



Teach Out & Student Protection Policy

Table of Contents

1. Purpose	3
2. Scope	3
3. Definitions	3
4. Policy Principles.....	3
5. Teach Out Arrangements.....	3
5.2 Planning and Communication	3
5.3 Delivery	3
5.4 Alternative Pathways.....	4
6. Student Protection Measures	4
6.2 Financial Safeguarding	4
6.3 Compensation	4
7. Roles and Responsibilities	4
8. Monitoring and Review	4
9. Publication and Accessibility	4
10. Student Protection Plan	4
10.1 Purpose	4
10.2 Commitments.....	5
10.3 Risk Assessment	5
10.4 Measures to Protect Students.....	5
10.5 Support for Students.....	5
10.6 Communication	5
10.7 Publication	5

© University Access Centre (UAC) 2025-26. All rights reserved.

This is a controlled document. Unauthorised reproduction or distribution is prohibited.

Version: 1.0 | Effective Date: 6-Nov-25 | Next Review Due: 6-Nov-26

1. Purpose

This policy sets out University Access Centre's approach to ensuring academic continuity and safeguarding students in the event of programme closure, provider withdrawal, or other significant interruptions to study ("Teach Out"). It also provides alternative arrangements to protect students' interests and facilitate completion of study.

2. Scope

This policy applies to all taught programmes delivered by University Access Centre in Saudi Arabia, and to all current and prospective students, whether pursuing full-time, part-time, distance or blended learning.

3. Definitions

- **Teach Out:** A planned wind-down of a programme or course cohort, during which no new enrolments are accepted, but current students are enabled to complete their studies under agreed arrangements
- **Student Protection Plan:** A set of measures and procedures to be enacted in the event of provider failure or disruption to studies, ensuring students can continue their education or receive compensation
- **Provider Failure:** Insolvency, withdrawal of validation, loss of regulatory approval, or other events preventing continuation of provision

4. Policy Principles

- **Student-Centred:** Prioritise student interests, ensuring minimal disruption and fair treatment
- **Transparency:** Provide clear, timely information about changes and options
- **Continuity:** Maximise opportunities for students to complete their intended awards
- **Fair Compensation:** Where study cannot continue, offer proportionate refunds, transfers, or other remedies

5. Teach Out Arrangements

5.1 Initiation

- Triggered by decision to close a programme, withdrawal of validation, or unsustainable enrolment levels
- Academic Board approves Teach Out Plan, including timelines, resource allocation, and communication strategy

5.2 Planning and Communication

- Publish Teach Out notice on website within 10 working days of decision
- Notify affected students directly via email, supplemented by one-to-one meetings or webinars
- Maintain a dedicated Teach Out webpage with key dates, contacts, and FAQs

5.3 Delivery

- Continue current curriculum, assessment methods, and support services for enrolled cohorts
- Where staff changes occur, ensure suitable replacement teaching capacity and induction
- Offer additional tutorial hours or online materials to accelerate timely completion where feasible

5.4 Alternative Pathways

- Facilitate credit transfer to other programmes within University Access Centre, where appropriate
- Negotiate transfer agreements with external partner institutions for like-for-like provision
- Provide individual study plans, academic advising, and financial guidance for transfer routes

6. Student Protection Measures

6.1 Risk Assessment and Early Warning

- Undertake annual risk assessment of programme viability, financial sustainability, and regulatory compliance
- Monitor enrolment targets, student feedback, and partner performance

6.2 Financial Safeguarding

- Maintain indemnity insurance or bond to cover refunds or completion costs
- Ring-fence tuition fees received for at-risk programmes in a secure account

6.3 Compensation

- If Teach Out or transfer is not viable, offer:
 - Pro-rata refunds of tuition fees for undelivered teaching
 - Scholarships or fee reductions to transfer to alternate programmes
 - Reimbursement of reasonable travel/accommodation costs for relocation

7. Roles and Responsibilities

- Academic Board: Approves Teach Out Plans and Student Protection measures
- Quality Assurance Office: Manages risk assessments, maintains Student Protection Plan documentation, liaises with insurers
- Programme Directors: Draft and implement Teach Out Plans, communicate with students, adjust delivery
- Student Services: Provide pastoral care, financial advice, and transfer support to affected students

8. Monitoring and Review

- Annual review of policy by Quality Assurance Office, reporting to the Academic Board
- Post-Teach Out evaluation, including student feedback and outcome metrics, to inform future practice

9. Publication and Accessibility

- This policy and accompanying Student Protection Plan will be published on University Access Centre's website and summarised in student handbooks and offer letters

10. Student Protection Plan

10.1 Purpose

The Student Protection Plan sets out the measures the University Access Centre (UAC) will take to protect the continuation and quality of study for all students in the event of course closure, institutional withdrawal, loss of

validation, or other significant disruption. It aims to ensure that students can complete their studies, transfer to another provider, or receive appropriate financial and academic compensation.

10.2 Commitments

UAC commits to:

- Maintaining accurate, up-to-date information on the risk of course or provider closure
- Informing students promptly and clearly about any changes that may affect their study
- Minimising disruption by offering suitable teach-out arrangements, transfer opportunities, or financial redress

10.3 Risk Assessment

The plan will be reviewed annually as part of the institution's risk management process, assessing:

- The likelihood of course closure or institutional failure
- The potential impact on current and prospective students
- The robustness of current teach-out and transfer agreements

10.4 Measures to Protect Students

In the event of disruption, UAC will:

- Continue delivering teaching and assessment to enable completion where possible
- Arrange equivalent study opportunities with partner institutions or comparable providers
- Facilitate the transfer of academic credit to alternative providers
- Provide access to academic records and transcripts without undue delay
- Offer proportionate refunds or financial compensation where continuation is not possible

10.5 Support for Students

UAC will ensure:

- A dedicated contact point for affected students
- Access to academic advice, mental health and wellbeing support
- Guidance on student finance, visa implications (if applicable), and housing issues

10.6 Communication

All affected students will receive written notice, clear timelines, and regular updates through agreed communication channels. A dedicated webpage will provide FAQs, contacts, and updates.

10.7 Publication

This Student Protection Plan will be published in full on UAC's website, included in student handbooks, and referenced in offer letters.