

Transfer Policy

February 2025



**Harper Adams
University**

Purpose of this policy

This document specifies the arrangements for managing Harper Adams University's course transfer process. The document contains an overview of the process which is used to consider requests from students to a) internally transfer to another Harper Adams University course, b) transfer to a different provider and c) transfer from another provider onto a Harper Adams course.

The purpose of this policy document is to ensure that all relevant members of staff and students remain informed of the policies and processes which the University has defined. These requirements are mandatory and must be followed to ensure that the University is able to manage and update student records.

Who is this policy for?

This policy is relevant to all taught students of Harper Adams University, who may be interested in changing their course and to students who are registered with another provider who may be interested to transfer to Harper Adams University to continue or complete their awards.

What are our principles and our approach?

The steps outlined in this document are provided to give clarity to applicants over the documentation required and also so students, when on campus, understand the processes which they will be subject to and importantly the reasons why.

This policy, and related policies, is available to applicants and students through the [Key Information page](#). The University also offers support and guidance to students who may be considering a transfer via its Course Managers/Course Tutors and the Student Records office (studentrecords@harper-adams.ac.uk)

Who is responsible and what are our responsibilities?

The Academic Registrar is responsible for the oversight and application of the processes within this policy. Additional job roles are highlighted throughout the document to indicate responsibility in support of course and provider transfer. Students themselves are responsible for ensuring that they comply with the policy and associated policies, to ensure that transfer requests can be efficiently managed.

Relationships with other policies

This policy is directly linked to the following Harper Adams Policies:

- [Admissions Policy](#)
- [Complaints Policy](#)
- Fees and Charges

1. 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 the need 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.

For students who have entered the University on a Student Visa route, the nature of the visa may restrict or preclude the option to transfer. Please contact the Admissions, Operations and Visa Relationship Manager if you have any queries.

The following sections provide more detailed guidance on a range of the most common types of transfers. If you do not feel that your specific circumstances are detailed, please contact your Course Manager in the first instance who will be able to help and provide guidance.

2. Transfers for registered Harper Adams students transferring to alternative Harper Adams 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.

Transfers between HAU courses within the current academic year will not normally be sanctioned after the end of the second week of the programme commencing. For students progressing to year two (or later) of their studies, transfers should normally take place before the next level of study commences (and by exception, no later than the end of the first week of the next level of study). 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 you wish 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 office at studentrecords@harper-adams.ac.uk.

3. Transfers for registered Harper Adams 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. HAU students who intend to transfer to another HE provider are required to submit a transfer form to studentrecords@harper-adams.ac.uk in a timely manner.

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 or involve a move to part time study. If you have queries in relation to student finance, please contact studentrecords@harper-adams.ac.uk in the first instance.

Please note that it is the responsibility of the student to ensure that all documentation/paperwork/information required by the new provider is in place for the transfer by their stated deadlines.

4. Transferring to Harper Adams 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 (and in accordance with the University's [Admissions Policy](#)).

For students seeking entry with advanced standing (meaning 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 obtained to date is current and that the learning outcomes of the HAU course and the students previous course are sufficiently 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 a programme commencing 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. If you have queries in relation to student finance, please contact studentrecords@harper-adams.ac.uk in the first instance.

Once the University has confirmed your eligibility to transfer, you will be required to complete a UCAS application in order to finalise the transfer process. Further details on the application process can be found in the University's [Admissions Policy](#).

5. Transferring from a Harper Adams sandwich course to an equivalent Harper Adams Full Time course / Transferring from a Harper Adams Full Time course to an equivalent Harper Adams sandwich course

A designated number of HAU courses are available as both a Sandwich course (which includes a 12 month industrial placement) and also a Full Time course (which is typically 1 year shorter in duration due to industrial placement not being a required element).

Current HAU students who are considering transferring from either a Sandwich to Full Time or Full Time to Sandwich course are required to meet with their Course Manager (or Course Tutor) in the first instance to discuss their needs.

Transfers between HAU courses under these circumstances should normally take place before the next level of study commences (and by exception, no later than the end of the

first week of the second year of the course commencing). The Course Manager/Course Tutor will advise the student on the transfer process. The Course Manager will be responsible for confirming if the transfer may take place and the timely submission of a completed transfer form to the Student Records office via studentrecords@harper-adams.ac.uk.

6. Transferring to (or from) a Harper Adams accelerated degree course

Due to the nature of an accelerated degree programme, the opportunity to transfer is slightly more restricted for students. Any student interested in transferring to (or from) an accelerated degree is requested to meet with their Course Manager in the first instance to discuss their intentions. The Course Manager will clarify any specific requirements (including if a minimum mean mark is required) and the timing for when a transfer is able to take place.

Transfers to or from an accelerated degree programme should be requested before the end of the first year of the course. Please note that transfers onto an accelerated degree will not normally be accepted after the start of the third semester of the course.

Transfers between, onto or from an accelerated degree 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 you wish 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 office at studentrecords@harper-adams.ac.uk.

7. Transferring from (or to) a Harper Adams Degree Apprenticeship

Transfers from a Degree Apprenticeship course to an associated Full Time (or Part Time) course may be possible subject to availability of places and modules. Any apprentice who is interested in transferring from a Degree Apprenticeship is requested to meet with their Course Manager in the first instance to discuss their intentions.

Transfers from a Full Time (or Part Time) course to a Degree Apprenticeship may also be possible subject to availability of modules and meeting any specific apprenticeship entrance requirements. Any student who is interested in transferring to a Degree Apprenticeship is requested to meet with their Course Manager in the first instance to discuss their intentions.

The Course Manager will advise on the transfer process, including the expected study pattern and start dates of the course. The Course Manager of the course that you are seeking to transfer to will be responsible for confirming if the transfer may take place and the timely submission of a completed transfer form to the Student Records office at studentrecords@harper-adams.ac.uk.

Policy information

Date of last review	February 2025
Individual policy owner(s)	Academic Registrar
Collective oversight	Academic Board
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Equality Impact Assessment approval date	February 2025
Date of next review	February 2028
Date and description of any minor amendments made: February 2025 - Inclusion of transfer arrangements for full time, accelerated degree and degree apprenticeship courses	