MARYVALE INSTITUTE

Student Protection Plan

2020

Scope and Rationale

Maryvale Institute is committed to helping students achieve the best academic outcomes from their studies. Events may occasionally occur which mean that unforeseen changes must be made to programmes; this could include a withdrawal of a module from a programme to the complete closure of a programme.

This plan sets out the Institute's procedures for the protection of students. In the table below a number of risks and scenarios are identified, along with the measures the Institute will take to mitigate those risks and protect existing students' continuity of study. Inclusion of a scenario should not be assumed to mean that we consider it likely to occur.

Teaching out periods

In the unlikely event of the closure of a programme, the Institute will instigate a "Teach Out" period. The minimum teach-out period will be sufficient to complete the qualification or component at the standard part time rate, assuming the student does not defer or fail any module or take a study break. This means, for example, that those studying on a 5 year undergraduate programme will be allowed the full five years from enrolment to complete. An additional year will be added for resits or resubmissions only, not to account for deferrals or study breaks.

Programme	Teach out period	Time for resit/resubmit
FE programmes (6 months to 1 year)	1 year from enrolment	6 months
FE programmes (2 year)	2 years from enrolment	1 year
Foundation degree	2 years from enrolment	1 year
Undergraduate degree	5 years from enrolment	1 year
Masters degree	3 years from enrolment	1 year
Licence	1 year from enrolment	1 year
PhD	5 years from enrolment	1 year

Communications

In normal circumstances, changes to programmes should not be made after students have enrolled. At times, however, circumstances may dictate that the programme team needs to make material changes to the structure of a programme in between enquiry/application and commencement of the academic year for the programme. Students who have been accepted onto the programme must be consulted on the change and, where practicable, their views shall be taken into account.

We will endeavour to inform students as soon as possible after the relevant committee approval if there are to be material changes to a programme. The communication will explain the changes and timescales and provide students/applicants with advice and guidance to help them make an informed decision on their future course of action.

If a student who has accepted a place on a programme reasonably believes that a material change to the programme for which they applied would adversely affect them, they may cancel their contract with the Institute, In such circumstances the programme team will offer advice and guidance on alternative study.

During the course of a student's studies a programme team may make minor amendments to a programme in order to improve its quality, to meet latest academic requirements or in response to student feedback. Where such minor changes are necessary the programme team will inform all students as appropriate.

Scenarios

Risk	Probability	Registered Students	Prospective Students
Closure of Institute due to insolvency	Highly unlikely, Institute finances underwritten by the Archdiocese	Ensure all students receive the award appropriate for the level reached (Institute certificate or validated award) and a transcript indicating modules studied and marks achieved. Provide students with support to find equivalent programme at another institute	Advise all applicants of the closure at the earliest opportunity and offered advice on alternative institutes and programmes.
Loss of key staff resulting in cancellation of programme delivery	Unlikely, Institute has a large associate staff on whom it can call to offer increased level of support	Students will be advised of the staff changes and any impact the changes might have. They will be given staff contact details in case of problems.	Applicants will be advised of the staff changes and any impact the changes might have. They will be given staff contact details in case of problems.
Loss of key staff resulting in students missing scheduled delivery sessions whilst replacement cover is in place	Unlikely, Institute has a large associate staff on whom it can call to offer increased level of support	Students will be advised of the staff changes and any impact the changes might have. They will be given staff contact details in case of problems.	Should be no impact on applicants
Loss of validation resulting in the cancellation of programme	Unlikely	Advise students that validation has been removed and given the opportunity to continue until a	Advise applicants that validation has been removed and give them the option to enrol onto an unvalidated award, with the potential to RPL

| | | replacement validator is found or to withdraw without prejudice.

Provide all students with appropriate award and transcript of studies.

Negotiate RPL with new validator | onto newly validated award, or to apply elsewhere. Offer advice on suitable alternatives. |
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Financial compensation

It is the Institute's policy not to offer refunds once an academic year has started. However, in the any of the unlikely events above students will be offered a refund of the fees for the current academic year, minus the costs of any materials issued and any residential sessions attended.

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Related documents:	**Risk Assessment**

(eg associated forms, underpinning processes, related policies or overarching policies)	

Version Control			
Version	**Author [name]**	**Date**	**Brief summary of changes**