REQUESTING TO TRANSFER FROM WEEKDAY(B1) TO WEEKEND(B2) PROGRAMME

1. Registration No.:

2. Name with Initials:

3. Degree:

4. Address:

5. Contact No.:

6. The Semester from which the Transfer is Requested:

I declare that,

- I am an NVQ holder/ NVQ equivalent diploma holder.
- I have herewith attached substantial proof of employment.
- All the details mentioned above are true and correct to the best of my knowledge.
- I am aware that the Academic Council decision on this matter is final.

_____   _____
Signature of the Student   Date

For Office Use Only

Received by the Students' Services Unit.

_____   _____
Signature of the Officer   Date

Head, Department of _____

Dear Sir/ Madam,

This student has paid the registration fee and the semester fees (if applicable) to date.

Additional Remarks;

_____   _____
Signature of the Officer-in-Charge,   Date
Students' Services Unit

Dean, Faculty of _____

Dear Sir/ Madam,

(please strike off the inapplicable.)

- Vacancies are **available/ not available** of the respective batch.
- The student **has an NVQ or equivalent qualification/ does not have an NVQ or equivalent qualification.**
- The student **has shown/ has not shown** a satisfactory academic performance in the most recent semester examination as stipulated in the policy. *(please strike off the entire item if the student has obtained a higher mark than the cut-off mark in the aptitude test.)*
- The proof of employment that the student has provided is **acceptable/ not acceptable**.

Considering the above facts this request of the student is **Recommended/ Not Recommended.**

Additional Remarks;

_____   _____
Head of the Department   Date

Academic Council Sub-Committee recommendations on the policy on Weekday (B1) to Weekend (B2) transfer requests of students

1. Rationale

Being the only state university running two parallel batches, the academic council of the University of Vocational Technology receives numerous student requests to transfer from the weekday programme to the weekend programme of the same intake, and vice versa, though rarely. This can incontrovertibly be considered positively as the students contribute to the economy of the country while obtaining their bachelors qualification.

In the process, a necessity has arisen to develop a policy document to streamline this process and to prevent this opportunity being used as a backdoor entry to the weekend intake.

2. The Policy

The proposed policy is depicted in Figure 1.

There are three mandatory requirements for any request of this nature to be considered for granting approval.

- **Mandatory Requirement No 01**: There must be *vacancies*[*] available.
- **Mandatory Requirement No 02:** The student must be an NVQ student.
- **Mandatory Requirement No 03**: The student must provide substantial proof of *accepted employmen*t[+].

The university will make every possible attempt to fill the *vacancies* left by student dropouts based on the marks of the aptitude test. The procedure for filling *vacancies* is as prescribed in Section 3.

The requests shall be considered on a first come, first served basis. However, if there are more acceptable requests than available vacancies, the requests will be prioritized,

- based on the marks of the aptitude test if the student is in YI-SI.
- based on the cumulative Grade Point Average, if the student is in YI-SII or above.

