

Name:	Course Discontinuation, Withdrawal and Teach-out Policy, Higher Education
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## **Section 1 – Introduction**

### **1. Context**

The Academy of Information Technology (AIT) and its brands is committed to the progression to completion of all students in their chosen course/s of study, as well as all staff involved directly or indirectly with administering and/or delivering AIT higher education courses.

### **2. Purpose**

This policy provides a framework for teach out arrangements and transition contingencies in the event that courses at AIT are withdrawn or discontinued or suspended - collectively called Discontinued. This policy is designed to ensure that students currently enrolled in a course that is being discontinued can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

### **3. Scope**

This policy refers to the operations of the organisation in the HE sector.

### **4. Principles**

This policy is guided by the principles of access, equity, fairness, progression, and timeliness.

AIT is committed to:

- i) To ensure students are either able to progress in their studies and complete the course of study they are enrolled in or transition to a mutually agreed course at no disadvantage.
- ii) To ensure that fair and equitable decisions are made in regard to teach out plans and transition arrangements.
- iii) Making all details of the procedures publicly available.
- iv) Providing reasons and full explanation in writing for decisions and actions taken as part of the procedures.
- v) Ensuring that such records are treated as confidential.
- vi) Reviewing this Policy and associated processes regularly.
- vii) Supporting a student's right to appeal decisions.

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## **Section 2 – Course Discontinuation/Suspension, Withdrawal, and Teach-Out Policy**

### **2. Course Discontinuance or Suspension - Provider Initiated Teach Out**

- 2.1. In the event that AIT has decided to initiate the discontinuance of an accredited course while there are students still enrolled in the course, the following procedure will be undertaken:
  - 2.1.1. The discontinuance of an accredited course must be approved by the Board of Directors on the recommendation of the Academic Board through a discontinuation proposal
  - 2.1.2. Once approved by the Board of Directors, publicly available information regarding the accredited course being discontinued must clearly articulate that no further enrolments are available for this course. All marketing material will also reflect that this course is no longer available
  - 2.1.3. No further enrolments will be allowed in the discontinued course once the discontinuation proposal is approved by the Board of Directors
  - 2.1.4. A teach out plan must be approved by the Academic Board to ensure fair and equitable options are available for students currently enrolled to complete the course
  - 2.1.5. Affected students are notified as per the Teach Out Plan of the course discontinuance, the timeline of teach out and their options to complete the course
  - 2.1.6. Affected students should be notified at least 1 semester prior to the implementation of a Teach Out Plan
  - 2.1.7. In the case where affected students are unable to complete their course of study through a Teach Out Plan, contingency arrangements will be made in accordance with the commonwealths Tuition Protection Scheme as applicable, to ensure that students are able to transition into the equivalent course at another provider.
  - 2.1.8. Providers that are available for transitional arrangements have been identified in section the Transition Contingency Arrangements of this policy.
- 2.2. Discontinuation Proposal
  - 2.2.1. In the event that AIT will discontinue an accredited course, the Academic Board will endorse a recommend Discontinuation Proposal from the Teaching & Learning Committee.
  - 2.2.2. The Discontinuation Proposal will include:
    - Reasons for proposal to discontinue the course;
    - Teach-out plan (including the effective date of course discontinuation)
    - Whether there is a replacement Course proposed;
    - The number of students currently enrolled and their level of progression in the Course;
    - Impact on stakeholders; - an explanation of how students enrolled in the Course will be helped to either complete the Course or transition to another Course of study;
    - Strategic consequences;
    - Financial consequences;
  - 2.2.3. The Academic Board, in assessing this recommendation from the Teaching & Learning Committee, will consider whether the proposal and teach out plan is fair

and equitable for affected students and does not unfairly disadvantage affected students from completing the course.

### **3. Course Discontinuance - TEQSA Initiated Teach Out**

- 3.1. A course may be forced into teach out mode due to a regulatory decision made by TEQSA. In this event, the following procedures will be followed.
  - 3.1.1. If appropriate, a teach out plan must be drawn up and endorsed by the Academic Board appropriate to the situation. This will be dependent upon the regulatory decision made by TEQSA and any restrictions that are put in place
  - 3.1.2. Affected students are notified as per the Teach Out Plan of the course discontinuance, the timeline of teach out and their options to complete the course
  - 3.1.3. Affected students should be notified as soon as reasonably possible of the discontinuance of the course and the Teach Out Plan
  - 3.1.4. In the case where affected students are unable to complete their course of study through a Teach Out Plan, contingency arrangements will be made through ACPET's Tuition Assurance Scheme to ensure that students are able to transition into the equivalent course at another provider.
  - 3.1.5. Providers that are available for transitional arrangements have been identified in section - Transition Contingency Arrangements of this policy.

