

# Terms and Conditions 2018/19



**Harper Adams  
University**

AUGUST 2017

## KEY INFORMATION RELATING TO YOUR CONTRACT WITH US FOR STUDENTS ENROLLED IN 2018/19 ('TERMS AND CONDITIONS')

Your contract for education with Harper Adams University ('Contract') is subject to the University's terms and conditions and regulations as laid out below (together the University's 'Terms and Conditions').

These Terms and Conditions and regulations apply to your relationship with us from the time that you accept an offer to study at Harper Adams University ('the University').

Any additional conditions specific to your Contract will be contained in your offer letter and will take precedence over any general Terms and Conditions laid out below.

We have set out below the key information, which includes underlined web links to more detailed policies, procedures, guidance and regulations.

**Course information:** Current course information is maintained on our [webpages](#) and will always contain the most up-to-date information due to the long production periods for printed material, such as prospectuses. Applicants are encouraged to review webpage information before accepting any offer of a place. Webpages include information, for the next new cohort to enrol, on entry requirements, a broad overview of the rationale for the course, placement arrangements, accreditation, where applicable, an outline of subjects studied, approaches to teaching and learning including the proportion of time spent in class or on independent study, assessment methods and indicative career opportunities. Undergraduate course webpages also host the Key Information Set (KIS) web link to UNISTATS for each undergraduate course for the next entry intake. This is data organised by the Higher Education Statistics Agency and provides extensive historic information about undergraduate courses at each university. The webpages also contain a staff directory of the current academic staff at Harper Adams and, whilst there is no guarantee that you will be taught by any particular individual, applicants and students will gain an understanding of the range and depth of professional expertise amongst the teaching staff.

### Changes to courses

The University subscribes to the [University sector's Statement of Good Practice on Higher Education Course Changes and Closures](#). The University reserves the right to withdraw any optional module for which the number of students electing to study that module is fewer than five. Where this revision occurs, students will be guided on appropriate alternatives, in keeping with their career aspirations. Where students proceed with their part-time studies which includes any 12 month period in which they study fewer than 60 credits, including for reasons of postponement on approved grounds, the University reserves the right to make programme changes to the later stages of their studies, in order to maintain sufficient student enrolments to support a vibrant learning experience and financial viability. Such changes would not affect the approved title or intended learning outcomes of the intended award but might affect the availability of specific modules or detailed changes to assessment or tuition arrangements.

**Minor changes to courses** The University may make minor changes to courses to reflect changes in relevant laws and regulatory requirements, which might result in modest changes to the indicative content of individual modules or to the detailed assessment arrangements for specific subjects. It might also be necessary to make minor technical adjustments and improvements along similar lines. These changes will not affect the degree title awarded, accreditation privileges, placement

requirements or the intended learning outcomes of the award.

**More significant changes to courses** In addition, as detailed in the Admissions Policy and in our prospectus, any significant changes are made in consultation with existing student representatives and are informed by advancements in understanding in a discipline, student and employer feedback or professional, statutory and regulatory body requirements, in accordance with the arrangements set out in Section 3.8 of the *Academic Quality Assurance Manual*, a copy of which is available on request from [admissions@harper-adams.ac.uk](mailto:admissions@harper-adams.ac.uk) for undergraduate enquires and [postgraduate@harper-adams.ac.uk](mailto:postgraduate@harper-adams.ac.uk) for postgraduate enquiries.

In accordance with the University Admissions Policy, applicants will be advised by the Admissions team of any significant changes to a course since an offer was made, such as a change in a professional body's recognition of a programme, a change in the award title or major changes to the curriculum (considered to be a replacement of at least three compulsory modules over the duration of the programme) or significant revisions to placement requirements.

If these changes are to be made before a course commences, you may then contact us to end the contract, with no financial liability.

If significant changes to a course are to be made after you have started the course and, exceptionally, you want to withdraw, you will be permitted to do so and you will be supported in finding an alternative course to transfer on to.

Very rarely a course is suspended or withdrawn before it enrolls students. In making a decision to suspend or withdraw a course for new enrolments, the University takes into account the financial viability of programmes and the vibrancy of the likely learning experience if there are very small numbers of applicants. Where a course is not certain to run, the University will advise applicants of the criteria for a course to run at the time an offer is made, and the timing of the decision to confirm that the programme has met the criteria.

