HERIOT-WATT UNIVERSITY
ACADEMIC QUALITY

LEARNING AND TEACHING
BRIEFING PAPER 1 (VERSION 4)

DATE: APRIL 2019
(reissue of April 2014 version)

POLICY ON TRANSFER BETWEEN CAMPUSES

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 and normally at the end of a semester. 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.

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.

Transfer Process for UG 2017/18
The process for transfers between campuses:

Information for Students on Transfers
- University and Schools 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 may discuss options with personal tutor or Advisers in Global Student Office.
- Global Student Office offers advice on tuition fees, visas, accommodation, living overseas etc
- Student is advised of Application procedure, deadlines + approval process
- Student may contact Funding Body re: eligibility if transfers campus

Application Form + Process
- Student completes online Application Form via Student Self Service system (application period Feb-Apr each year for following academic year
- Provisional approval is normally automatic via Workflow system if three criteria are met: no resits, no programme change, no debt to University
- Programme changes reviewed/approved by Schools
- Students with resits – application normally declined

Provisionally Approved Transfers
- Student receives confirmation email via Workflow system including details of next steps.
- Global Student Office contacts student following application deadline to advise of actions student need to take (visa, accommodation, funding etc)
- Deadlines: Malaysia 30 April, UK/Dubai 15 June
- Student arranges own accommodation, financial support and travel following successful visa application to host Campus

Confirmed Transfers
- Following Progression Board decisions, applications are reviewed again automatically by Workflow
- Application approved if Student has 1A progression decision, no pending programme change approval and no debt to University
- School reviews application if any of above criteria not met
- School approves or declines application as required

At Transferred Campus
- Visa compliance procedures undertaken
- Induction/Orientation events undertaken locally
- Host Campus becomes responsible for student wellbeing
- Global Student Office continues to offer support to all transfer students as required/appropriate

Learning and Teaching Briefing Papers
This briefing paper has been produced by the Academic Quality 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.