



Ruskin College
Oxford

Student Protection Plan 2019-20

Provider's name: Ruskin College

Provider's UKPRN: 10005583

Legal address: Ruskin Hall, Dunstan Road, Oxford OX3 9BZ

Contact point for enquiries about this student protection plan: Assistant Principal

1. Potential risks to the continuation of study for students and the level of risk

The Higher Education and Research Act (2017) and the Office for Students require that the College has in place a Student Protection Plan designed to protect students' interests in the case of material change to its circumstances (including changes to advertised programme(s), programme or module closure, withdrawal of approved status with its validating bodies, or the closure of the College). The risk that the College as a whole is unable to operate is moderate because our financial performance is improving gradually and we have a business plan, supported by a curriculum and financial plan that should deliver consolidation, some growth and financial effectiveness. The College has traded since 1899 and has a sustainable plan to exist into the future.

The risk that the College will not be accepted onto the register maintained by the Office for Students is low. The College has maintained validated higher education provision since 1992 and has maintained an agreement with the Office for Fair Access since the 2006-07 academic year. The College was reviewed by the Quality Assurance Agency for Higher Education in 2016, which commended the College's quality of learning opportunities. The HEFCE Annual Provider Review for 2016-17 found that in Quality and Standards matters, the College 'meets requirements' and that no action was required.

The risk that the College will be unable to deliver its validated programmes is low. The College passed its most recent Institutional Review with the Open University in July 2017, which provides the College with the approval to offer programmes leading to Open University validated awards until July 2022. The College was approved as a partner of Newman University for the first time in January 2017, which provides the College with the approval to offer programmes leading to Newman University validated awards until July 2022.

The risk that the College is no longer able to deliver material components of our programmes is low. Programmes are so designed that they are to be taught by teams of academic staff. The College allocates an annually budgets to buy in any unexpected cover for teaching in the form of Visiting Tutors.

The risk that the College will withdraw programmes from its offer is low. The College operates a model that reviews the viability of the programmes according to student number.

2. Measures in place to mitigate risks

If the College has approval withdrawn because of a change in policy at one of its validating bodies, the College will seek to consolidate its offer at its remaining validating body. Should approval be withdrawn by both validating bodies, the College will seek approval from another institution, or seek degree awarding powers with the Office for Students.

The College has a risk register detailing internal risks, all of which are considered 'unlikely' and therefore of low risk. They fall within the scope of the College's comprehensive risk assessment and management arrangements which are reviewed and updated on a regular basis by its Senior Leadership Team, and monitored for effectiveness by the internal auditors. Any matters of concern are brought to the attention of the Audit Committee or the Board of Governors and Trustees with recommended actions being addressed by the College in a timely manner. Actions and procedures to mitigate risk are embedded in everyday working practices and planning processes.

3. The refund of tuition fees and other costs to students and provision of compensation in the event that the College is no longer able to preserve continuation of study

The College's practice is to ensure that in the circumstances of a programme closure, all current students would be taught out with full support provided to students to complete their studies and monitoring undertaken to assure their continued student experience. [Tuition Fees Policy](#).

In the highly exceptional circumstance where this would not be possible the following refund and compensation policy (outlined in the Tuition Fees Policy) would apply:

The College would expect to teach out courses or facilitate transfer to another institution. If in the view of the College this cannot be achieved, or if other circumstances exist where a refund is appropriate, a refund would then be made for the element of the programme that had not been provided but had been paid for (at the discretion of the Finance Director).

4. Communicating with students about the Student Protection Plan

We will publicise our student protection plan to current and future students by placing it on the College Moodle site and the website. Reference to the Student Protection Plan will be included in revised terms and conditions provided to all applicants made offers by students and re-enrolling students (on an annual basis).

The College will ensure that staff are aware of the implications of its student protection plan when they propose changes to programmes or modules. Changes to programmes and modules are controlled by the detail of the approval arrangements with validating bodies,

which includes information on minor and major changes and the details of programme validation methods.

The College will inform our students if there are to be material changes to their programme of study as soon as possible and before the end of the academic year prior to the year when the changes are planned for implementation.

The College will review its student protection plan by facilitating a group comprising College Leaders and members of the Ruskin Students Union Executive to review the Plan on an annual basis and for any revisions to be approved by the Senior Leadership Team and the Board of Governors and Trustees. Prior to the review of the Plan, the views of students will be gathered through established mechanisms to gain their reflections on the plan.

Should there be the need to implement the measures outlined within this Plan, the College will undertake all the necessary actions as detailed in our student protection plan to support students collectively and/or individually.

Should the Plan need to be implemented the College will arrange a meeting to discuss this directly with students and provide permanent notice. In addition and in certain circumstances the College may provide individual support to students, as appropriate.

Students would have the right to complain about the manner in which the Plan was being implemented through the College's formal Complaints Policy.