



# **Course Discontinuation and Teach Out Policy**

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## **A. Overview**

- i. Lead Institute of Higher Education's ('LIHE' or the 'Institute') Course Discontinuation and Teach Out Policy (the 'Policy') is designed to ensure that no student is disadvantaged should an LIHE course be discontinued. This Policy provides the mechanism to ensure that the discontinuation of a course or a teaching location follows a clear and transparent process which includes an appropriate Teach Out Plan, refund of fees and communication plan.
- ii. This Policy is informed by the Higher Education Standards Framework (Threshold Standards) 2021, in particular Section 6.2 Corporate Monitoring and Accountability, as well as the Higher Education Support Act 2003 and the Education Services for Overseas Students Act 2000. In case of LIHE default, the Institute will discharge its obligations within 14 days as required by Section 46D of the ESOS Act.

### iii. Definition

For definitions, please refer to the '*Dictionary of Terms*'.

## **B. Scope**

This Policy applies to all students and staff of LIHE.

## **C. Policy Principles**

LIHE is committed to the following principles that underpin this Policy:

- i. To ensure students are either able to complete the course of study they are enrolled in or transition to a similar course of study at another higher education provider without being disadvantaged;
- ii. To ensure fair and equitable decisions regarding the Teach Out Plan and transition arrangements.

## **D. Reasons for Discontinuation**

- i. LIHE may decide to discontinue a course for several reasons including, but not limited to:
  - a. changes in student demand for that course;
  - b. change to strategic positioning in a particular market; or
  - c. major course revision following a formal course review process.A course may also be discontinued because of a TEQSA decision.

## **E. Course Discontinuation – LIHE Initiated Teach Out**

- i. If LIHE has decided to discontinue an accredited course, the Academic Board will endorse a recommended Discontinuation Proposal from the Teaching & Learning Committee. The Discontinuation Proposal will include:
  - a. reasons for the proposal to discontinue the course;
  - b. Teach Out Plan (including the effective date of course discontinuation);
  - c. whether there is a replacement course proposed;

- d. the number of students currently enrolled and their level of progression in the course;
  - e. impact on stakeholders - an explanation of how students enrolled in the course will be helped to either complete the course or transition to a similar course at another higher education provider;
  - f. strategic consequences;
  - g. financial consequences.
- ii. Where LIHE decides to initiate the discontinuance of an accredited course while there are students still enrolled in the course, the following procedure will be undertaken:
- a. the discontinuance of an accredited course will be approved by the Governing Council on the recommendation of the Academic Board through a Discontinuation Proposal;
  - b. once discontinuation is approved by the Governing Council, publicly available information regarding the accredited course being discontinued will clearly articulate that no further enrolments are available for this course. All marketing material will also reflect that this course is no longer available;
  - c. no further enrolments will be allowed in the discontinued course once the discontinuation proposal is approved by the Governing Council;
  - d. a Teach Out Plan will be approved by the Academic Board to ensure fair and equitable options are available for students currently enrolled to complete the course;
  - e. affected students will be notified of the timeline of teach out and their options to complete the course as per the Teach Out Plan;
  - f. affected students will be notified at least 1 (one) semester before the implementation of a Teach Out Plan;
  - g. in the case where students affected due to discontinuation are unable to complete their course of study through a Teach Out Plan, arrangements will be made to ensure that students can transition into a similar course at another higher education provider.

## **F. Course Discontinuation – TEQSA Initiated Teach Out**

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:

- i. Depending on the regulatory decision made by TEQSA, a Teach-Out Plan will be drawn up and endorsed by the Academic Board.
- ii. Affected students will be notified as per the Teach Out Plan of the course discontinuance, the timeline of teach out and their options to complete the course;
- iii. In the case where affected students are unable to complete their course of study through a Teach Out Plan, arrangements will be made to ensure that students can transition into a similar course at another higher education provider.

## **G. Teach Out Plan**

- i. The Dean will prepare a Teach Out Plan in consultation with the Teaching & Learning

Committee which will be approved by the Academic Board. The Teach Out Plan will address the following matters:

- a. cessation of future enrolments in the course;
  - b. number of students involved over the teach out period;
  - c. proposed duration of the teach out period (not exceeding the course accreditation period);
  - d. course completion mapping for individual students with decisions regarding graduation dates and transition options;
  - e. the progress of students monitored over the teach out period to ensure students complete in time;
  - f. details of the arrangements made for students to complete their course and support services offered;
  - g. identification of alternative courses at other higher education providers where the students may transfer to, based on prior agreements of credit transfers;
  - h. communication plan - how and when the information will be communicated; content of communication; arrangements for ongoing communication throughout the teach out period.
- ii. The Dean will be responsible for providing regular reports on the Teach Out Plan to the Academic Board.

#### **H. Student Communication**

- i. The Dean will develop a communication plan in consultation with the Course Directors and the Student Support Manager to advise impacted students (or prospective students with offers for subsequent intake periods) that the course will no longer be offered.
- ii. The Dean will write to all affected students explaining the Teach Out Plan and all available options for students. The communication plan will include:
  - a. the remaining units they have to complete the course;
  - b. the date by which the remaining units must be completed to receive their enrolled award;
  - c. the length of time over which the course will be phased out;
  - d. the relevant procedures and/or policies to assist students' transfer to another higher education provider along with mapping of the units to be completed;
  - e. details of any financial or educational impact on students in the event of a transfer;
  - f. support service options and advice.

#### **I. Fee Refunds**

Students may apply for a refund of fees in accordance with the *Refund Policy*.

#### **J. Appeals**

Applicants may appeal a decision by writing to the Student Support Manager if they believe that the decision has not considered all the facts or there was a procedural or administrative error, within 10 working days from the date decision was sent. For details, refer to the *Student Grievance Policy and Procedure*.

Version	Approved by	Approval Date
I	Governing Council	26 September 2022
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	26 September 2022
Related Documents	Dictionary of Terms Student Code of Conduct Student Grievance Management Policy and Procedure Academic Progression and Graduation Policy Course Development and Review Policy Risk Management Plan Governance Charter	
References and Legislations	<a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>	