

Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Policy

1. Purpose and Scope

- 1.1 The purpose of this Policy is to document the processes through which a course is discontinued or suspended to new enrolments; or no longer offered by AIAT. The Institute is committed to ensuring that students are provided with ample opportunity to complete the course of study in which they are enrolled. However, there may be circumstances where it is considered necessary to discontinue a course and place students into a “transition and teach-out” mode.
- 1.2 This Policy applies to all AIAT award courses that align with the categories of the Australian Qualifications Framework.
- 1.3 This Policy also applies to the components of a course and subjects within a course that is suspended or proposed for discontinuation.
- 1.4 This policy applies to all award courses and subjects at AIAT and academic and non-academic staff involved in discontinuation, transition and teach-out of courses.

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy and procedure.

Course Component - A course component is a part of a whole course. It usually comprises a collection of subjects which represent a major area of study.

3. Policy Statement

- 3.1 AIAT may suspend courses for up to three years or discontinue them permanently, normally on the advice of the Academic Board and approval of Board of Directors.
- 3.2 Where it is considered necessary to discontinue a course and place students into a transition and teach-out mode, the Institute will implement a transparent and equitable plan. Underpinning the plan and its implementation is the assurance that students are not disadvantaged by the decision to discontinue a course.
- 3.3 When a course is suspended or discontinued, AIAT will take all appropriate measures to ensure timely notification of stakeholders and to protect their interests. Those measures will include, as relevant, teaching out students who were enrolled in the course at the time of the suspension or closure decision, or transferring them by mutual written consent into a satisfactory alternative course.

- 3.4 A course that has been closed may be revived only by re-accreditation through the AIAT's normal course approval processes.

4. Policy Principles

- 4.1 The suspension or discontinuation of a course or course component must:
- 4.1.1 be subject to a transparent process that meets the AIAT's expectations and requirements;
 - 4.1.2 comply with legislative and regulatory requirements and meet any contractual obligations between the AIAT and the Commonwealth regarding their changed status; and
 - 4.1.3 ensure that there is adequate provision to meet the learning needs of students impacted by the suspension or discontinuation so they may successfully complete their studies.
- 4.2 AIAT recognises the potential impact that discontinuing a course could have on enrolled students and will do its utmost to minimise that impact. In the event that an AIAT course is discontinued, the Institute is committed to assisting students to complete that course and, if relevant, to assisting the transition of enrolled students to other relevant and similar higher education courses.
- 4.3 AIAT ensures that all communication pertaining to course discontinuation is timely and transparent and that students are not unduly burdened.
- 4.4 The Head of Institute and Student Services Office will be responsible for ensuring that successful teach out and/or transition arrangements are achieved.
- 4.5 Fee refunds will be managed as per the Refund Policy.

5. Roles and responsibilities

- 5.1 The Board of Directors
- 5.1.1 approve the institutional timetable for the discontinuation process of a course;
 - 5.1.2 approve a course for discontinuation or the revision of a course to remove a course component from that course;
 - 5.1.3 approve any transition plans;
 - 5.1.4 submit an application to TEQSA for renewal of the course for teach-out and a Transition Plan in accordance with the Higher Education Statement of Tuition Assurance Exemption.
 - 5.1.5 evaluation of discontinuation processes.
- 5.2 The Academic Board is responsible for
- 5.2.1 proposing a case for course discontinuation;
 - 5.2.2 providing advice to the Board of Directors and approval and oversight of all stages of the proposals for the withdrawal of a course.

- 5.3 The Head of Institute will
- 5.3.1 oversee the development and implementation of a communication plan for a discontinued course;
 - 5.3.2 oversee the development and implementation of transition plans and student study plans for all affected students with Course Directors
 - 5.3.3 liaise with the Admissions Officer in the case where existing offers to commencing students need to be rescinded; and
 - 5.3.4 ensure all requirements of the Tuition Protection Scheme (as specified in Higher Education Administrative Information for Providers) and Section 46A of the ESOS Act are met.
- 5.4 The Student Services Office will
- 5.4.1 communicate with all impacted students;
 - 5.4.2 design individual transition plans for impacted students with input from Course Directors;
 - 5.4.3 complete any new course offer requirements where a student is being migrated to a course with a different CRICOS code.
- 5.5 The Academic Risk, Quality, and Compliance Committee must approve all transitions plans prior to implementation.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Policy
Policy Reference No.	POL – 23
Policy Approval	Board of Directors in consultation with Academic Board for academic matters.
Policy Authority	Executive Management Group
Responsible Officer	Head of Institute
Governance Reference Threshold Standards	HESF 2021: 5.1.3, 6.2.1.f, 6.3.2c, 7.2.2.d, 7.2.4
Related Documents	Refund Policy Course and Subject Lifecycle: Review, Monitoring and Change Policy and Procedure
Related Legislation	Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Administrative Information for Providers - October 2021 Higher Education Standards Framework (Threshold Standards) 2021 (HESF)

	National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Macquarie University, 2021 Course of study suspension and discontinuation policy Australian Chiropractic College 2021 Teach out and Transition Policy LaTrobe University 2018 Course Lifecycle - Course Suspension and Closure Policy
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	POL - 23	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	December 2021		