

# Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Procedure

## 1. Purpose and Scope

- 1.1 The purpose of this Procedure is to give effect to the Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Policy.
- 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 procedure 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. Definition

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.

**Migration Plan** - the means by which currently enrolled students can be transferred to another course or course component to complete their studies.

**Teach-Out Plan** - the means by which currently enrolled students are able to complete their studies in a course or course component that is being discontinued.

## 3. Procedure

### Suspension of a Course or Course Component

- 3.1 A recommendation for the suspension of a course or course component may occur through the course review process as specified in the Course and Subject Lifecycle: Review, Monitoring and Change Policy and Procedure.
- 3.2 A course or course component may be recommended for suspension because there is a need to examine its suitability for continuation against one or more of the following criteria:
  - 3.2.1 alignment with AIAT resources and strategic needs and priorities;
  - 3.2.2 viability;
  - 3.2.3 the course content is no longer relevant to current practice; and/or

- 3.2.4 the course not meeting expected institutional requirements and standards.
- 3.3 Academic Board can make a recommendation to suspend a course or course component as an outcome of the Course and Subject Lifecycle: Review, Monitoring and Change Policy and Procedure. The Board of Directors makes the final decision regarding suspension based on the recommendation.
- 3.4 The suspension will be recorded in the Curriculum Management System and the course or course component will have its accreditation status changed to Conditional.
- 3.5 A course or course component can be suspended for no more than three years.
- 3.6 New enrolments into the course or course component will normally be suspended from the next new intake to a course unless a case for delay has been made and approved by the Board of Directors or, if in the opinion of the Head of Institute, there is insufficient time to finalise such arrangements for the next student intake.
- 3.7 In order to comply with legal obligations AIAT may be obliged to admit a student to a course or course component that has been suspended.
- 3.8 During the period of suspension, a course or course component will be subject to a Comprehensive Subject Review or Comprehensive Course Review which addresses the reasons for the suspension. Any recommendations will be made as per the Course and Subject Lifecycle: Review, Monitoring and Change Policy and Procedure.
- 3.9 Possible recommendations include
- 3.9.1 Re-open the course or course component: the course or course component's approval status will be changed to full approval in the Curriculum Management System.
- 3.9.2 Discontinue the suspended course or course component: the course or course component will remain in suspension with conditional accreditation until the discontinuation process is completed. On completion of the process, AIAT may need to inform TEQSA of a Material Change.

### **Discontinuation of a Course or Course Component**

- 3.10 A recommendation for the discontinuation of a course or course component may occur through the Course and Subject Lifecycle: Review, Monitoring and Change Policy and Procedure or as an outcome of the suspension of a course or course component process.
- 3.11 A course or course component may be recommended for discontinuation because it has been replaced by a new course or course component, or because it is no longer able to meet AIAT's expectations for an accredited course on one or more of the criteria listed at Clause 3.2.
- 3.12 Academic Board will make a recommendation for discontinuation as an outcome of as an outcome of the Course and Subject Lifecycle: Review, Monitoring and Change Policy and

Procedure. The Board of Directors makes the final decision regarding discontinuation of a course or course component based on the recommendation.

- 3.13 The Head of Institute, in conjunction with the Student Services Office, will complete transition planning for impacted students.
- 3.14 Along with the recommendation from Academic Board, the Board of Directors will confirm that the proposal has met all legislative, regulatory, and contractual requirements and will inform TEQSA of a Material Change and the relevant transition plans.
- 3.15 Before a proposal for discontinuation is finalised through the Curriculum Management System:
  - 3.15.1 The Learning and Teaching Committee must recommend for approval all transition plans; and
  - 3.15.2 Academic Board must approve all transition plans.

#### **Transition Planning for Discontinuation**

- 3.16 Students in courses which are discontinued will be either taught out of the existing course or migrated to another course.

#### **Teach-Out Plans**

- 3.17 A Teach-Out Plan is the means by which currently enrolled students are able to complete their studies in a course or course component that is being discontinued.
- 3.18 A Teach-Out Plan must be offered to currently enrolled students who have not opted to be migrated to another course.
- 3.19 A Teach-Out Plan must ensure that students are still able to meet the course's accredited course requirements.
- 3.20 A Teach-Out Plan may:
  - 3.20.1 reduce or remove student choice as it applies to subject availability;
  - 3.20.2 require students to study a prescribed sequence of subjects to ensure students can complete their studies within the prescribed timeframe; and/or
  - 3.20.3 include provisions for recognising subject equivalence.
- 3.21 The length of time a course remains in teach-out with conditional accreditation is informed by whether the course has a Migration Plan (see next section).
- 3.22 A Teach-Out Plan will determine when a course's conditional accreditation status will end and the status of the course will change to discontinued.
- 3.23 Students who do not complete their studies within the prescribed timeline for teach-out will have their enrolment cancelled and, where possible, be issued with their transcript recording the extent of their studies and the reason for their cancelled enrolment.

