

Student Protection Plan

Key information

Provider name: Leeds Trinity University

Provider UKPRN: 10003863

1. Introduction

Leeds Trinity University [LTU] is committed to helping students achieve the best academic outcomes they are capable of. LTU keeps the quality of provision under constant review and may decide to make material changes to the content and delivery of academic provision in the best interests of student outcomes. In addition, events may occur which mean that changes have to be made to provision.

This Student Protection Plan has been developed in line with guidance from the Office for Students and the Higher Education and Research Act 2017 to protect students' interests in the case of material change, e.g. programme changes, suspensions, closures, or institutional closure. The Plan builds on details already set out in the LTU [Terms and Conditions](#).

LTU is a single-campus institution with predominantly standard undergraduate and postgraduate programmes. It also delivers a range of Higher and Degree Apprenticeship programmes on and off campus, which are covered by this plan. In addition, it has a small number of partners and this plan assumes responsibility for the protection of those related programmes.

2. Risks to continuation of study

The risk that LTU is unable to operate is very low because its financial position and planning, including contingency funding and historic surplus, is strong. LTU engages in business continuity planning.

The risk that LTU is unable to deliver material components of its programmes, on the basis of staff departures, industrial action or regulatory contingencies, is low. Details are set out in the mitigation section below. This risk is common to the sector and may crystallise from time to time.

As a consequence of portfolio review and market conditions, the risk that LTU will close and phase out specific programmes of study or abort the introduction of specific programmes is moderate to high. Details of established policies and procedures are set out in the mitigation section below. This risk is common to the sector but is likely to crystallise.

As a consequence of performance review and quality assurance, the risk of material changes to course content is low and is very unlikely to result in threat to continuation of study.

3. Measures to mitigate risks likely to crystallise

Moderate to high likelihood

3.1 Loss of key staff

The University will:

- seek to fill gaps as quickly as possible, by moving other current members of staff with appropriate

skills and experience, into the vacant post(s) or recruiting externally, to avoid disruption.

3.2 Course Closure

The University has established and tested procedures in place of the event of course closure or suspension. Where there is a material impact on students, the effect will be mitigated by:

- communication with current students to provide assurance that they will not be adversely affected by the decision, and provide assurance that they are able to complete their studies at the Institution;
- consultation with stakeholders who may be affected to ensure appropriate equality impact assessments will also be undertaken;
- future applicants will be notified in as soon as possible, allowing time for students to source an alternative suitable programme (where relevant) at the University or at an alternative provider (assisted by LTU as appropriate).

Low to moderate likelihood

3.3 Loss of accreditation from regulatory bodies

In the event of the University losing accreditation, the University will consider measures to protect student experience, such as those listed below:

- offering affected students the chance to move to another course;
- delivering a modified version of the same course;
- providing assistance to affected students to switch to a different provider who holds the relevant accreditation.

3.4 Suspension or revocation of Tier 4 Licence

In the event of suspension or revocation of the University's Tier 4 Sponsor Licence, the University will take all reasonable steps to minimise the resultant disruption to those services and to affected students by, for example;

- working with UKVI to allow enrolled students to complete their study/programme;
- offer students who have not commenced their travel to the University, the opportunity to postpone their studies pending the resolution of action taken against the University by UKVI
- providing assistance to affected students to switch to an alternative sponsor.

3.5 Failure of an academic partnership

Where a partner institution is not registered with the OfS and the programme is delivered on a franchise or contracted out basis, the principles of this student protection plan will apply. Mitigations against the failure of a partnership include comprehensive due diligence checks prior to the approval of a new partnership; a legally binding collaborative agreement which details the basis of the relationship including arrangements for the termination of a partnership; a process for regular reviews of academic partnerships; and a dedicated Academic Partnership Unit which manages the relationship with the partner.

In the event of the failure of an academic partnership, the University will take all reasonable steps to minimise the resultant disruption to those services and to affected students by, for example;

- working with the partner to allow enrolled students to complete their study/programme;
- offering affected students the chance to continue their study with a different partner or with the University;
- providing assistance to affected students to switch to a different provider.

Very low likelihood

3.6 In year changes to courses

The University will use all reasonable endeavours to deliver the programme in accordance with the description applied to it in the University's prospectus (or programme of study catalogue) for the academic year in which a student began their programme. However, in the event of in-year changes to course content the University will ensure that:

- changes are restricted to the minimum necessary to achieve the required quality of experience, and affected students are notified and consulted with as appropriate;
- it works with students to ensure the offer is still acceptable;
- where necessary it allows students the opportunity to withdraw from the programme;
- where required students will be offered reasonable support to transfer to another programme at the University, or to another provider.

4. Student Refunds and Compensation

The [Student Refund and Compensation Policy](#) outlines the policy in place to refund tuition fees and other relevant costs and to provide compensation where necessary in the event that the University is no longer able to preserve continuation of study.

The University has significant cash reserves which would be sufficient to provide refunds and compensation in the unlikely event that continuation of study could not be preserved.

5 Informing Students

We will publish our student protection plan to current and future students on our external website under key documents. We will signpost students to the student protection plan as part of the online registration process.

The University deliberative structure facilitates consideration of the impact of course change and follows a timetable for major modifications (change in structure, removal of modules or introduction of new modules). Modifications submitted after the December deadline will be held back until the following academic year.

The Student Protection Plan is reviewed by Student Experience and Engagement Committee, with significant Student Union and other student membership and reporting to Academic Board.

The University is committed to communicating any changes to students as early as possible, with clear information and options the detail of which is contained within the [Admissions Policy](#) and the University [Terms & Conditions](#).

All reasonable steps will be taken to minimise the resultant disruption to those services and to affected students by, for example:

- offering affected students the chance to move to another course;
- delivering a modified version of the same course;
- providing assistance to affected students to switch to a different provider.

Where a student is required to transfer course, or move to another institution there are likely to be implications for student finance arrangements. The University's Student Support team will contact affected students and provide detailed information, advice and guidance based on their individual circumstances.