

MARYVALE INSTITUTE



Student Protection Plan 2025

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
Undergraduate degree	5 years from enrolment	1 year
Master's degree	5 years from enrolment	1 year
Licence	3 years from enrolment	1 year
Further Education	1 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 within one year of the change being implemented. 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.

Key: LH = Likelihood, SV = Severity, Total = Gross risk (LH x SV)

1 – 6 Low risk, 7 – 14 Medium risk, 15+ High risk

Maryvale Institute – Student Protection Plan risk register

Potential Risk Potential impact	LH 1-5	SV 1-5	Total 1-25	'net' risk	Control procedure	Monitoring process	Requirements needed if scenario occurred: Registered students	Requirements needed if scenario occurred: Prospective students
Closure of Institute due to insufficient funds	1	5	5	Low	Institute finances underwritten by St Mary's College Oscott, CIO	St Mary's College Oscott finances are managed by the college bursar who reports financial matters to the finance subcommittee and the main trustee board three times per year.	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.

Key: LH = Likelihood, SV = Severity, Total = Gross risk (LH x SV)

1 – 6 Low risk, 7 – 14 Medium risk, 15+ High risk

Potential Risk Potential impact	LH 1-5	SV 1-5	Total 1-25	'net' risk	Control procedure	Monitoring process	Requirements needed if scenario occurred: Registered students	Requirements needed if scenario occurred: Prospective students
Loss of key staff resulting in cancellation of programme delivery	2	5	10	Med	Institute has a large associate staff on whom it can call to offer increased level of support. New permanent staff are in the process of joining Maryvale Institute. Each Programme Director will now have a substitute.	Loss of key staff can be appropriately prepared for as the executive committee meet at least once a month and fortnightly during term time.	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.

Key: LH = Likelihood, SV = Severity, Total = Gross risk (LH x SV)

1 – 6 Low risk, 7 – 14 Medium risk, 15+ High risk

Potential Risk Potential impact	LH 1-5	SV 1-5	Total 1-25	'net' risk	Control procedure	Monitoring process	Requirements needed if scenario occurred: Registered students	Requirements needed if scenario occurred: Prospective students
Loss of key staff resulting in students missing scheduled delivery sessions whilst replacement cover is in place	2	3	6	Low	Institute has a large associate staff on whom it can call to offer increased level of support. Lectures are recorded from the previous year which can also be used if replacement cover cannot be found.	Loss of key staff can be appropriately prepared for as the executive committee meet at least once a month and fortnightly during term time	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. Students will also be given access to previous years recordings.	Should be no impact on applicants
Loss of validation resulting in the cancellation of programme	2	4	8	Med	Regular communication with validators FND would need to have recourse from the Holy See	Issues are regularly discussed at the HIRS executive, HIRS Council and Faculty Board.	Advise students that validation has been removed and given the opportunity to continue until a replacement validator is found or to withdraw without prejudice. Provide all students with appropriate award and transcript of studies. Negotiate recognition of prior with new validator.	Advise applicants that validation has been removed and give them the option to enrol onto an unvalidated award, with the potential to recognition of prior learning onto newly validated award, or to apply elsewhere. Offer advice on suitable alternatives.

Key: LH = Likelihood, SV = Severity, Total = Gross risk (LH x SV)

1 – 6 Low risk, 7 – 14 Medium risk, 15+ High risk

		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.

Name of policy/procedure/document:	Student Protection Plan
Document owner:	Academic Registrar
Date Originally Created:	09/2019
Last reviewed:	10/2025
Reviewed by:	Registry
Audited by:	HIRS Executive
Date of Audit:	10/2025
Date of next review: (annually unless otherwise agreed)	10/2026
Related documents:	Risk Assessment

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(eg associated forms, underpinning processes, related policies or overarching policies)	
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Version Control			
Version	Author [name]	Date	Brief summary of changes
3	SMB	22.02.2022	p.2: Foundation degree removed from the list as MV institute doesn't offer this degree anymore. p.2: Teach out period for PhDs amended.
4	Rosie Doody	21/10/2025	p.1 teach our period amended and PhD removed p.2 included a time frame for which students can cancel their contracts if changes have been made to their programme. p.4-6 Scenario grid has been updated to provide more detail and include the transfer over to St Mary's College Oscott CIO