**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.
1. 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.
2. Having received from the home Faculty/College Dean’s Office the Faculty Dean’s/College Director’s pre-approval of to the application, the student should immediately collect the *Form* and submit the required documents to the Dean/Director of the receiving Faculty/College.
3. Having received from the Dean/Director of the receiving Faculty/College information that the Dean/Director of the receiving Faculty/College has pre-approved of the transfer but has specified some 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 familiarity with the *Transfer requirements*.
4. If the specified curriculum differences are rejected, the transfer procedure shall not be performed; the student should immediately enrol in the courses at the relevant semester of the current study programme.
5. If the specified curriculum differences are accepted, the Dean of the receiving Faculty takes the final approval decision and one copy of the decision is forwarded to the student.
6. Upon receipt of the decision, the student shall enrol in courses and make-up courses following the procedures required at the receiving Faculty/College and shall become familiar with the study regulations in the relevant unit and study programme.
7. If the application is rejected, upon receipt of the decision, the student may apply for re-investigation of the case by the WUT Rector within 14 days of the receipt of the decision. The application shall be submitted through the intermediary of the Dean/Director of the home Faculty/College.