

Course Teach-out and Transition Procedures

1. Governing policy

The *Course Teach-out and Transition Procedures* (“procedures”) apply to the *Course and Subject Policy*. They set out a step-by-step process for teach-out arrangements and transition plans when courses at the Institution are discontinued. These procedures are designed to ensure that students currently enrolled in a discontinued course can either complete their course of study, or transition to a mutually agreed course without any disadvantage.

2. Scope

These procedures apply to all the Institution’s courses (both award and non-award) and all staff and students at the Institution.

3. Definitions

See *Glossary of Terms*.

4. Overview

4.1 The discontinuation of an accredited course may be initiated by the Institution or TEQSA.

4.2 A course being discontinued by the Institution must be approved by the Board of Directors on the recommendation of the Academic Board.

4.3 A course being discontinued by TEQSA must be reported to the Board of Directors and Academic Board. TEQSA determines the end date for accreditation.

4.4 A discontinued course or a course that is due to expire is required to be accredited until all students have either completed or transitioned out. Reaccreditation for a course in teach out mode cannot exceed two years.

4.5 When a course is discontinued, all publicly available information about the accredited course must clearly state that no further enrolments are being accepted. Additionally, all marketing material must be updated to reflect that the

course is no longer available.

4.6 No further enrolments are permitted in the discontinued course.

4.7 A Teach-out and/or Transition Plan (Plan) must be developed for every course that is due to be discontinued. The Plan must be approved by the Academic Board prior to implementation to ensure that fair and equitable options are available for affected students. Students are either offered a transition into an equivalent course, if available at the Institution, or they are taught out of their current course.

4.8 Affected students in the discontinued course are notified according to the Plan. This notification includes details about the course discontinuation, the timeline for the teach-out and the options available for students to complete their studies.

4.9 Affected students must be notified at least one trimester prior to the implementation of the Plan.

4.10 In cases, where affected students are unable to complete their studies through a Teach-out Plan and/or the Institution does not have an equivalent course for students to transition into, contingency arrangements are made to ensure that students can transition into an equivalent course at another provider.

4.11 All discontinued courses are managed in accordance with the Institution's legislative obligations for international students concerning provider default as outlined in section 46A of the Education Services for Overseas Students (ESOS) Framework.

5. Procedures

Discontinuation initiated by the Institution

5.1 The Academic Board recommends a discontinuation proposal to the Board of Directors for approval. The discontinuation proposal includes:

- a. Rationale for discontinuing the course.
- b. Teach-out and/or Transition Plan.
- c. Impact on key stakeholders.

d. Strategic consequences.

e. Financial consequences, including reduced tuition fees for courses in teach out mode.

f. Note whether the Institution needs to apply for TEQSA reaccreditation if students are due to be enrolled past the current accreditation date, noting the course is in teach out mode.

5.2 The Board of Directors assesses whether the proposal and Plan(s) is fair and equitable for affected students and do not disadvantage students from completing their studies.

5.3 All course resourcing, student support and quality assurance processes, including academic integrity expectations, are maintained during the teach out period.

Discontinuation Initiated by TEQSA

5.4 When a course is forced into teach-out mode due to a regulatory decision made by TEQSA the following procedures are followed:

a. A Teach-out and/or Transition Plan is drafted and approved by the Academic Board in the context of the regulatory decision and circumstances. This is dependent on any restrictions put in place by TEQSA. TEQSA determines the end date for accreditation.

b. Affected students are notified as per the Teach-out and Transition Plan of the course discontinuation, the timeline of the teach-out and their options for completing the course.

c. Affected students are to be notified as soon as reasonably possible the discontinuation of the course and the Teach-out Plan.

d. Contingency arrangements are made to ensure that students can transition into equivalent courses at another provider.

5.5 All course resourcing, student support and quality assurance processes, including academic integrity expectations, are maintained during the teach out period.

Teach-out Plans and Transition Plans

5.6 The Plans address the following key points:

- a. Number of students involved in the teach-out period.
- b. Proposed duration of the teach-out period which does not exceed two years.
- c. Student progression, which is monitored over the teach-out period to ensure students complete in time.
- d. Arrangements in place for ensuring students to complete their course.
- e. Communication with students on:
 - i. how and when information will be communicated;
 - iii. arrangements for ongoing communication throughout the teach-out period.

Contingency Transition Plans

5.7 When a Teach-out Plan is not appropriate or unfairly disadvantages the students when discontinuing a course or if the Institution does not have an equivalent course to transition students into, then a contingency transition arrangement is made with a similar provider delivering the equivalent or similar course. The contingency transition plan addresses the following key points:

- a. Number of students involved in the transition process.
- b. Proposed plan with recommended study pattern for each student to complete their course as part of the transition process.
- c. Total number of credits the student will received based on the credit transfer arrangement approved by the Course and Subject Committee.
- d. Appropriate support and arrangements are in place for ensuring students complete their course.
- e. Communication with students on:
 - i. how and when information will be communicated;
 - iii. arrangements for ongoing communication throughout the transition period.

5.8 Students may lodge a complaint regarding any aspect of the teach-out plans

via the Complaints and Appeals Policy and Complaints and Appeals Procedures.

6. Roles and responsibilities

6.1 The PVC (Employability) and Registrar has executive oversight of the implementation of these procedures.

6.2 The Academic Board is responsible for monitoring academic quality and standards across the Institution. Academic Board provides advice to the Board of Directors on academic matters, including advice on course discontinuation and transition arrangements.

6.3 The Course and Subject Committee as a committee of the Academic Board is responsible for the credit transfer arrangement, transition and teach-out management, monitoring and reporting of all course activity across the Institution, including discontinuation and transition arrangements.

6.4 The Chief Quality Officer is responsible for monitoring all course and accreditation activities across the Institution and preparing submissions to TEQSA.

6.5 The PVC (Employability) and Registrar is responsible for managing the teach-out and/or transition process.

6.6 The Vice President (Finance) is responsible considering and approving the financial consequences of the course discontinuation.

7. Related documents

Complaints and Appeals Policy

Complaints and Appeals Procedures

Course Development, Review and Approval Procedures

Course and Subject Policy

Subject Development and Review Procedures

Approved by Course and Subject Committee on 10 April 2025