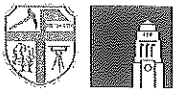


# Programme Changes/Transfer

**SWJTU-Leeds Joint School**  
**Faculty of Engineering**



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## **1. Introduction**

This document describes the process for students wishing to change programmes within the SWJTU-Leeds Joint School. There are three different scenarios and the rules and regulations of each are described fully:

- Current Joint School students wishing to change programmes after completion of Year One (the common foundation year).
- Current SWJTU students and students from other Chinese universities wishing to transfer to the Joint School and begin their studies at Year One (the common foundation year).
- Current SWJTU students and students from other Chinese universities wishing to transfer to the Joint School and begin their studies at Year Two (the beginning of the Engineering modules).

## **2. General Regulations**

All students will pay tuition fees in accordance with the standard tuition fees of the Joint School.

The number of students transferring in or out of each programme must remain balanced to a margin of +/-10% of the original intake target.

Due to the necessity to retain a balance of the number of students on each programme, careful consideration will be given to the number of students who are accepted to change programmes. It may not be possible to approve all requests to change programmes for this reason. In the event of an unbalanced amount of applications, the highest average Year One marks from Leeds modules will be considered first.

Students already within the Joint School will be given priority over any students wishing to transfer from other SWJTU programmes or other universities.

### **3. Current Joint School Students**

At the end of Year One, Joint School students are permitted to apply to change programme, subject to sufficient space and an overall balance of students on each programme offered.

Joint School students are not permitted to transfer to programmes at SWJTU outside of the Joint School.

In order to transfer programmes, students must pass all Year One modules (both Leeds and SWJTU modules) at the first attempt and undertake an interview to assess suitability.

### **4. Southwest Jiaotong University Students and Students from Other Chinese Universities**

#### **4.1 Transfer to Year One of the Joint School**

Alongside general recruitment and to a combined maximum cap of 300 students per cohort (75 per programme), the Joint School will admit a small number of students who have already completed one year of study at SWJTU or another Chinese university, but may feel that they do not wish to continue on their current programme. Students will be given the opportunity to explain why they would like to transfer to the Joint School.

The entry requirements are in line with the general Joint School entry requirements.

In order to transfer in to the Joint School, students must meet with following criteria:

- A minimum of 75% of the total English marks in the College Entrance Examination (GAO KAO).
- Pass all Year One modules at SWJTU or another Chinese university.

#### **4.2 Transfer to Year Two of the Joint School**

Each year the Joint School may have space for a small number of suitably qualified students who have completed Year One of SWJTU science and engineering programmes or those of other Chinese universities. These students will start the Joint School programmes at the beginning of Year Two. This direct entry route will only be considered in exceptional circumstances for academically able students and is dependent on space becoming available on the programmes.

In order to transfer in to the Joint School, students must meet with following criteria:

- A minimum of 75% of the total English marks in the College Entrance Examination (Gaokao).

- 80% in Year One of SWJTU studies (all technical modules except Physical Education and Political Modules) for entry to BEng Civil Engineering with Transport, BSc Computer Science and BEng Electronic and Electrical Engineering)
- 85% in Year One of SWJTU studies (all technical modules except Physical Education and Political Modules) for entry to BEng Mechanical Engineering.
- IELTS 6.0 overall, with no less than 5.5 in each section, or an equivalent English qualification which is recognised by the University of Leeds.

The following students are not allowed to transfer to the Joint School:

- Liberal arts students
- Arts students
- Students who did not take the Gaokao
- Students who have not completed Year One of their studies on their current programme
- Students who are suspended from their studies or have suspended their studies for any reason.
- Company sponsored students.
- Students who have permanently withdrawn from their studies.
- Students who are already studying on an SWJTU joint programme.

Students from other universities wishing to transfer to the Joint School will follow the rules and regulations given above for SWJTU students.

The availability of spaces for SWJTU students to transfer to the Joint School programmes will be reviewed in each subsequent year.

## 5. Process for Changing Programmes

The Programme Transfer Working Group is responsible for programme transfers within the Joint School. Group membership is as follows:

Position	Name
CPC Branch Secretary (Co-Chair)	Dr Ren Xinhong
Dean of the Joint School (Co-Chair)	Professor Jin Zhongmin
Pro-Dean of the Joint School	Professor Dariusz Wanatowski
Executive Dean	Professor Fu Pan
Deputy Dean	Professor Huang Tao

The following steps will be taken when students wish to transfer to the Joint School:

1. Current Joint School students who wish to change programmes or SWJTU students who wish to transfer in to the Joint School should complete an application



form and hand it in to the Joint School Student Support Office reception (4th floor of No. 9 Teaching Building).

2. The Joint School Teaching Support Office will examine these students' application forms to check that academic requirements have been met. If they haven't, then the application will not progress and the student will not be permitted to transfer programmes. Students will be informed at this stage that their application cannot continue.

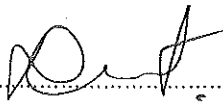
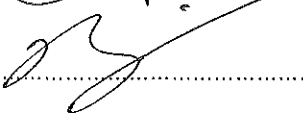
3. Applications from students from other universities must be referred to the Pro-Dean of the Joint School at the earliest opportunity. He must review their entry qualifications before deciding whether to recommend them for an interview.

3. If academic criteria have been met, then students may be invited to an interview to assess their suitability. The interview criteria will be specified and publicised by each programme according to their specific requirements. If required, and the appropriate Programme Committee will organise the interviews and provide a list of eligible candidates to the Programme Transfer Working Group.

4. The Programme Transfer Working Group will decide which students are permitted to transfer programmes based on the procedures specified in this document, recommendations from Programme Committees and overall consideration of the Programme balance. The decision will be final and there will be no opportunity to appeal.

4. The Teaching Support Office of the Joint School will release the final decisions to students and submit the final decision to the Dean's Office of SWJTU and the Joint School Team at the University of Leeds.

5. The student records will be updated at both SWJTU and the University of Leeds and students will be able to access course material for their new programme in time for the start of the next academic year.

Policy Confirmed By:		
Professor Dariusz Wanatowski.....		Date 2018-04-10
(on behalf of the University of Leeds)		
Professor Zhongmin Jin.....		Date 2018-4-11
(on behalf of SWJTU)		