



Beaconhouse National University

Registrar's Office:

Tel: +92-42-38100156 Ext: (301)

13 -KM Off Thokar Niazbeg, Raiwind Road, Lahore 53700, Pakistan

Tel: +92-42-38100156 | URL: www.bnu.edu.pk | Email: ro@bnu.edu.pk



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Policy for Inter-Departmental Transfer of Students

This policy aims to provide a structured process for students who wish to transfer between departments within Beaconhouse National University (BNU) due to academic performance or other valid reasons. The goal is to retain students within the university by offering them an opportunity to pursue a different field of study that better aligns with their skills and interests.

This policy applies to all undergraduate students enrolled in any department at BNU. The steps for initiating, reviewing, and approving transfers are detailed in a logical manner. This would help students, and all concerned understand the process clearly. The policy will be accessible to all students online.

1. Eligibility for Transfer:

- Students who find that their chosen degree program does not align with their academic interests after completing one semester.
- Students who are not performing well in their current department may be considered for an inter-departmental transfer.
- Transfers depend on space availability and meeting the new department's admission criteria
- Students are permitted to transfer departments only once, and this transfer can occur after completing one or two semesters, as multiple transfers would result in a significant loss of time and finances.

2. Initiation of Transfer Process:

- The transfer process can be initiated by the student or recommended by the academic advisor.
- The student must submit a formal request for transfer to the Registrar's Office.

3. Role of Academic Advisor:

- The academic advisor will counsel the student regarding their academic performance and explore potential departments for transfer.
- The academic advisor will provide a written recommendation supporting the transfer, highlighting the reasons for the proposed change.

4. Application for Transfer:

- The student must complete the Inter-Departmental Transfer Application Form, available at the Registrar's Office or on the university website.
- The application form must be accompanied by the academic advisor's recommendation and any other required documents.

5. Review and Approval Process:

- The Registrar's Office will review the application and verify the student's academic records.
- The application will be forwarded to the Head of the current department and the Head of the desired department for their review and comments.
- The Heads of both departments will meet to discuss the student's case and make a decision regarding the transfer.
- Acceptance of the transfer to the new school, department, or degree program must be endorsed by the respective dean after completing the formalities, including an aptitude/written test and credit transfer evaluation.
- Registrar's Office needs to be kept informed during the process.

6. Decision and Notification:

- The final decision will be communicated to the student by the Registrar's Office within 10 working days of submitting the application.
- If approved, the student will receive a Transfer Approval Letter outlining the terms and conditions of the transfer.

7. Transfer Implementation:

- The student must accept the transfer offer in writing within 5 working days of receiving the Transfer Approval Letter.
- The Registrar's Office will facilitate the transfer process, including updating the student's academic records and notifying relevant departments
- The Registrar's Office will notify the Finance Office to update the financial records of the transferred student, moving them from one fee ledger to another.

8. Post-Transfer Support:

- The student will be assigned a new academic advisor in the receiving department to assist with their transition.
- The student may be required to take additional courses or prerequisites as determined by the receiving department.

9. Appeal Process:

- If a transfer request is denied, the student may appeal the decision by submitting a written appeal to the Registrar's Office within 5 working days of the notification.
- The appeal will be reviewed by a committee appointed by the Vice Chancellor, and a final decision will be communicated to the student within 10 working days.

Effective Date: This policy is effective as of July 2024 and will be reviewed annually for any necessary updates.

Contact: For any questions or further information, please contact the Registrar's Office at ro@bnu.edu.pk

This policy ensures that students at BNU could find the right academic path for themselves while maintaining their enrolment at the university.

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