If students proceed with an application for a course which may be subject to suspension or withdrawal, the University will inform the student at the earliest opportunity of any decision to suspend or withdraw the course. In this event, the relevant Admissions team for undergraduate and postgraduate programmes will make every effort to provide assistance to help applicants find an alternative course, based either at Harper Adams University or elsewhere and, for undergraduate students, will advise on the UCAS procedure to follow.

**Placement Year** In support of the University's excellent record for employment and graduate employability levels, all undergraduate degree courses at Harper Adams University are sandwich degrees and include a mandatory placement period. Harper Adams University has excellent links with industry, which are reinforced through the unique placement arrangements as summarised herein.

The normal duration of placements is at least 44 weeks, although Agriculture students are required to complete at least 52 weeks and Veterinary Nurses must also complete a longer period, in line with the requirements of the Royal College of Veterinary Surgeons. Unless an individual student is able to demonstrate significant and relevant experience of at least two years' full-time work, or has already completed a 12 month assessed placement as part of another course, it is a requirement of full-time degree courses that students satisfy three elements of their sandwich year. This includes demonstrating an insight into the organisation for which the student works, the ability to manage their personal and career development and that they are employable in a relevant professional

context for their intended award. Students must normally have successfully completed their placement period before progressing to their final year of on-campus studies. Assessment involves submitting written work and an employer assessment of performance in the workplace. Placements involve working for an employer in a position of the student's choice but within certain constraints, the detail of which varies from course to course but includes the nature of the role and its relationship to the course and also independence of the employer from the student, since they are involved in assessing the student. Students are not normally permitted to work for an employer for whom they have previously worked for more than two weeks. Students on Agriculture courses who are from a family farm and who wish to spend their placement working on a farm are normally required to undertake placement at least 50 miles from the family farm. Applicants and students are advised to speak with the Course Manager or Placement Manager if they have specific queries around this requirement and will be fully briefed by their Placement Manager in their year of study before placement.

The tuition fees for the placement year are significantly reduced to one fifth of those for on-campus study periods and are eligible for student support, through the Student Loans Company. Where a student elects to spend their placement period overseas, additional costs related to travel, visa application, insurance and accommodation might also be incurred and are the responsibility of the student. In some instances, there might be a requirement to pay for additional agents' fees to provide access to in-country support, including in locations and roles considered 'higher risk'.

Placements are not provided by the University, but the University provides extensive guidance and support for students to compete for placement opportunities. Many employers provide opportunities solely for Harper Adams' students to compete for placements, whereas other employers offer Harper Adams' students the chance to compete alongside graduates and placement students from other Universities. The University has a very long and successful track record in working with employers and supporting students. Most placements are paid, although this will be clear from job advertisements and/or negotiable between the student and the employer. A minority of students work on a voluntary basis in order to secure placement experience that suits their precise career plans.

If you would like more information on the detailed, current arrangements for a specific course, please contact the University Placement Office ([placement@harper-adams.ac.uk](mailto:placement@harper-adams.ac.uk)) which can provide a copy of the latest Placement Handbook for your course on request.

**Accommodation** First year undergraduate students are given priority when allocating on-campus accommodation, so that most undergraduate first years are able to live on-campus if they wish to do so. There are 850 bed spaces available in total, a number of which are also reserved for overseas students. There is also limited provision for full-time postgraduate students, allocated on a first-come-first served basis. These on-campus spaces are across 13 halls of residence. There are also 21 shared houses, five of which are reserved for full-time postgraduate and overseas students. Undergraduate accommodation contracts run for 36 weeks and those for postgraduate and overseas students for 42 weeks. Part-time postgraduate students are able to access available accommodation through the Short Course and Conference Office, on a daily or weekly basis.

On-campus accommodation includes options for self-catering or catered, en-suite or shared facilities, a limited number of shared rooms and provision of a laundry service. The Student Services team also manages a scheme to promote approved private properties off-campus, within the immediate local area and this service is available to undergraduate and postgraduate students. The team also provides advice to students who are considering entering into a tenancy agreement. The

accommodation pages of the University website detail more information. Any contract for student accommodation is separate and additional to the University's contract with a student for the provision of education and as such is subject to separate terms and conditions, as set out in the [Accommodation Agreement](#), [Residential Regulations](#) and [Fees and Charges booklet](#). Please note that our accommodation application system typically opens in May and is only available to those who have firmly accepted an offer (ie are 'UF' or 'CF' within the UCAS system with Harper Adams University for the next entry point).

