



**UCLan**

Student Regulations and Policies

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

Purpose of Policy	This Plan has been produced in line with the requirements from the Office of Students and outlines the measures in place within the university to protect the interests of students and prospective students.
Internal services involved	Academic Quality Unit Legal and Governance
Related UCLan regulations, policies and procedures	
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Senior Managers responsible	Helen Collinson
VCG Lead	Pro Vice Chancellor (Students and Teaching)

Version	Approved	Effective from	Revisions made
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1. An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise

Institutional/campus closure:

The financial performance of the University remains strong, with a satisfactory surplus and a strengthened balance sheet and cash position as evidenced in the most recent University's Financial Statement. The University also has robust risk management procedures and plans in place. Consequently, there is minimal risk that the University will be unable to continue to operate. The University currently operates from three sites: Main Campus Preston, Burnley Campus and Westlakes Campus. All sites are covered by robust risk management procedures and ambitious plans are in place to significantly develop our Burnley Campus over the next few years following a successful bid to the Government's levelling up fund.

Closure of a Collaborative partner:

Many of our UK partners have in place their own student protection plans. However, that aside, we undergo extensive due diligence ahead of entering into any new partnership agreement. Institutional approval of a new partner is based on evidence of both financial and academic due diligence in accordance with its Collaborative Provision - Policy and Procedures. Consequently, the risk of partner institutions being unable to continue to operate is low, however, this does not preclude either the University or any of its Partner Institutions terminating their Institutional Agreement or courses early for academic or financial reasons. Should this situation arise, the provisions within the Partnership Agreements mitigates any risks to students in terms of being able to complete their course.

Course change or closure of subjects areas and/or schools:

The risk of students not being able to complete their course due to course closure or material change is minimal in view of the University's adherence to the Consumer Protection regulations and the QAA UK Quality Code for HE. The University's Course/Module Amendment Process sets out the circumstances prompting amendments to courses or modules and the requirement for changes to be approved for subsequent cohorts of students and not for current students unless they are in the best interests of the students or unavoidable due to circumstances beyond the University's control. Where material changes are proposed, there must be consultation with the affected students and consent obtained from the majority (80%) of affected students.

Agreements relating to the delivery, establishment, and quality of awards at all UCLan campuses contain provision for ensuring students at those campuses are given the opportunity to complete the full duration of their

course to have an opportunity to receive their award. This may be through the making of alternative accommodation available for students to be taught and for alternative arrangements for the delivery of academic courses similar to the courses and the award of certificates, degrees, and diplomas similar to the awards from a third party. This also applies to apprentice programmes and EPA services.

The University offers a wide range of programmes with varying modes of study. Mt

2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise

Upon early termination of any Institutional Agreement or termination of a Course, the University and Partner Institution shall each use reasonable endeavours and cooperate to ensure that each existing student may have the opportunity to complete the course on which he or she is enrolled. Where it is not possible for students to complete the course, the University will support students in transferring onto an alternative course either provided by the Partner Institution or provided by the University, to take an appropriate exit award, or to transfer to another Institution whichever is in the best interests of the student.

In the unlikely situation whereby, the University loses its Student route visa Licence, The University will comply with Home Office requirements in terms of providing information for its current and prospective students and working with relevant external bodies to allow students to complete their year of study or to support students to transfer to an appropriate course at an alternative provider.

The University will make reasonable efforts to minimise disruption to educational services caused by any circumstances beyond its control (for example: industrial action; power failure or damage to buildings or equipment). Action taken by the University may include the relocation of provision to an alternative location, amendments to timetabling, rescheduling of teaching activities, using different modes of delivery or reallocation of teaching staff to deliver the course. Any resultant material changes to the course would require prior consultation with affected students. The University will also, where appropriate, implement Academic Regulations (section K) pertaining to extraordinary circumstances governing the assessment process which contains provision for the approval of special arrangements for conducting assessment and the determination of awards and progression.

In the rare event of a course closure, existing students will be able to continue the course on which they have enrolled until the completion of their studies. Any proposed material changes that are required to ensure a smooth closure that affect existing students will require consultation with those students and the informed consent of 80% of affected students unless the proposed changes are beneficial to all students or are required due to circumstances beyond the control of the University. Details are provided in the University's Taught



accompanying information and conditions of offer provided to potential students.

- We will ensure that staff are aware of the implications of our student protection plan when they propose course changes by referring to the