### **4. Teach Out Plan**

- 4.1. A The teach-out plan will address the following matters:
  - 4.1.1. Number of students involved over the teach out period
  - 4.1.2. Proposed duration of the teach out period. The teach out period should be no longer than 2 years.
  - 4.1.3. How the progress of students will be monitored over the teach out period to ensure students will complete in time.
  - 4.1.4. Details of the arrangements made for students to complete their course
  - 4.1.5. Communication with students: how and when information will be communicated; content of communication; arrangements for ongoing communication throughout the teach-out period.

### **5. Transition Contingency Arrangements**

- 5.1. If a teach out plan is not appropriate or unfairly disadvantages the student when discontinuing a course, then a transition arrangement will be made with a similar provider delivering the equivalent or similar course.
- 5.2. Due to the specialised nature of the Higher Education programs at AIT, there are only a small number of recommended providers that are delivering equivalent or similar courses in Australia. These providers and their courses have been identified below.
- 5.3. Due to the possibility that a student may have to move interstate to continue their studies as part of a transition arrangement, the student will be given multiple transition options.
- 5.4. If a student has a preference for a provider or course they would like to transition into, every effort will be made to ensure the student will be able to transition into that course without being academically disadvantaged.

5.5. Transition Providers and Courses Available:

Bachelor of Interactive Media	RMIT University (Royal Melbourne Institute of Technology University)
	Griffith University - Queensland College of Art
	JMC Academy
Bachelor of IT (Mobile Apps Development)	JMC Academy
	Victoria University
	Macquarie University
	University of Wollongong
Bachelor of IT (Games Programming)	SAE Institute Pty Ltd trading as SAE Creative Media Institute
	University of Wollongong
Bachelor of Information Technology	IIBIT in association with Federation University
	Victoria University
	Macquarie University
	RMIT University
Bachelor of Digital Design	JMC Academy
	Macquarie University
	Charles Sturt University
	Torrens University Australia

### Section 3 – Reference and Supporting Information

#### 1) Definitions

Word/Term	Definition
Course	A program of learning comprising one or more units of study that leads to an Australian higher education award
Currently Enrolled Student	A student who is enrolled in the particular course on the date that the discontinuation decision is made. Does not include students who have varied their enrolment to move into another course or who have been withdrawn from the course, but does include students who are currently deferred / intermitted from the course.
discontinuation	A provider may Discontinue or Withdraw a course as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs.
Suspension	A course may be suspended by the provider as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs. A suspended course is able to become 'Registered' to allow new students again in the future.
Teach Out Plan	A plan that describes how the academic program will be discontinued and how the impact on students concerned will be minimised

Teach-Out Period:	The period of time during which currently enrolled students may be allowed to complete all course requirements including assessment and qualification issuance in a discontinued course.
TEQSA	Tertiary Education Quality and Standards Agency
Transition Contingency	A plan, in the event that a Teach Out Plan is not possible or appropriate, for students to complete their course of study or similar course of study at another institution
Tuition Assurance Scheme	A scheme that ensures students can either continue their study at another provider in the event of closure of a course of study or institution, or be refunded the fees they have incurred as part of their current course of study
Withdraw	A provider may stop offering a currently registered course as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs.  There is a different policy for a student wanting to leave a subject or a course.

## 2) Supporting documentation

Document name	Document type	Location
Course Review and Continual Improvement Policy	Policy document	Website
Terms and Conditions	Policy document	Website
Withdrawals and Refunds	Policy document	Website
Grievances, Complaints, Appeals Policy	Policy document	Website

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.

## Section 4 – Change History

### 3) Change History

Version	Approval date	Department	Approved by	Change
V1.1	21 July 2021	Group Quality, Accreditation & Compliance	General Manager	Rebuild of 2020 version
		Technology & Design Division	General Manager	



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		Technology & Design Division	Academic Director	