



Cambridge Muslim College Student Protection Plan

Committee: Faculty Board
Next Review Date: Nov 2023

Introduction

The Student Protection Plan is put in order to meet the requirements of the Office for Students (OfS) in line with the Higher Education and Research Act 2017 to protect higher education students' interests in the case of material change.

These events may be triggered by situations such as (but not limited to):

- a decision to close the College
- a strategic decision by the College to close/discontinue or suspend a programme

Scope

1. This plan applies to Higher Education (HE) students studying at Cambridge Muslim College.
2. This plan should be read in conjunction with the College's Fees, Scholarships & Refund Policy

Responsibility

1. The responsibility of reviewing and implementing this policy lies with the BA manager
2. The operations manager is responsible for ensuring staff are aware of and implementing the Student Protection Plan and the Refund Policy.

References

- OfS Students Protection Plan
- Admissions Complaints and Appeal Policy

- Fees, Scholarships & Refund Policy

Principles

1. The College is committed to helping all students achieve successful outcomes from their studies. However, there may be unforeseen circumstances which could result in changes having to be made to its educational programmes. This Student Protection Plan has been written to explain what would happen in such circumstances.
2. The current assessment of the range of risks to the continuation of study for students at the college is as follows:
 - the risk of the College no longer being able to operate, or deciding to cease operating is assessed as Low;
 - the risk of the BA programme delivered to students being no longer available is assessed as Low.
3. The following factors mitigate risks for continuation of the College's programmes:
 - The College owns the premises on which it operates, as well as a student accommodation building;
 - The College relies on long term donors who have shown continued commitment;
 - The College has agreements with charitable organizations that provide yearly scholarships to its students.
4. Should key members of staff decide to give notice to leave the College and appropriate replacements not be found or should student numbers fall to levels below which the student experience would be compromised, a decision to close the programme or to suspend recruitment to the affected programme may be made. This would be accompanied by the decision to complete teaching the programme for current students, unless there are a set of extreme circumstances that mean this is not viable.
5. Should a course discontinue, the College's first priority will be to refund paying students. For more details on refunds, see the Fees, Scholarship and Refunds Policy. Most students at the College receive full scholarships, covering tuition fees and living costs, or part scholarships, covering tuition fees only; so, in most cases, refunds will not be necessary.
6. If the BA programme team have to make significant change to the course during the Academic Year, the proposed changes will be addressed and discussed with the students to find the best way to apply those changes. If a student decides to drop from the programme, due to these changes, a refund of the remaining terms of the academic year will be made.
7. If the Student Protection Plan needs to be implemented, the affected students will be informed according to the following arrangements:

- a. The BA programme coordinator will invite the affected student for a meeting with the BA manager and/or the principal within a fortnight of the occurrence of any of the above scenarios.
 - b. During the meeting, the student will be provided with all details regarding the refund, where applicable, and possible courses the student may consider in other colleges or universities.
 - c. The affected student may request a copy of their academic achievements up to the moment of the closure. The college offers an Exit Award at the end of each level of the BA programme.
8. Students will be made aware of the opportunity for them to use the Complaints Procedures should they wish to complain about how the Student Protection Plan is implemented. The Complaint will follow the same procedure in the Admissions Complaints and Appeals Policy.
 9. The Student Protection Plan is made available to all students and prospective students via the College’s website and the student portal.
 10. The policy will be reviewed annually in November and approved by the Faculty Board.

Revision History

Revision Number	Effective Date	Description of Change
00	12 November 2020	<ul style="list-style-type: none"> ● New Document
01	Jan 2022	<ul style="list-style-type: none"> ● Full Review- No changes
02	Nov 2022	<ul style="list-style-type: none"> ● Full Review Add the responsible committee and the next review date