



**Application for Internal Transfer to the
BUSINESS DOUBLE DEGREE**

1. Please read the information on the reverse side.
2. Complete and lodge this application form at Campus Central, by June 15th for transfers to take effect in Study Period 5, or October 31st, for transfers to take effect in Study Period 2 of the following year.

Identity Number								<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Names				Family Name													
Address				Suburb		Post code		Ph. No.									
Career		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate															
Are you a Full Fee Paying Overseas Student?						<input type="checkbox"/> Yes <input type="checkbox"/> No											
Are you a Sponsored International Student?						<input type="checkbox"/> Yes <input type="checkbox"/> No											
Study Period Transfer is to take effect:																	

Transfer From Current Program	
Program Code	Program Description

Transfer To Business Double Degree - DBDD	
Plan Code 1	Plan Title 1
Plan Code 2	Plan Title 2

Student's Declaration (if transfer is approved based on satisfying relevant entry criteria)	
<ul style="list-style-type: none"> • I request Campus Central to withdraw me from my former program and classes/courses and admit me in the new program • I agree to enrol in my courses and classes for the new program • I will lodge an Application for Recognition of Internal Credit to count courses in the old program towards the new program • I agree to pay any fees that apply for the new program • I understand that lodgement of this form is not confirmation of approval to transfer between programs and that I will be advised in writing of the outcome 	
Student Signature: _____	Date: _____

Division Approval	
<input type="checkbox"/> Transfer Approved <input type="checkbox"/> Transfer Not Approved	Name: _____ Signature: _____ Date: _____
Student's Entry Score: GPA: _____ or TER: _____ or Other: _____ Required TER: _____	
<input type="checkbox"/> Admission No. _____ <input type="checkbox"/> New Payment Option Form <input type="checkbox"/> Notify IPSO & Learning Connection	<input type="checkbox"/> Letter to Student <input type="checkbox"/> Update Statistics <input type="checkbox"/> Activate Enrolment <input type="checkbox"/> Visa Expiry Date
<input type="checkbox"/> Withdraw Old Program & Courses	
Office Use Only	Signature: _____ Date: _____

INTERNAL TRANSFER OF STUDENTS TO THE BUSINESS DOUBLE DEGREE

The Business Double Degree allows students to undertake any combination of two business or management degrees without having to apply for each degree separately through SATAC. Students enter the Business Double Degree by applying for internal transfer on this form.

Who is eligible for the Business Double Degree?

You must be a current student in a program offered by the Division of Business. Students in the Bachelor of Arts (International Studies) or Bachelor of Arts (Aboriginal Policy and Management / Aboriginal Studies / Australian Studies) are also permitted to transfer into the Business Double Degree ONLY if they are doing a combination including the Bachelor of Arts (International Studies) or Bachelor of Arts (Aboriginal Policy and Management / Aboriginal Studies / Australian Studies).

You must meet the entry requirements for both degrees you wish to study. If you have studied four or more courses in the Division of Business, the entry requirement is a grade point average (GPA) of 4, which is equivalent to a P2 average, unless otherwise specified.

Any two of the following degrees can be combined to form the Business Double Degree

Code	Program	School
DBAA	Bachelor of Arts (Aboriginal Policy and Management / Aboriginal Studies / Australian Studies)	ABT
DBAM	Bachelor of Management (Administrative Management)	MGN
DBBF	Bachelor of Applied Finance	CMR
DBBI	Bachelor of Business Information Systems #	CIS
DBCC	Bachelor of Commerce	CMR
DBCL	Bachelor of Business (Commercial Law)	CMR
DBHM	Bachelor of Management (Human Resource Management)	MGN
DBIB	Bachelor of Business (International Business)	CMR
DBMA	Bachelor of Management	MGN
DBMA	Bachelor of Management (Logistics and Supply Chain Management)	MGN
DBMK	Bachelor of Management (Marketing)	MKT
DBMS	Bachelor of Business (Management of Information Technology)	CIS
DBPY	Bachelor of Business (Property)	CMR
DBTM	Bachelor of Tourism and Hospitality Management	MGN
EURO	Bachelor of European Business – Euro BA	DIVBUE
LBRL	Bachelor of Sport and Recreation Management	MGN
MBIL	Bachelor of Arts (International Studies)	ACI

This program must be taken full-time in the final year of the Business Double Degree. Applicants must be approved for entry by the Program Director. For details see Su Spencer in the School of Computer and Information Science.

Rules

The Business Double Degree program comprises 32 courses totaling 144 units and includes:

- a Division core of eight courses;
- a major sequence of eight courses specific to the first degree
- a major sequence of eight courses specific to the second degree
- elective courses plus one Broadening Undergraduate Education course (except where the second degree is Bachelor of Arts).

Notes

1. The Division core comprises eight courses which are common to all the undergraduate programs in the Division of Business. These courses are offered in both Study Periods.
 ACCT 1005 Accounting, Decisions and Accountability
 INFS 1011 Business Information Systems or INFS 1013 Knowledge Management in Organisations
 LAWS 1002 Introduction to Law or LAWS 1007 Marketing and Trade Practices Law
 COMM 1054 Managing Communication in Business
 MATH 1053 Quantitative Methods for Business or MATH 1052 Statistics for Business
 MARK 1010 Marketing Principles: Trading and Exchange
 ECON 1006 Microeconomics or ECON 1007 Macroeconomics
 BUSS 1054 Introduction to Management
2. Elective courses should be used to complete any professional minors/sequences as listed under the relevant single degree entries in the University Calendar.
3. Students doing professional streams may have to do more than 144 units (32 courses).
4. Contact the relevant Schools for advice about your program of study.
5. The Program Director for the Business Double Degree is the Program Director of the single degree that the student was enrolled in before transferring into the Business Double Degree. Students will be notified at the time of transfer into the Business Double Degree.