*,**,+ - described in section 3

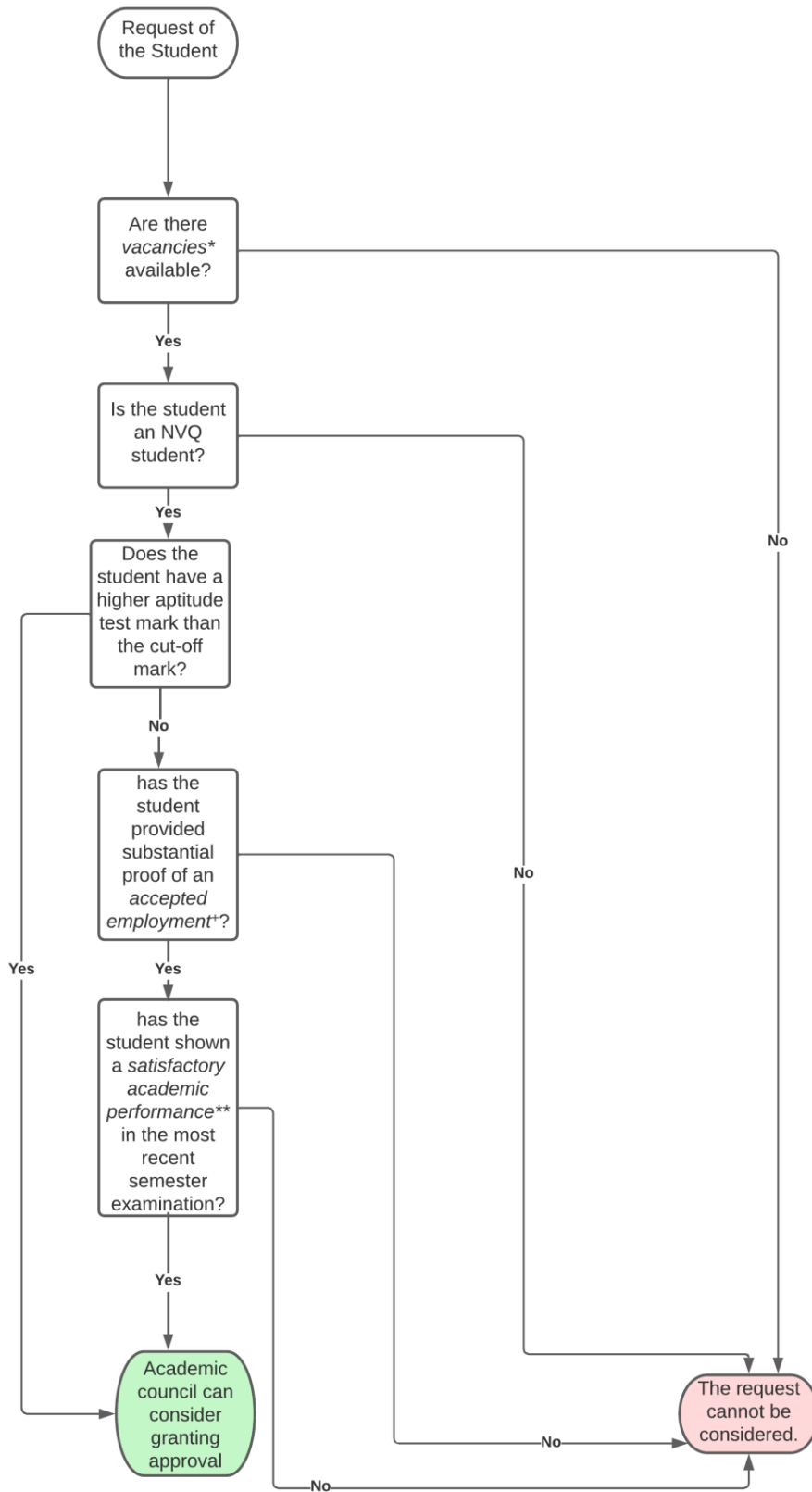*Figure 1: Proposed procedure for processing requests for weekday to weekend programme transfers*

*, **, + - described in section 3

3. Terminology

3.1. vacancies

At the end of the first month of the course of study, the Students' Services Unit is to collect details of the inactive students from the Heads of Departments and send a letter to the inactive students stating that if they do not positively respond within two weeks, their registration is considered cancelled. Hence, the number of students who would not respond to the communication is considered 'vacancies'. At this point, the 'vacancies' are to be filled by the students who are next in line on the aptitude test marks before the end of the teaching period of Semester 1.

At the beginning of subsequent academic semesters, the Students' Services Unit is to publish a notice requesting students to register for the academic year within two weeks. The registered list of students is then to be published, and those who have not registered are to be given a further grace period of two weeks to register. At the end of the first month of the academic year, the list of active students is to be published and the number of 'vacancies' to be determined accordingly.

If a student gets his/her registration cancelled, it is added to 'vacancies' list at any point in time.

3.2. Accepted employment

Faculty boards are to determine the acceptability of employment based on the evidence submitted by the student.

3.3. Satisfactory Academic Performance

The student is supposed to have a minimum cumulative GPA of 2.00 to be considered for a transfer.

*,**,+ - described in section 3*