The [Admissions Policy](#) is provided with your offer letter and includes information on who is involved in admissions arrangements and decisions, the admissions process and how individual applicants can request a review of admissions decisions and make a complaint. There is a separate student complaints procedure for on-course students.

The [Fees and Charges Booklet](#) includes information on tuition, accommodation and course-related fees, as well as charges for reassessment or restudy administration charges, how they might be subject to change and the basis on which any change would be made. The booklet also includes details on liability dates for students who withdraw from their studies early. The booklet is provided with your offer letter.

The [Key Information Page](#) provides a complete list of the policies, procedures and guidance by which the relationship between applicants, students and the University is organised is available online: [www.harper.ac.uk/keyinfo](http://www.harper.ac.uk/keyinfo). Appendix 1 lists these documents. These documents have been collated to provide applicants and students with easy access to the arrangements by which students' studies and everyday student life, whilst at Harper Adams University, are governed. These are updated regularly and apply to all students studying at Harper Adams University in all years of study. The detailed arrangements are subject to periodic review, through approved decision making processes. These often involve committees which include student representation, although a small number are designated to staff members, by the Board of Governors.

The University reserves the right to make changes to these documents at any time if necessary, for example, it is required in order to: comply with changes to the law, governmental policy, guidance or to take account of a ruling by a court or similar body; comply with any changes required by the Higher Education Funding Council for England (HEFCE) or any successor or other relevant regulatory or funding body; implement new methods or improvements to the provision of services; to assist in the delivery of services; to incorporate good practice or sector guidance; to ensure fitness for purpose; to correct errors.

Such changes will normally be brought into effect for the following academic year, although it may be necessary to introduce changes earlier, for example, to comply with a change in the law. The University will upload the updated version of the document to the Key Information Page webpage as soon as reasonably practicable.

## **Key Questions**

### **When does a contract come into existence?**

When you accept the offer of a place from the University, or when the conditions of an accepted conditional offer are met, a contract comes into existence. However, if you do not meet the conditions of a conditional offer or you do not enrol at the University, then the Contract/Offer will

automatically expire at the time that the conditions are not met or the deadline for enrolment has passed, as specified in the offer letter, and you will not be liable for any fees.

Students are required to enrol at the University at the start of their course and to re-enrol as required, usually at the anniversary of the start date of studies.

### **Can I change my mind?**

#### ***Your right to cancel***

Your offer letter will contain details of your right to cancel your contract with us within 14 days of acceptance. This right to cancel is a statutory right and in addition to the rights listed below.

If a student cancels a contract within the 14 day cancellation period and before the commencement of the provision of services, the student will have no liability for tuition fees. If a student has a separate contract for accommodation, the charges will be payable in accordance with that contract (as set out in the link to [Fees and Charges booklet](#)).

If a student enrolls on a course which is due to commence before the end of the 14 day cancellation period, the student's decision to enrol will constitute an express request that the University's services should commence within the 14 day cancellation period. In this event, if a student subsequently cancels the Contract within the 14 day cancellation period, the University reserves the right to make a charge equivalent to the proportion of fees which have been incurred from the time of commencement of services up until the date of cancellation and may also retain any deposit in respect of the services provided.

#### ***Withdrawal***

Students may withdraw from their studies at the University at any time after the 14 day cancellation period. However, where a student withdraws part way through an academic year, they may still be liable to pay fees and charges in accordance with the University's fees and charges regulations as detailed in the [Fees and Charges Booklet](#). Where a student is thinking about withdrawing from a course, advice is available from the University. For further details and information about the procedure, please see the guidance set out on the Key Information Page in '[Thinking of withdrawing: where to start?](#)' (alphabetically listed under 'Withdrawal from Studies').

#### ***Postponing studies***

Students may also be able to postpone their studies after enrolment where there are exceptional circumstances such as ill health, significant changes in life circumstances or where a student is placement exempt and wishes to stay with their original cohort. There is no automatic right to postponement and each case will be reviewed on an individual basis.

