

## **Student Protection Plan for the period 2018/19**

### **Introduction to the Islamic College and Middlesex University**

Although Students enrol at and attend The Islamic College, this programme is validated by Middlesex University, and therefore you are a student of both. Within Middlesex University, the programme is part of the School of Law.

Being a Middlesex student on this validated collaborative programme means, in brief, the following:

- If you successfully complete the programme you will receive the Middlesex qualification
- You may attend the appropriate Middlesex University graduation ceremony.
- You do not receive a Middlesex ID card
- You are not a member of the Middlesex University Students' Union
- This programme abides by Middlesex University Regulations which are available online at; <http://www.mdx.ac.uk/regulations>

This list is not exhaustive and therefore please contact the Head of Education (Dr Mesbahi) if you have any questions about your entitlements as a Middlesex student.

### **The University Regulations**

Although it is not necessary to read the Regulations in their entirety, you should know where you can find them and be aware of the following key details:

- Appeals: You should be familiar in particular with the Appeal Regulations and Procedures (Section G) as The Islamic College and you have to act in accordance with these procedures if you submit an appeal:  
<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectiong.aspx>.
- Academic Misconduct: You should be familiar with the Infringement of Assessment Regulations/Academic Misconduct regulations (section F) as The Islamic College and you have to act in accordance with these procedures in the case of any alleged academic misconduct:  
<http://www.mdx.ac.uk/aboutus/Strategy/regulations/sectionf.aspx>

### **Assessment of Risks**

The Islamic College was established in 1998, to promote a sound understanding of Islam, providing a suitable environment for those who wish to continue their studies in a reputable institution and an Islamic environment. Our mission is to provide the highest quality in learning, training and developing skills to meet individual educational needs and employment demands; all based on high Islamic moral values.

We aim to:

- Offer Islamic education of the highest quality
- Encourage research across a whole range of subjects about Islam
- Cover the five Islamic schools of thought
- Provide an integrated and interdisciplinary approach to those interested in acquiring a critical, constructive and comprehensive understanding of issues and topics about Islam
- Help students become more articulate, independent and flexible learners
- Enable students to pursue their Islamic Law at a higher level
- Prepare students for potential employment opportunities
- Provide an inclusive environment for both Muslims and non-Muslims from different cultures and backgrounds
- Take our responsibilities to our students seriously, and involve our students in our decision-making.

Our regulatory framework relating to continuation of study includes:

- robust processes for approval of new programmes, amendment of programme content and discontinuation of programmes that follow expectations set out in the QAA Quality Code
- strong budget setting and management processes and regular reporting
- active student representation and requirements for student engagement in key programme matters
- a clear Complaints Procedure that complies with the OIA Good Practice Framework
- a governance structure that meets good practice standards and ensures decision-making is evidence-based and transparent

Our Student Protection Plan (SPP) is written within this context, and in-line with the Middlesex University's protection plan, based on assessment of our risk profile in relation to the continuation of study for our students in the academic year 2018-19. You can find out more about our policies and procedures and the various issues and aspects of our learning and teaching environment online on the Desire2learn environment.

### **Risk profile**

The Islamic College has no plans to close any of its validated programmes during this academic year, or in the near future. If the Islamic College closes a programme during the recruitment cycle, we will inform applicants as early as possible in order to minimise the potential disruption to the application process. Enrolled students will be consulted about our plans, and provided with the opportunity to complete their programme of study. Alternatively, they would be provided the opportunity transfer to an equivalent alternative as set out in this plan. Many programmes use modules shared with other programmes, this enables us to deliver modules and ensure that students have the opportunity to complete their programme. We design our programmes to be taught by integrated teams of academic staff and have

access to specialist part-time staff, to secure access to specific subject experts as required to ensure that students can complete their programme. The risk that only one subject expert/lecturer can deliver a specific core module on a programme, or research supervisor supervise a research programme, is low.

