



Contingency and Adverse Effects Policy

DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Team

Responsible for review: AIC Academic Team

Current version review date: September 2024

Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended September 2022		

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:
<https://www.aicedu.lk/academic-progression.php>

Purpose

This policy is designed to ensure a consistent and effective response in the event of major disruption to the course delivery and assessment system affecting significant numbers of learners. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of learners while maintaining the integrity of the assessment system and safeguarding qualification standards. The contingencies applied will be selected based on the context of the disruption.

AIC is committed to pursuing high standards in complying with appropriate action to prevent and resolve adverse effects, and in appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.



Honorary Dean

05/09/2022

Aims

The priority when implementing contingencies will be to maintain the following principles:

- Delivering course to published timetables
- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

Withdrawal of Qualifications

The AIC Campus is committed to putting the interests of students first and undertakes to take all reasonable steps to protect the interests of learners should an Qualification or Unit be withdrawn for whatever reason and by whichever body. AIC Campus will make every effort to ensure that students are not registered onto Qualifications that are due to be withdrawn before the date that students could reasonably be expected to complete the Qualification. Where there appear to be students unlikely to complete prior to the Qualification end date, AIC Campus will take all reasonable steps to identify an alternative Qualification, or an alternative centre and to make the necessary transfers and other arrangements in order to enable the students to achieve the Qualification wherever possible.

In the event of a terminating an agreement with a entity the following clauses will be taken place,

- Entity shall offer a teach out for all students who have registered with the program , for a period adequate for all students registered in the program at the time of termination, to complete their respective coursework at the same cost structure and with the same tuition fees as defined in this Agreement.
- It is hereby expressly agreed that entity shall not be authorised to enroll new students from the date of notice of termination of the Agreement.
- Entity shall not collaborate, promote, deliver the program with any collaborative partner other than AIC Campus during the teach out period.
- Entity shall immediately cease the activities under the Agreement during the said notice period. After commencing termination entity shall cease to use the trademarks, trade name, service marks of AIC Campus or any of their Affiliates.