Where a student postpones studies, the student may still be liable to pay fees and charges in accordance with the University's fees and charges regulations as detailed in the [Fees and Charges Booklet](#). The student will also be required to complete the academic year again, other than modules which were completed in full before postponement. Students postponing studies due to ill health will be required to complete a Fitness to Study assessment in accordance with the University's [Health and Wellbeing Policy](#) (alphabetically listed on the Key Information Page) before they can return to studies. Where a student is thinking about postponing their studies, advice is available from the University.

For more details on the procedure for applying for postponement and the financial implications of the same, please refer to the guidance: [Thinking of Postponing: where to start?](#) for students thinking about postponing their studies (alphabetically listed under 'Postponement').

### **Can the University end the contract?**

The University may end the Contract at any time and stop providing services to a student without liability and in accordance with the relevant policies, if a student:

- a) has provided false or misleading information to HAU in relation to an application, as set out in the [Admissions Policy](#);
- b) becomes unfit to study or unfit to practise, as set out in the [Health and Wellbeing Policy](#);
- c) fails to pay fees by the due date (including where fees are due to be paid by a third party on a student's behalf), as set out in the [Collection of Student Debt Policy](#);
- d) fails to enrol in any year of their chosen course by the published enrolment date, without independent written evidence of mitigating circumstances;
- e) is expelled from the University as a result of disciplinary action as set out in the [Student Disciplinary Policy](#);
- f) fails to meet the level of achievement required as set out within the [Assessment Regulations](#), including in relation to academic achievement and performance on placement;
- g) fails to satisfy attendance requirements as set out in the [Attendance Policy](#).

If the University cancels a Contract with a student, then the student will be required to withdraw from the University immediately or will be refused enrolment as appropriate to the timing of the cancellation. A student may still be liable for fees and charges, including for tuition, accommodation or other services, if a contract is terminated in the above instances in accordance with the rules laid out in the [Fees and Charges Booklet](#).

### **Changes to Harper Adams University's Terms and Conditions**

The University reserves the right to make changes to these Terms and Conditions at any time if necessary, for example, it is required in order to: comply with changes to the law, governmental policy, guidance or to take account of a ruling by a court or similar body; comply with any changes required by the Higher Education Funding Council for England (HEFCE) or any successor or other relevant regulatory or funding body; implement new methods or improvements to the provision of services; to assist in the delivery of services; to incorporate good practice or sector guidance; to ensure fitness for purpose; to correct errors.

Such changes will normally be brought into effect for the following academic year, although it may be necessary to introduce changes earlier, for example, to comply with a change in the law or where the change is in the interests of the majority of students. The University will notify students as soon as reasonably practicable of any changes and will try to assist students as much as reasonably possible to reduce the impact of any such changes. The current policies and procedures referred to in this document are maintained on the University's key information webpages for Applicants and Students at [www.harper.ac.uk/keyinfo](http://www.harper.ac.uk/keyinfo).

Please note that all the detailed arrangements which are accessible through the Key Information Page weblink are subject to annual review, through approved decision making processes.

### **Limitation of Liability**

The University will not be responsible to students for any losses or damages suffered that were not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time

the contract was made, both the University and the student knew it might happen. The University will have no liability to students for any loss of opportunity, income, profit, loss of business or business interruption, or loss of business opportunity. Unless it is liable in negligence for personal injury or death, the University limits its liability to the value of tuition fees paid by a student or on a student's behalf.

Students are advised to obtain insurance for their own property before they arrive at the University.

### **Force Majeure**

The University shall not be liable to a student for delay in performing, or failure to perform, any of its obligations if such a delay or failure result from events, circumstances or causes beyond its reasonable control<sup>1</sup>. In these circumstances, the University will try to assist students as much as reasonably possible to reduce the impact of such an event.

### **Severance**

In the event that any part of these Terms and Conditions are found to be invalid, unlawful or unenforceable in any way, then such part shall be severed from the Contract without affecting any of the remaining Terms and Conditions which shall remain valid.

### **Governing Law and Jurisdiction**

These terms and conditions are governed by English law and any legal proceedings in respect of them should be brought in the English courts. If you live in Wales, you can bring legal proceedings in respect of the services in either the Welsh or the English courts. If you live in Scotland you can bring legal proceedings in respect of the services in either the Scottish or the English courts. If you live in Northern Ireland, you can bring legal proceedings in respect of the services in either the Northern Irish or the English courts.

