**General Principles**

1. The University positively encourages campus transfers, and will take steps to minimise barriers and actively support students wishing to transfer.

2. There will be no academic barriers to transfers, provided the programme learning outcomes are the same and students have met published progression requirements.

3. Programmes are structured to facilitate transfer at the end of a year/stage. Transfer at the end of a semester may not always be available.

4. The University has an obligation to ensure that transfer students are as likely to be as successful in their new location as in their former location.

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**Policy on Student Transfers (UG + PGT)**

In October 2012, the Senate approved a Policy on UG and PGT Student Transfers between Study Locations.

In September 2013 and January 2014, the University Executive approved, for implementation from 2014/15, an amended version, a **Policy on UG and PGT Student Transfers between Campuses**, which added criteria to under policy’s application (such as specifying maximum numbers) and limited transfers, in the short-term, to campus locations. These modifications were introduced with the aim of preserving the quality of the student learning experience.

The policy focuses on academic matters related to transfers. Aspects such as the application process and tuition fees are covered in the **Procedure for Campus Transfers**. The **Campus Transfer Application – Taught Programmes** Form is for use by students in conjunction with Schools.

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**Transfer Process for 2014/15**

The process for transfers between campuses:

- **Information for Students on Transfers**
  - University and School publish, and make available to students, transfer information:
    - Tuition Fees and Financial Support
    - Visa requirements
    - Accommodation
    - Learning + Pastoral Support
  - Student responsibilities for managing own learning
  - Opportunity to return to original location
  - Options following poor academic performance

- **Student wishes to transfer**
  - Student discusses transfer with Schools staff, who explain academic criteria, different learning styles between campuses, learning + pastoral support
  - School directs student to the relevant service for advice on tuition fees, visas, accommodation
  - Student is advised of Application Form, deadlines + approval process
  - Student contacts Funding Body re: eligibility if transfers campus

- **Application Form + Process**
  - Student completes Application Form + submits to School at current Campus
  - Current School/Campus indicates approval/non-approval on Form. If non-approval, student is informed of reason (eg non-progression)
  - If approval is given, current School/Campus sends form to transferring School/Campus
  - Transferring School/Campus indicates approval/non-approval on Form. If non-approval, student is informed of reasons

- **Approved Transfers**
  - If transfer is approved, Application Form is returned to current School/Campus
  - Current School/Campus (1) writes to student about decision and next stages; (2) updates SAS-Banner with new programme/campus
  - Transferring School/Campus writes to student, incl. information on: enrolment; accommodation; tuition fees (see fees table in Procedure for Campus Transfers); visa requirements
  - Student arranges own financial support and travel

- **At Transferred Campus**
  - If transfer to UK Campus, then UKBA compliance procedures are undertaken on arrival
  - School puts in place required academic + pastoral support, eg helping students transferring to the Edinburgh Campus to take more responsibility for planning and managing their own learning
  - School comments on transfer students in School Annual Monitoring & Review Report

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**References and Further Information**

Contact: registry@hw.ac.uk  Learning and Teaching Policies and Procedures: [http://www.hw.ac.uk/committees/ltb/ltb-policies.htm](http://www.hw.ac.uk/committees/ltb/ltb-policies.htm)

Policy on Transfer between Campuses: [http://www1.hw.ac.uk/committees/ltb/ltb-policies.htm#T](http://www1.hw.ac.uk/committees/ltb/ltb-policies.htm#T)

Procedure for Campus Transfers and Campus Transfer Application Form – Taught Programmes: [http://www1.hw.ac.uk/committees/ltb/ltb-policies.htm#T](http://www1.hw.ac.uk/committees/ltb/ltb-policies.htm#T)

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**Learning and Teaching Briefing Papers**

This briefing paper has been produced by the Academic Registry and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.