The risk that students at a collaborative partner organisation to Middlesex University like the Islamic college are no longer able to study a Middlesex University programme because of closure or financial failure of the collaborative partner organisation is low. Middlesex University Collaborations sub-Committee has oversight of this process and if a partner were to close, Middlesex University would implement the contingency plan arrangements detailed below. As such, the risk that the Islamic College will no longer be able to deliver programmes is low and covered through our contingency plan with Middlesex University. This contingency plan is concerned with protecting the interests of students on collaborative programmes delivered by partners that, in the event of the closure of the programme, are unable to support students through to completion of their award. The intention of this contingency plan is to put in place arrangements that would allow such students to complete identical or similar University awards elsewhere. This plan specifies the information, resources and actions required to allow students enrolled on the above named programmes to transfer to equivalent or identical programme delivered through flying faculty and/or appointment of additional staff in local temporary premises. Middlesex University engages in business continuity planning which provides for continuity of delivery and access to resources in the event of a major incident at the University. Middlesex University SPP can be found at <https://www.mdx.ac.uk/about-us/policies/spp-for-students>.

### **The Contingency Plan**

Middlesex University agreements with collaborative partner organisations include a contingency plan, which identifies the arrangements that will be used should the specific partner and/or programme close or fail as a result of financial or other means. The contingency plan represents the commitment by Middlesex University to ensure that all students at a collaborative partner have the opportunity to complete their award. Contingency plans fall into one of the following categories:

- Where the programme is franchised or jointly delivered and delivered at a partner in the vicinity of a Middlesex University campus, to transfer to an alternative existing programme and a Middlesex university campus;
- Middlesex University will make arrangements to teach students through flying faculty and/or appointment of additional staff in local temporary premises;
- Middlesex University will teach out the programme through distance education and through locally appointed staff;
- Students will transfer to an alternative Middlesex University programme at another collaborative partner, where another partner operates locally and offers similar provision.
- Middlesex University will make arrangements for another HEI to teach the programme or provide a replacement programme through a combination of the contingency scenarios above.

The memoranda of Co-operation between Middlesex University its collaborative partners such as The Islamic College set out the terms under which a collaborative partner can offer a programme. This is the

formal agreement between the University and the Islamic College on the delivery of the Programme. The Memorandum, among other things, sets out the responsibilities of both The Islamic College and Middlesex University. In brief, the Memorandum of Co-operation records an agreement between Middlesex University and The Islamic College to validate the qualification of this programme to be wholly delivered by the Islamic College. The agreement operates within conditions under which intutional approval was originally granted and as updated by the Learning and Quality enhancement handbook to which The Islamic College is required to adhere. It also refers the limits of access to Middlesex facilities, link tutor arrangements, Programme Voice group, Assessment board, arrangements for appeals and complaints, all of which are covered and explained in this handbook. If you wish to view this document then please contact Mr Razvi at The Islamic College ([stjrazvi@islamic-college.ac.uk](mailto:stjrazvi@islamic-college.ac.uk)).

### **Refund and compensation policy**

The financial state of The Islamic College is regularly assessed alongside its academic quality. The reserves provide sufficient to meet teaching commitments or provide compensation where appropriate. This would also be sufficient to provide refunds and compensation in the event that we need to make refunds and compensation payments. However, as identified in this document, we are committed to ensuring that all students have the opportunity to complete their studies. The Islamic College refund Policy is brought in Appendix 5 of programme handbooks.

### **Communication about SPP**

- We will publish the plan on our Desire2learn online learning support area for candidates. This is a place where you can find online materials about the study support, events and facilities available to them and the regulations which govern their study. We have also included a website link in this and other student programme handbooks
- We will publishing a statement on our website <http://www.islamic-college.ac.uk> in order to make prospective students aware of it
- We will share our SPP with Middlesex University Collaboration partnership office and the link tutor
- We will ensure that staff are aware of the implication of the SPP by referencing the plan in our validation and review procedures, to ensure that they are aware of the plan when proposing programme changes or programme closure
- We will review our SPP annually at the Academic Board, to ensure that it remains current and up-to-date.

### **General Communication**

If The Islamic College closes a programme during the recruitment cycle, or makes changes to the programme, we inform applicants as early as possible in order to minimise the potential disruption to the application process. Where possible, we will offer an alternative programme in a similar subject area or offer the intended programme of study at another entry year. If an alternative programme is unavailable or unsuitable then for undergraduate applicants we will support their substitution of choice to another institution via UCAS.

Where we make major changes to programmes, or make a decision to close a programme, students will be notified by the programme leader, and at the Student Voice Group meetings. Students will be provided with the information required to enable them to continue to study and to complete the programme. Students on validated programmes of study will have access to complaints and grievance procedures established by The Islamic College, these could be obtained through the Head of Registry ([j.hussain@islamic-college.ac.uk](mailto:j.hussain@islamic-college.ac.uk)).