



IONA COLLEGE
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

Course Discontinuation Policy and Procedure

Approved by the Board of Directors on 26 May 2022

1. Purpose	2
2. Scope	2
3. Policy	2
3.1 Principles	2
4. Procedure	2
4.1 Steps for discontinuation of all courses	2
4.2 Implementation of course teach-out plans	3
5. Responsibilities	5
6. Definitions	6
7. Version History	6
8. Additional Information	6

1. Purpose

As a registered higher education provider (and subject to TEQSA approval) Iona Trinity College of Higher Education Pty Ltd (the College) will be obliged under the *Higher Education Standards Framework (Threshold Standards) 2021* to have effective teach-out or course transition plans in place, in the event that an accredited course cannot continue to be delivered.

This Policy and Procedure outlines the principles governing the preparation and implementation of course teach-out and transition plans.

2. Scope

This Policy applies to all of the College's TEQSA accredited higher education courses.

3. Policy

3.1 Principles

Whether a course is to be discontinued for strategic or other compelling reasons (Provider-Initiated Discontinuance) or imposed by the regulator (TEQSA-Initiated Discontinuance) the College will ensure that:

- the interests of all current students are protected through satisfactory arrangements for transfer and/or teach out of the current course;
- all administrative, regulatory and course information requirements are met through the implementation of a comprehensive course teach-out or transition plan.

The College must ensure that students affected by the discontinuation of a course:

- receive timely and adequate advice;
- are given the opportunity to transition to an equivalent accredited course either within the College or with another higher education provider of equivalent standing with an equivalent course offering;
- are consulted in all proposals and assisted to transition ensuring no disadvantage to the student is identified.

The College will maintain an up-to-date and accurate Transition Register of all equivalent courses to facilitate the transition of students to other providers and courses where appropriate.

The College recognises that students may experience concerns or distress in the event that a course is discontinued and is committed to ensure the well-being and academic success of all affected students.

4. Procedure

4.1 Steps for discontinuation of all courses

A proposal for discontinuation of a course will be accompanied by a course teach-out plan which is endorsed and/or modified as the proposal is considered by successive the College's governance bodies.

Course teach-out plans ensure that all obligations in relation to students are articulated, including visa requirements and other obligations to international students under the ESOS Framework. Teach-out plans will include:

- a risk assessment;
- an action plan to address each requirement relevant to the Higher Education Standards Framework (Threshold Standards) 2021 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code);
- a communication plan;
- content of written communication to students (honouring any contractual obligations associated with the course of study, addressing student load issues involved in the teach-out and offering valid transition pathways to other courses of study).

When the Board of Directors gives internal approval for the discontinuation of any course, the following key steps must be taken:

- a material change notification must be made to TEQSA within 14 days of the decision accompanied by the Course Teach-Out Plan;
- the course must be closed to any future enrolments and withdrawn from any course information/marketing material;
- following consultation and agreement with TEQSA about the process for course discontinuation as set out in the Course Teach-Out Plan, all relevant staff and governance bodies are to be advised of the decision and details of the final teach-out plan;
- the Academic Director will ensure that teach-out arrangements are implemented appropriately for all affected students in accordance with these Procedures.

In the event that a course is discontinued by TEQSA and approved in 'teach-out mode', the Board of Directors will approve an appropriate course of action and plan that follows the procedures for teach-out as outlined below. The maximum length of TEQSA accreditation of courses in teach-out mode is usually two years.

4.2 Implementation of course teach-out plans

Course information and marketing

The Academic Board will determine the last intake date for the course to be discontinued. Following this decision, the Principal will ensure that:

- course information is adapted and/or removed from the College website and any marketing materials/activities;
- all educational agents are informed of the Teach-Out Plan as soon as possible to ensure that no information about the course is disseminated after the last intake date.

Determination of completion dates

- The Principal will determine the completion dates for the current and last intake for the course in accordance with any applicable direction from TEQSA.