### **Regulator**

The University's overarching regulator is the Higher Education Funding Council for England (HEFCE) ([www.hefce.ac.uk](http://www.hefce.ac.uk)), in relation to academic quality enhancement, which is devolved to the Quality Assurance Agency for Higher Education ([www.qaa.ac.uk](http://www.qaa.ac.uk)), financial sustainability and governance and information provision. The University is also regulated by the Office for Fair Access (OFFA) ([www.offa.org.uk](http://www.offa.org.uk)) in relation to its access and participation activities. The HEFCE and OFFA are due to merge over the course of 2017/18 to create the Office for Students. The University is also a subscriber to the Office of the Independent Adjudicator for Higher Education ([www.oiahe.org.uk](http://www.oiahe.org.uk)), which provides an external ombudsman service where students remain discontent about the outcome of a complaint or academic appeal that has completed the University's internal procedures.

### **Contact**

Students and prospective students are encouraged to contact the University at any time with any queries in relation to studying at Harper Adams. In the first instance, on-course students are advised to contact their Course Manager and applicants are advised to contact the Admissions Teams at

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<sup>1</sup> Force majeure includes, without limitation, strikes, lock-outs or other industrial disputes (whether involving the workforce of the University or of any other party), act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or sub-contractors.

[admissions@harper-adams.ac.uk](mailto:admissions@harper-adams.ac.uk) for undergraduate enquiries and [postgraduate@harper-adams.ac.uk](mailto:postgraduate@harper-adams.ac.uk) for postgraduate enquiries.

**Complaints** Once enrolled as a student, if you have any questions or complaints about the provision of services at Harper Adams, please contact us following the procedure contained in the [Complaints Procedure](#).

**Appendix 1 Policies, Procedures and Guidance for Students available at the Key Information Page** at [www.harper.ac.uk/keyinfo](http://www.harper.ac.uk/keyinfo). Each item is listed in the alphabetical order below at this [webpage](#).

<a href="#">Academic Appeals Policy</a>	For requests to explain or review the assessment decisions of an assessment board, academic misconduct panel or placement panel.
<a href="#">Academic Misconduct Policy Procedures and Guidance</a>	Guidance for instances of cheating, collusion or plagiarism in assessed work.
<a href="#">Academic Quality Assurance Manual</a>	Manual intended to serve as a definitive source on arrangements for assuring the standards and enhancing the quality of the University's entire academic provision. Section 3, in particular, outlines how students are consulted on making changes to courses.
<a href="#">Acceptable Use Policy</a>	Agreement within which users are permitted access to the University's Information Services
<a href="#">Accommodation Licence Agreement</a>	Outlines the Conditions of Residence, dates of residency, deposit information, tenant responsibilities and arrangements should a student withdraw from study. This agreement also set out the expectations of students living in University accommodation, generic damage charges and fines, deposits, ID and key replacement charges
<a href="#">Admissions Policy</a>	Outlines the university's goal to provide equal opportunity for all individuals, regardless of background, to gain admission to a course suited to their ability and aspirations. The policy also highlights the procedure for complaints about the handling of an admissions decision.
<a href="#">Assessment Arrangements</a>	This document aims to provide a reference point for staff and students on the assessment arrangements operated at Harper Adams University. It reflects both approved policy and, for students whose studies are based at Harper Adams, also details the operational aspects. This document has been developed in line with the National Union of Students' principles for effective assessment and good feedback. It also reflects the guidance issued by the Quality Assurance Agency for Higher Education.
<a href="#">Assessment Regulations</a>	Details the level of achievement that you must satisfy in your assessments in order to qualify for progression to the next stage of their studies, including from placement, or for an award. These regulations are updated annually and published for the current academic session.
<a href="#">Attendance Policy</a>	This sets out the expectations of student attendance and specifies the procedures that will be followed where the level of an individual student's attendance is unsatisfactory, and which might result in withdrawal from the University.
<a href="#">Campus Regulations</a>	Outlines general campus regulations (beyond halls of residence) covering visitors, use of buildings and facilities, general damages, general health and safety, bikes, illegal substances, firearms, fireworks, pets, recycling, smoking.
<a href="#">Collection of Student Debt Policy</a>	Sets out the sanctions in place for students who do not make payments as agreed with the University.
<a href="#">Community Charter</a>	A vibrant academic community at Harper Adams requires a partnership between all those who contribute to university life. The charter outlines the general principles of this partnership and details how these will be enacted. Although not a legally binding contract, it acts as a statement of intention and expectation for students and staff members of the University.
<a href="#">Complaints Procedure</a>	The arrangements by which registered students may complain about a service provided by the University or a contractor appointed by the University

