settlement with the Economic Office, at the faculty library, etc.
 - at the home Faculty/College, pass all courses required for registration to the subsequent semester/study stage and meet the requirements specified in § 35 of the Academic Regulations at the Warsaw University of Technology,and
 - initially establish with the Dean/Director of the receiving Faculty/College whether there is a possibility of transfer, specifying the semester/stage and study programme to which the student is to transfer, as well as obtain information on the documents required by the Dean so that the Dean will be able to take the decision on the transfer.
2. Having received from the home Faculty/College Dean's Office the *Internal transfer form*, the student should immediately provide the substantiation (in the section SUBSTANTIATION in the form), sign the form and submit it to the Dean's Office.
3. Having received from the home Faculty/College Dean's Office the *Internal transfer form* with the Faculty Dean's/College Director's opinion on the application, the student should immediately collect the *Form* and submit the required documents to the Dean/Director of the receiving Faculty/College.
4. Having received from the Dean/Director of the receiving Faculty/College information that the Dean/Director of the receiving Faculty/College supported the transfer but specified certain transfer requirements – make-up courses to be completed after the transfer to the new study programme, the student should immediately report to the receiving Faculty/College to submit his or her signature to acknowledge his or her knowledge of the transfer requirements.
5. Having received from the home Faculty/College the information on the Rector's consent to the transfer to another study programme, the student should enroll for courses and make-up courses following the procedure required at the receiving Faculty/College and should familiarize himself or herself with the rules of following study programme at the unit.