Preparation of detailed plans

The Principal with oversight of the Academic Board and Board of Directors, is responsible for ensuring that student interests are adequately protected, and for preparing schedules and detailed teach-out plans. This will consist of the following key steps:

- the review of existing student enrolments in the course and estimation of continuing student load for the teach-out period;
- identification of available and appropriate alternative pathways or courses, both within the College and with other providers as documented in the Transition Register;
- the development of detailed plans and schedules. Such plans should include:
 - i. any planned accelerated study periods and unit streaming to make class sizes viable. This should be undertaken in ways that ensure the integrity of the course is not compromised and students' progress or visa conditions are not negatively impacted;
 - ii. the management of students with exceptional circumstances such as those with Leave of Absence or serious illness. Such strategies may include contingency units or alternative study modes (such as independent study).
 - iii. the preparation of course progress plans to ensure that students are supported to complete the course within the planned completion date without disadvantage.

Communication with students

The Principal is responsible for ensuring that all affected students receive thorough communications immediately following confirmation of teach-out from TEQSA and throughout the teach-out process. This is achieved by:

- advice in writing to all students impacted explaining the need for the decision and all details relating to completion of the course;
- the establishment of a point of contact for students to discuss or clarify the discontinuation process and raise any questions or concerns;
- follow-up meetings and consultation to address individual student concerns and queries, with access to further student support or counselling if required.

Where relevant, international students onshore in Australia may be directed to the Tuition Protection Service (TPS) administered by the Commonwealth Government as outlined in the *Fees Policy and Procedure*.

Supporting individual students

The Principal is responsible for ensuring that the needs of individual students are met. This is achieved through the following steps:

- the review of each enrolled student's profile and the consideration of any individual needs;
- the preparation of individualised course maps, including support mechanisms;
- the review and monitoring of individual progress each semester to ensure completion within the course teach-out period and update of individual course plans where required.

Complaints

Where any student is dissatisfied with the way in which the College implements teach-out plans for a discontinued course they may follow the process outlined in the *Student Grievances Policy*.

Compliance during the teach-out period

The Principal, with oversight from the Academic Board and the Board of Directors, is responsible for ensuring that compliance with all relevant legislation and codes, and professional accreditation standards where relevant, is maintained during the teach-out period.

Student enrolment in courses in teach-out will be administered under the provisions in the *Enrolment Policy and Procedure*.

5. Responsibilities

The Principal is responsible for:

- consulting with the Academic Board concerning any proposals to discontinue courses
- liaising with TEQSA concerning any provider-initiated or other directions to discontinue courses.
- completion of proposals for discontinuation and teach-out plans in consultation with the Academic Board
- identification of providers of appropriate alternative providers and courses and formalisation of reciprocal arrangements
- overseeing student communication and support
- implementing Teach-Out Plans, in consultation with the Course Coordinator and the Student Services Manager.

The Course Coordinator is responsible for:

- implementation of the Teach-Out Plan, and
- for providing assurance to the Principal that the Plan is being implemented effectively and student outcomes are not at risk over the teach-out period.

The Student Services Manager is responsible for:

- identification of completion dates, management of load and enrolment issues and
- any refunds or tuition protection arrangements associated with the discontinuation of courses.

The Marketing and Student Recruitment Officer is responsible for:

- ensuring that all course information and marketing materials for the discontinued course are withdrawn, and
- agents are notified when a decision to discontinue a course has been made.

6. Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Accreditation	all courses that have been approved by both the College's governance process and TEQSA.
Course discontinuation	refers to the process by which a course of study can no longer be offered by the College
Teach-Out plan	the steps put in place to allow currently enrolled students to complete their studies in a course that is being discontinued.

7. Version History

Version #	Changes	Approval Body	Approval Date
1.0	Original version	Board of Directors	26/05/2022

8. Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Enrolment Policy and Procedure Student Refund Policy and Procedure Student Grievances Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	Standards 1.1.1, 1.1.3, 2.2.1, 2.2.3, 5.3.5 and 5.3.7
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standards 1.2.3, 2.2, 3.1
Other Applicable Legislation and Instruments	Education Services for Overseas Students Act 2000 Tertiary Education Quality and Standards Agency 2011

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