<a href="#">Data Protection Policy</a>	This includes details on the purposes for which personal data is held, the categories of data held, the safeguards in place, who data may be disclosed to and student's and the University's responsibilities regarding data.
<a href="#">Disability (Policy and Guidance for Applicants and Students with Disabilities)</a>	The arrangements by which disabled students are supported and reasonable adjustments are considered in circumstances where the University's inclusive learning, teaching and assessment arrangements are insufficient to take into account an individual's disability. Applicants with a disability are encouraged to make early contact with the University's Disability and Learner Support Manager, so that individual needs can be assessed and agreed in advance of enrolment.
<a href="#">Disruption and Anti-Social Behaviour in Teaching and Study Areas</a>	This procedure outlines the arrangements in place for dealing with disruption and anti-social behaviour and referral to the Student Disciplinary Procedure.
<a href="#">Drugs and Alcohol Policy</a>	This policy sets out the arrangements by which students who abuse drugs and / or alcohol are educated, supported and disciplined, as appropriate for their own safety and the safety of others.
<a href="#">Equality and Diversity Policy</a>	This policy informs students of our approach (in general terms only) to Equality and Diversity, including our Single Equality Scheme arrangements. If you would like more information on the Policy or the Single Equality Scheme, please email <a href="mailto:equalityanddiversity@harper-adams.ac.uk">equalityanddiversity@harper-adams.ac.uk</a> .
<a href="#">Examination rules</a>	Specify the arrangements by which examinations are organised and the expectations of student conduct, and includes the penalties applied when those expectations are contravened.
<a href="#">Fees and Charges in current year 2017/18</a>	A guide to the charges all students may face relating to their time at the university, including tuition fees, accommodation and other course and activity related costs.
<a href="#">Fees and Charges next entry year 2018/19</a>	A guide to the charges all students may face relating to their time at the university, including tuition fees, accommodation and other course and activity related costs.
<a href="#">Fitness to Practise Policy and Procedures for Veterinary Nurse Students</a>	Guidance for students in relation to responsibilities and conduct, which must be demonstrated in their professional and private lives when they apply to enter the veterinary nursing profession.
<a href="#">Freedom of Speech, Academic Freedom and External Speaker Policy</a>	Outlines the formal policies and procedures in place to secure freedom of speech and maintain academic freedom.
<a href="#">Health and Wellbeing Policy</a>	Outlines the University's position on mental health support for students and the arrangements by which both mental and physical health concerns are considered in relation to a student's fitness to study. Also incorporates the assessment form used, where necessary, to review an individual's fitness to study due to mental and other health related reasons.
<a href="#">Higher Education Course Changes and Closures: Statement of Good Practice</a>	Harper Adams University is committed to adhering to the five good practice statements and legal requirements in order to help clarify expectations that are reasonable for both students and providers in the event of course changes or closures.

