

Course Teach Out Policy



Purpose/objective

The purpose of this Policy is to ensure that students are provided with every opportunity to complete their course of study in the event that a course is discontinued. Under these circumstances, students will transfer to “teach-out” mode, the object of which is to ensure that they are not disadvantaged in terms of their course progression and completion or financial cost.

Scope

This Policy applies to all Australasian Academy of Higher Education (AAHE) award courses.

Definitions

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| Discontinued Course | A course that will enrol no further students |
| Terminated Course | A course that has completed teach-out arrangements and is no longer offered. |
| Transition and Teach Out Mode | The situation where a course is being phased out and no new students are admitted but arrangements are made for existing students to complete their course without disadvantage. |
| Teach-Out/Transition Plan | A written plan that sets out the process for discontinuing a course. |
| Tuition Protection Scheme | An initiative of the Australian Government that ensures students are able either to: <ul style="list-style-type: none">a) complete their studies in another course or with another education provider; orb) receive a refund of their unspent tuition fees If a provider fails to assist an eligible student, the Tuition Protection Service (TPS) will contact the student directly and offer the option to either receive a refund of tuition fees for affected parts of the course, or assistance to move to a similar replacement course. |

Policy

For reasons such as (but not limited to) changes in student preferences, AAHE’s strategic planning, or because of changes in graduate employment opportunities, AAHE may decide to discontinue a course. Alternatively, Australia’s national regulator, the *Tertiary Education Quality and Standards Agency* (TEQSA) may decide to withdraw accreditation of a course or the institution itself. In either circumstance, AAHE will adopt one of two Transition and Teach Out strategies, both of which aim to

ensure that students are not disadvantaged in terms of their course progression and completion or financial cost.

1.1 *Option One* is to continue operations until all students enrolled at the time of cessation are able to complete their course within the specified timeframe under suitable support arrangements.

1.2 *Option Two* is to provide students with a comprehensive 'Statement of Completion' and detailed analysis of completed units, together with full recognition of prior learning in another appropriate course offered by one or more other higher education providers.

Procedure

1. The Board of Directors is responsible for approving course discontinuation in accordance with the Course and Unit Revision and Discontinuation Policy and Procedure.
2. The Dean is responsible for constructing a Teach-Out/Transition Plan for a course that is being discontinued.
3. The Teach-Out/Transition Plan must demonstrate how students can complete the course they originally enrolled into, or transition into an alternative course either with AAHE or another higher education provider, without being disadvantaged in terms of their course progression and completion or financial cost.
4. Depending on the Option selected by the Board of Directors, the Teach-out/Transition Plan will include:
 - a. the units that must be offered in each semester of the teach-out period to enable students to achieve the course learning outcomes and graduate attributes
 - b. a list of current students with their FTE fraction and an indication of how far they have progressed through the course and projected graduation date
 - c. the options that will be offered to those students, including pathways to other AAHE courses and/or to approved courses offered by other providers with whom AAHE has an agreement
 - d. course maps demonstrating that the existing student cohort will not be disadvantaged in terms of course progression and completion or financial cost by transferring to another course and/or provider, and that they will be given reasonable opportunity to complete the course within the expected timeframe
 - e. students for whom individual transition arrangements must be made (for example students who have suspended their studies)
 - f. a detailed timeline setting out all key dates including the effective date for termination of the course and the date for termination of the Teach-out/Transition

Plan itself. The termination date must not precede the last possible graduate date under the course rules. The teach-out period will normally be 1.5 times the standard course duration.

- g. a communication plan that includes the proposed timeline and methods for notifying students, academic and administrative staff, TEQSA and other key stakeholders of the Transition and Teach Out Plan.
 - h. evidence that standards, resources and student support arrangements will not be compromised and that academic advice will be sufficient for students to transition smoothly into an alternative course
 - i. course completion mapping for individual students with decisions regarding graduation dates and transition units (see Appendix).
5. The Dean will submit the Teach-out/Transition Plan to Academic Board for approval via the Learning and Teaching Committee.
6. Once approved, the Dean will be responsible for reporting to Academic Board on the implementation and monitoring of the Teach-out/Transition Plan.
7. Each affected student must be provided with specific and individualised advice as to how they can complete the discontinued course, including individual course mapping. The advice, individual course mapping and projected graduation date for each student will be reported to Academic Board (see Appendix).
8. In addition to the Transition and Teach Out Plan, students will also be apprised of the Australian Government Tuition Protection Service (TPS) under which students who pay their fees directly to AAHE are eligible to access tuition protection assistance¹.

¹ If a provider fails to assist an eligible student the Tuition Protection Service (TPS) will contact the student directly and will offer the option to either receive a refund of tuition fees for affected parts of the course, or assistance to move to a similar replacement course.

Student Transition and Teach Out Course Map

1. STUDENT DETAILS

Name.....

Student Number.....

Sem/Year of Enrolment.....

2. COURSE DETAILS

| | |
|--------------|--|
| Course Title | |
| Course Code | |
| CRICOS Code | |

3. COURSE AND UNIT MAPPING PLAN

| UNITS | COMPLETED AT AAHE | TO BE COMPLETED AT PARTNER INSTITUTION | ALTERNATIVE IF APPLICABLE |
|-------|-------------------|--|---------------------------|
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4. ANTICIPATED GRADUATION DATE.....

5. DATE OF WRITTEN NOTIFICATION OF COURSE AND UNIT MAP.....

6. DATE OF COURSE MAP INTERVIEW.....

7. SIGNED:

A. STUDENT.....

B. ACADEMIC STAFF.....

Related documents and relevant legislation

Course and Unit Revision and Discontinuation Policy and Procedure

Higher Education Threshold Standards

Document information

Document owner: Board of Directors

| Version | Approved by | Approved on | Implementation date | Changes made |
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| 1 | Board of Directors | 15/2/23 | 1/10/23 | |