

# Harper & Keele

## VETERINARY SCHOOL

### Student Transfer Policy

#### Introduction

This Policy sets out the transfer arrangements available to registered students of the Harper & Keele Veterinary School and applicants looking to transfer directly into the year 2 of the BVetMS Veterinary Medicine and Surgery programme. The Policy has been established on a shared understanding of the BVetMS programme requirements, consideration of student welfare and increasing accessibility to the School. The Policy is guided by the requirement to ensure an equal cohort is based at each host institution, all decisions on student transfer will take into account this requirement. The following transfer options are covered by this policy:

- A. Swapping Host Institution: where a current Vet School student wishes to move from their host institution at either Harper Adams University or Keele University, to the other host institution;
- B. Transferring In: where a student from another HE provider wishes to transfer to the BVetMS programme;
- C. Course Change: where a current Vet School student wishes to move from the BVetMS programme to another i.e. a change in discipline, award type or mode of study;
- D. Transferring Out: where a current Vet School student wishes to move to another HE provider to continue their studies i.e. a change of provider.

#### A. Swapping host institution

Students registered to the Harper & Keele Veterinary School are assigned to a host institution, at either Harper Adams University or Keele University and will not normally be permitted to swap their host institution. In exceptional circumstances a student may be permitted to transfer from the host institution first assigned to them to the other host institution. Circumstances where such a request would be considered include severe health and welfare considerations. The School will consider applications for review by a specially convened Student Support Panel.

If the Student Support Panel agrees, a student would be transferred to their new host institution at either Harper Adams University or Keele University as soon as reasonably possible, and with minimal disruption to the student.

In addition, it may be possible to request a swap of host institution based on personal preference. Students registered to the Harper & Keele Veterinary School may express a preference to transfer their host institution, swapping with a fellow student within their cohort, subject to the availability of places. Such preferences can normally only be lodged during the first year of study to be considered by the School at the end of Year 1. Such decisions are made at the discretion of the School and are not guaranteed. It is not normally possible to swap host institution after the end of Year 1.

#### B. Transferring to the Vet School from another HE provider (Transferring in)

If an applicant is interested in transferring into the Harper & Keele Veterinary School from another UK or international HE provider, this is only possible either during the first two weeks of the first year or after Year 1, for advanced standing into year 2 of the BVetMS Veterinary Medicine & Surgery programme. The applicant is advised to make initial contact with Harper Adams University Admissions Team. All enquiries received will be forwarded to the Harper & Keele Veterinary School for consideration. Applicants will be required to demonstrate that they meet the minimum entry requirements for the BVetMS programme, as defined within the Programme Specification, that their academic performance to date is of a satisfactory standard, that the HE credit previously obtained is current and that the learning outcomes of the programme and the applicants' previous course are compatible.

The Harper & Keele Veterinary School will only consider transfers into the BVetMS programme from applicants transferring from another Veterinary Medicine programme, either within the UK or overseas. Applicants will have to provide further information in relation to their prior learning and their results/performance to date. Transfer is also subject to a satisfactory reference from their previous institution. Transfers into the current academic year are not normally possible after the end of the second week of the academic year and are subject to availability of places. If eligible, applicants seeking direct entry into Year 2 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.

### **C. Transfers for registered Vet School students transferring to alternative Harper Adams or Keele provision (Course change)**

Current Vet School students who are considering transferring course are required to meet with the Director of the Veterinary Education in the first instance to discuss their needs. For first year students, transfers to another programme at either Harper Adams or Keele will not normally be possible after the end of the second week of the academic year. For students progressing to Year 2 (or later) of their studies, transfers should normally take place before the next academic year commences (or exceptionally no later than the end of the first week of the academic year). Transfers between programmes will depend upon students meeting the entry requirements of the programme that they wish to transfer to, their academic performance to date (if applicable) and the availability of places. Each institution's own course change process will apply. Information on each institution's processes and requirements for course change can be found via the links below:

- [Harper Adams University Transfer Policy](#)
- [Keele University Course Change](#)

### **D. Transfers for registered Vet School students transferring to another provider (Transferring out)**

Where a current Vet School student wishes to leave the programme and transfer to another HE provider, the student is requested to meet with the Director of Veterinary Education to discuss their intentions. This meeting will ensure that the School 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 the Harper & Keele Veterinary School is unable to advise students if they will be eligible for a place at 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.

**Approval and Amendment History**

Version 1.0, approved by Interim Joint Academic Board, July 2019.

<b>Lead</b>	Head of Harper & Keele Veterinary School
<b>Policy to be reviewed</b>	Every 3 years
<b>Date of next review</b>	July 2022