3.24 The approved Teach-Out Plan must be appended to the proposal for discontinuation in the Curriculum Management System.

### **Migration Plans**

3.25 A Migration Plan is the means by which currently enrolled students can be transferred to another course or course component to complete their studies.

3.26 A Migration Plan must ensure that students are able to meet the accredited course requirements of the new course without increasing the normal completion time and / or increasing student liability for course fees.

3.27 A Migration Plan may include provisions for recognising subject equivalence if required and approved by Board of Directors.

3.28 The approved Migration Plan must be appended to the proposal for discontinuation in the Curriculum Management System.

### **Application to Student Cohorts**

3.29 Teach-Out and Migration Plans will be designed for groups of students at similar stages of progression through the course being discontinued. These cohorts will usually be organised as follows:

3.29.1 Undergraduate:

- a. 80 credit points or less completed;
- b. More than 80 credit points but less than 160 credit points completed;
- c. More than 160 credit points but less than 240 credit points completed;

3.29.2 Postgraduate

- a. 40 credit points or less completed;
- b. More than 40 credit points but less than 80 credit points completed; and
- c. More than 80 credit points completed.

3.30 Other means by which a unique cohort of students can be identified to facilitate either teach-out or migration by the cohort may be approved as part of the provisions proposed in the Teach-Out or Migration Plan.

3.31 When a cohort-based solution cannot be applied, for example due to specific individual student enrolment patterns or circumstances that make certain students atypical, individual arrangements may be proposed in the Teach-Out or Migration Plan.

### **Commencing and Transferred Students**

3.32 Students will not be permitted to commence or enter a course or course component that has been approved to be discontinued unless they are a student whose prior study places them in an approved teach-out cohort. This applies to students who have been accepted but not yet enrolled in any part of a course and includes students who have deferred their enrolment.

- 3.33 Students who have been accepted but not yet enrolled, or enrolled but not yet commenced, in any part of a course or course component, including students who have deferred their enrolment, will be offered a place in an alternative course.
- 3.34 Students who are completing an award where there is an approved articulation pathway to a course or course component that is being discontinued will not be permitted entry unless their prior study places them in an approved teach-out cohort. They will be offered a place in an alternative course or course component in accordance with any relevant Migration Plan
- 3.35 If AIAT is legally bound to offer a commencing student entry into a specific course or course component, the student will be offered teach-out in that course if they do not wish to migrate to a different approved course or course component.

### **Complaints**

- 3.36 Applicants who are dissatisfied with their mitigation or teach-out plans may seek a review in accordance with the Student Complaints and Appeals Policy and related Procedure. The review must be sought within 20 business days of the date of the notification of the migration or teach-out plan.

## **4. Roles and responsibilities**

- 4.1 The Board of Directors
- 4.1.1 approve the institutional timetable for the discontinuation process of a course;
  - 4.1.2 approve a course for discontinuation or the revision of a course to remove a course component from that course;
  - 4.1.3 approve any transition plans;
  - 4.1.4 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.
  - 4.1.5 evaluation of discontinuation processes.
- 4.2 The Academic Board is responsible for
- 4.2.1 proposing a case for course discontinuation;
  - 4.2.2 approving all transition plans;
  - 4.2.3 providing advice to the Board of Directors and approval and oversight of all stages of the proposals for the withdrawal of a course.
- 4.3 The Head of Institute will
- 4.3.1 oversee the development and implementation of a communication plan for a discontinued course;
  - 4.3.2 oversee the development and implementation of transition plans and student study plans for all affected students with Course Directors
  - 4.3.3 liaise with the Admissions Officer in the case where existing offers to commencing students need to be rescinded; and

- 4.3.4 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.
- 4.4 The Student Services Office will
- 4.4.1 communicate with all impacted students;
  - 4.4.2 design individual transition plans for impacted students with input from Course Directors;
  - 4.4.3 complete any new course offer requirements where a student is being migrated to a course with a different CRICOS code.
- 4.5 The Learning and Teaching Committee must recommend all transitions plans to Academic Board.

## 5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Course and Subject Lifecycle: Discontinuation, Transition and Teach-Out Procedure
Procedure Reference No.	PROC – 23
Procedure Approval	Board of Directors in consultation with Academic Board for academic matters.
Procedure 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	Australian Qualifications Framework Commonwealth Education Services for Overseas Students Act 2000 (ESOS) 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	PROC - 23	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	August 2021		