



CONTINGENCY PLAN AND TEACH-OUT POLICY

This policy must be read in conjunction with the Emergency Management and Evacuation Plan and the Health & Safety Policy.

PART A: CONTINGENCY PLAN

1. Purpose

This Contingency Plan sets out the institutional framework for ensuring the continuity of academic provision and operational stability in the event of significant disruption. It is designed to mitigate risks that may affect the delivery of programmes and to safeguard the academic progression and welfare of students.

2. Scope

This plan applies to University of Greater Manchester, Academic Centre - RAK programmes, institutional operations, staff, and students.

3. Risk Management Framework

The institution adopts a proactive approach to risk identification and management. Potential risks include financial instability, regulatory or licensing challenges, loss of accreditation, operational disruptions such as public health emergencies, natural disasters, and strategic decisions by the home or parent institution. These risks are monitored continuously through institutional governance structures to ensure early intervention where necessary.

4. Institutional Response Measures

4.1 Academic Continuity (Please refer to the Contingency Plan [Plan B])

In the event of disruption, the institution will take all reasonable steps to ensure that teaching and learning continue with minimal interruption. This may involve a transition to online or blended delivery, the adoption of intensive or block teaching formats, and the utilisation of resources from the home campus or

partner institutions. Particular priority will be given to existing students to complete their programme of study.

Please also refer to the Contingency Plan (B) for the University of Greater Manchester, Academic Centre - RAK, which will be implemented in the event that the UGMACERAK fails to secure licensure and accreditation from the Ministry of Higher Education and Scientific Research/ CAA.

4.2 Student Protection

The University of Greater Manchester, Academic Centre - RAK is committed to protecting the academic interests of all students. Mechanisms will be established to identify students at risk of disruption and to provide tailored academic guidance and pastoral support. Students will be informed of available options for continuation, completion, or transfer, and will receive appropriate academic and financial advice throughout the process.

Please also refer to the Contingency Plan (B) for the University of Greater Manchester, Academic Centre - RAK, which will be implemented in the event that the UGMACERAK fails to secure licensure and accreditation from the Ministry of Higher Education and Scientific Research/ CAA.

4.3 Partnership and Transfer Arrangements

Where continuation within the institution is not feasible, arrangements will be made with accredited partner institutions to facilitate student transfers. These arrangements will be underpinned by detailed curriculum mapping to ensure alignment of learning outcomes, credit equivalence, and academic standards, thereby minimising disruption to student progression.

Please also refer to the Contingency Plan (B) for the University of Greater Manchester, Academic Centre - RAK, which will be implemented in the event that the UGMACERAK fails to secure licensure and accreditation from the Ministry of Higher Education and Scientific Research/ CAA.

4.4 Staff Continuity

The institution will ensure that staff are supported throughout any period of disruption. This may include redeployment within the institution or across partner campuses, the continuation of teaching through remote delivery, and clear communication regarding employment status, timelines, and expectations.

4.5 Communication Strategy

Effective communication is central to the successful implementation of the Contingency Plan. The institution will ensure that timely, accurate, and transparent information is provided to all stakeholders, including students, staff, and regulatory authorities. A designated communication lead will coordinate all messaging to ensure consistency and clarity.

4.6 Records and Data Management

The institution will maintain secure and accessible records of all academic and administrative data. Robust data protection measures, including cloud-based backup systems, will be implemented to ensure that records are preserved and can be accessed as required. All records will be retained in accordance with regulatory requirements, including a minimum retention period.

5. Activation of the Plan

The Contingency Plan will be activated when a significant risk is identified that threatens the continuity of operations or when a formal decision is taken to cease academic delivery. Activation will be authorised by senior management and communicated promptly to all relevant stakeholders.

6. Monitoring and Review

This plan will be reviewed annually to ensure its continued effectiveness and alignment with regulatory requirements. The institution will also undertake periodic scenario-based testing to evaluate its preparedness and to identify areas for improvement.



PART B: TEACH-OUT POLICY

1. Purpose

The purpose of this policy is to ensure that students are able to complete their studies or transition to suitable alternative arrangements in the event of programme or institutional closure. The policy reflects the institution's commitment to protecting student interests and maintaining academic standards.

2. Scope

This policy applies to all students enrolled on programmes delivered by the University of Greater Manchester as well as to all staff involved in academic delivery, administration, and student support.

3. Policy Statement

The institution will develop and implement a comprehensive Teach-Out Plan in the event of closure, in full compliance with applicable regulatory requirements. The plan will ensure that students are not disadvantaged and that academic quality and standards are maintained throughout the teach-out period.

4. Teach-Out Arrangements

4.1 Notification to Stakeholders

The institution will provide a minimum of six months' notice prior to closure, unless otherwise directed by the relevant regulatory authority. All affected stakeholders, including students, staff, and regulatory bodies, will be informed in a timely and transparent manner, with clear guidance on available options and support mechanisms.

4.2 Student Academic Completion

Students will be supported to complete their programmes through a range of options, including completion within the remaining operational period, transfer to accredited institutions, or continuation through alternative delivery modes such as online provision or home campus support. All arrangements will be subject to rigorous curriculum mapping to ensure equivalence of learning outcomes and

credit transfer, and in line with local regulatory requirements and home campus rules and regulations.

4.3 Student Support Services

Comprehensive support will be provided to students throughout the teach-out period. This will include academic advising to support decision-making, financial counselling to address fee-related concerns, and the timely provision of official documentation such as transcripts and transfer certificates.

4.4 Staff Transition

The University of Greater Manchester, Academic Centre – RAK will implement appropriate measures to support staff during the teach-out process. This will include clear communication regarding timelines and responsibilities, as well as redeployment opportunities and compensation in accordance with applicable employment legislation.

4.5 Records Management

All academic records will be securely maintained and made accessible to students and relevant authorities for a minimum period of five years following closure. Where required, records will be transferred to the regulatory authority to ensure long-term preservation and accessibility.

4.6 Operational Timeline

A detailed operational timeline will be developed as part of the Teach-Out Plan. This timeline will outline key milestones, including the cessation of teaching, completion of assessments, and final award or transfer arrangements, ensuring a structured and transparent process.

4.7 Compliance and Approval

The Teach-Out Plan will be submitted to the relevant regulatory authority for approval at least six months prior to closure. The institution will ensure that all requirements are met and that any feedback is addressed promptly to secure approval.

5. Monitoring and Governance

The implementation of the Teach-Out Plan will be overseen by a dedicated Teach-Out Committee, reporting to senior management. The committee will ensure that all actions are carried out in accordance with the approved plan and that student interests remain the primary focus.

6. Review and Continuous Improvement

Following the completion of the teach-out process, the institution will undertake a formal review to evaluate effectiveness and identify lessons learned. Feedback from students and stakeholders will inform future policy development and institutional planning.

7. Conclusion

This policy ensures that any institutional closure is managed in a structured, transparent, and student-centred manner. It reinforces the institution's commitment to academic integrity, regulatory compliance, and the protection of student outcomes.

Review history

<i>Last Updated:</i>	<i>March 2026</i>
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