

Transfer Policy



**Harper Adams
University**

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Introduction

Harper Adams University (HAU) recognises that the initial selection of a course and institution is a major decision for all students, with many factors needing to be taken into account. Furthermore, the University also understands that, in some cases, the needs and aspirations of students may change over time, which may result in a desire to change courses and/or institution. Transferring is the process whereby:

- A current HAU student moves from one HAU course to another i.e. a change in discipline, award type or mode of study;
- A current HAU student moves to another HE provider to continue their studies i.e. a change of provider;
- A student from another HE provider wishes to transfer to a HAU programme.

Transfers for registered HAU students transferring to alternative HAU provision (Course change)

Current HAU students who are considering transferring course are required to meet with their Course Manager (or Course Tutor) in the first instance to discuss their needs. For first year students, transfers between HAU courses within the current academic year will not normally be sanctioned after the end of the second week of the academic year. For students progressing to year two (or later) of their studies, transfers should normally take place before the next academic year commences (and by exception, no later than the end of the first week of the academic year). The Course Manager/Course Tutor will advise the student on the transfer process, including (where appropriate) making an introduction to the Course Manager of the course that the student wishes to transfer to. Transfers between HAU courses will depend upon students meeting the entry requirements of the course, academic performance to date (if applicable) and the availability of places. The Course Manager for the course that the student wishes to transfer into will be responsible for confirming if the transfer may take place and the timely submission of a completed transfer form to the Student Records Officers.

Transfers for registered HAU students transferring to another provider (Transferring out)

Where a current HAU student wishes to transfer to another HE provider, the student is requested to meet with their HAU Course Manager to discuss their intentions. This meeting will ensure that the Course Manager is able to respond to any information requests from the HE provider that the student wishes to transfer to in a timely fashion. Please note that HAU is unable to advise students if they will be eligible to transfer to another HE provider, as this will depend upon the requirements of the other provider. Students are also advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE institution, particularly if the transfer will extend the duration of study.

Transferring to HAU from another HE provider (Transferring in)

If a student is interested in transferring to HAU from another HE provider, the student is advised to make initial contact with HAU via the following email address

admissions@harper-adams.ac.uk. All enquiries received will be forwarded to the relevant HAU Course Manager for consideration. Students will be required to demonstrate that they meet the minimum entry requirements for their preferred course, as defined within the programme specification for the course. For students seeking entry with advanced standing (i.e. entry to year 2 or higher), the HAU Course Manager will need to determine that the student's academic performance to date is of a satisfactory standard, the HE credit previously obtained is current and that the learning outcomes of the HAU course and the students previous course are compatible. This process is likely to require students to provide further information in relation to their current course and their results/performance to date. Transfer is also subject to a satisfactory reference from the provider from which they are transferring. Transfers into the current academic year will not normally be sanctioned after the end of the second week of the academic year and are subject to availability of places. Students are also advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE institution, particularly if the transfer will extend the duration of study.