<a href="#">Inclusion (Guide to Inclusive Learning, Teaching and Assessment)</a>	A guidance document which help tutors to think about how teaching and supporting learning can best address the needs of a diverse student population. It provides guidance to encourage reflection and discussion. Some points are advisory, others are mandatory expectations.
<a href="#">Information Security Policy</a>	Sets out appropriate measures through which the University will facilitate the secure and reliable flow of information, both within the University and in external communications.
<a href="#">Intellectual Property Policy</a>	Outlines the way in which intellectual property (the production of original intellectual or creative activity) is dealt with at Harper Adams University.
<a href="#">Learning, Teaching and Student Experience Strategy</a>	The strategy document provides a reference point and information on all activities that enable and support the students' learning and teaching experience, including our areas of ongoing development.
<a href="#">Mitigating Circumstances (Arrangements for Claiming Mitigating Circumstances)</a>	Specify the arrangements for requesting extensions to coursework deadlines, deferral of examination due to illness or other incapacity or requests for consideration of impact on student performance due to circumstances outside of the control of the student.
<a href="#">Parking (Motor Vehicles, Car Parking Policy and Regulations)</a>	Provides key information regarding the expectations of students, staff and visitors with regards to driving and parking on site.
Placement Arrangements	In support of the University's excellent record for employment and graduate employability levels, all undergraduate degree courses at Harper Adams University are sandwich degrees and include a mandatory placement period. Harper Adams University has excellent links with industry, which are reinforced through the unique placement arrangements. If you would like more information on the detailed, current arrangements for a specific course, please contact the University Placement Office ( <a href="mailto:placement@harper-adams.ac.uk">placement@harper-adams.ac.uk</a> ) which can provide a copy of the latest Placement Handbook for your course on request.
<a href="#">Postponement (Thinking of Postponing: Where to Start?)</a>	A comprehensive guide into the steps that a student needs to consider when wishing to postpone their studies, including the circumstances where postponement is permitted, ensuring that all paperwork is in order, the implications of doing so and who to speak to.
<a href="#">Recording (Policy for Student Recording of Classes)</a>	Sets out when classes can be recorded, and when they cannot. States the ways in which it is appropriate to use in-class recordings and particularly the expectations around storing and distributing recordings. This policy is relevant to staff and students.
<a href="#">Safeguarding Policy</a>	Sets out the arrangements by which children and vulnerable adults are safeguarded from harm and all members of the University community are protected from radicalisation.
<a href="#">Sexual Violence, Violent Behaviour, Harassment, Racism and Bullying Policy for Students</a>	Sets out the University's commitment to foster a community of respectfulness, positive relationships and experiences and the expectations placed on members of the University community in order to achieve this. The policy also sets out the arrangements by which infringements are dealt with and victims supported. This policy is in its final stages of approval and, in the meantime, is available from <a href="mailto:studentservices@harper-adams.ac.uk">studentservices@harper-adams.ac.uk</a> .
<a href="#">Social Media Policy</a>	Sets out the expectations of students when communicating via social media, particularly where that communication might be deemed to represent the university or infringe upon the rights or personal safety of fellow students and of staff.

<a href="#">Student Disciplinary Policy</a>	Procedures by which complaints about the behaviour of other students are dealt with, including complaints by students as well as by staff
<a href="#">Student Handbook</a>	A range of useful information covering the support and resources that are available to help students, the Students' Union and the Community Charter, as well as reference points to other important information.
<a href="#">Student Safety Handbook</a>	A Student Safety Handbook provides an overview of safety information for students. All students receive a safety induction on arrival. This includes an explanation of emergency procedures and an introduction to the relevant safety regulations, arrangements and precautions which students are required to follow.
<a href="#">Term dates</a>	Term dates and reassessment periods during which students are expected to be available for study and assessment
<a href="#">Terms and Conditions 2017/18</a>	Key Information relating to the students' contract with the University for students enrolled in 2017/18
<a href="#">Terms and Conditions 2018/19</a>	Key Information relating to the students' contract with the University for students enrolled in 2018/19
<a href="#">Tier 4 Visa Sponsorship Policy</a>	The arrangements by which overseas applicants and students requiring visa sponsorship are managed.
Under 18 Students Agreement	The arrangements by which under 18 year old students and their parents are required to signify their agreement to: a limited number of consents, restrictions on access to alcohol, late night curfews and advice on planned duration and location when students leave the campus. This agreement stays in force until a student reaches their eighteenth birthday. This agreement is available on request from <a href="mailto:studentservices@harper-adams.ac.uk">studentservices@harper-adams.ac.uk</a> .
<a href="#">Whistleblowing (Speaking Up: The Whistleblowing Procedure)</a>	The University is committed to ensuring that it, and the people working for it, comply with the highest standards of openness, honesty and accountability. This policy lays out the procedure to be followed in investigating and, where appropriate, acting upon a disclosure of information or allegation of serious wrongdoing made by a person, or persons, within the University which is in the public interest
<a href="#">Withdrawal from Studies (Thinking of Withdrawing: Where to Start?)</a>	A comprehensive guide into the steps that a student needs to consider when wishing to withdraw from the University, including the implications of doing so, ensuring that all paperwork is in order and who to speak to.