


|   |  |   |
|---|--|---|
| <b>POLICY</b>   |  |  |
| <p>Ref. to Legislative Frameworks:</p> <p>HESF:<br/>Standard 6.2</p> <p>ESOS Act 2000:<br/>Part 5</p> <p>National Code:<br/>Standard 8 / 11.3</p> | <b>Teach-out Management (Higher Education)</b> |   |
| Version: 1.1  | Approved by:<br>Academic Board                 | Approved on: 06/11/2024<br>Review by: 06/11/2026                                    |

#### Revision History

| Version | Description of Change  | Policy Developer(s)                             | Effective Date |
|---------|--|---|----------------|
| 1.1     | Updated policy statement.<br>Replaced HECQC with CRC.<br>Updated definitions and references. | Compliance Manager,<br>Academic Dean and<br>CEO | 06/11/2024     |
| 1       | New policy based on the Course Teach-out Framework.  | Chief Executive<br>Officer and Academic<br>Dean | 5/11/2021      |

## PURPOSE

AAPoly is committed to supporting students throughout the teach-out period to help them complete their studies successfully. This policy explains the principles under which Academies Australasia Polytechnic (AAPoly) manages the teach-out arrangement in the event that a course is updated or discontinued in line with the obligations under the Higher Education Standards Framework (Threshold Standards) 2021, the Higher Education Support Act 2003, and the Education Services for Overseas Students (ESOS) Act 2000.

## POLICY STATEMENT

AAPoly may decide to discontinue or course due to several reasons, including but not limited to:

- Changes in student demand
- Revision following a course review process
- Changes in AAPoly's strategic positioning

Alternatively, the Tertiary Education Quality and Standards Agency (TEQSA), Australia's national regulator, may decide to:

- Withdraw/cancel the accreditation of a course or the institution itself
- Not renew the accreditation or accredit a course intended to supersede an existing course

In either circumstance, AAPoly ensures that enrolled students have the opportunity to complete the course of study within a reasonable timeframe and that the quality of the course and accessibility to necessary supporting resources, including alternative arrangements, if necessary, are also maintained within the teach-out period.

AAPoly is committed to protecting student outcomes by ensuring that enrolled students are supported through the teach-out period, enabling them to complete their studies successfully. This commitment includes identifying and mitigating risks associated with course discontinuation.

## SCOPE

This policy applies only to Higher Education (HE) courses offered by AAPoly.

## DEFINITIONS

|                           |   |
|---------------------------|---|
| Teach-out and Transition  | Teach out is when a provider has decided to phase out a course that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to ensure all existing students can either complete the course of study, or transition to a mutually agreed alternative/replacement course at no disadvantage of the student. |
| Teach-out/Transition plan | A written plan that sets out the process for discontinuing a course   |
| Provider Default          | Situations of provider default include the following: <ul style="list-style-type: none"><li>• The course does not start on the agreed starting day; or</li></ul>  |

|                                  |   |
|----------------------------------|---|
|                                  | <ul style="list-style-type: none"> <li>• The course ceases to be provided at any time after it starts but before it is completed; or</li> <li>• The course is not provided in full to the student because a sanction has been imposed on the registered provider by the authorities; and</li> <li>• The student has not withdrawn before the default day.</li> </ul>  |
| Alternative / Replacement Course | An alternative/replacement course is a comparable course offered to affected students who are at risk of not completing their current course within the teach-out period. It may be provided by AAPoly or another external Higher Education provider.   |
| Tuition Protection Scheme        | <p>An initiative of the Australian Government that ensures students are able either to:</p> <ol style="list-style-type: none"> <li>a) complete their studies in another course or with another education provider; or</li> <li>b) receive a refund of their unspent tuition fees</li> </ol> <p>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.</p> |

## POLICY PRINCIPLES

1. An update or permanent discontinuation of a course must be approved by Board of Directors, acting on the recommendation of the Academic Board.
2. The Tertiary Education Quality Standards Agency (TEQSA) and any other government or relevant authority are notified of the decision to update or discontinue a course by the Chief Executive Officer.
3. The marketing and admissions into the discontinued course will cease at the earliest possible time after a decision is made while ensuring that existing commitments to students enrolled in the course are maintained.
4. Where students are currently enrolled in a permanently discontinued course, a teach-out plan is prepared by the Course Review Committee (CRC) and submitted to the Academic Board for approval.
5. The principle in developing a teach-out plan is that the enrolled students are not unreasonably disadvantaged by any teach-out arrangements. Affected students must be provided the opportunity to complete their course of study within a reasonable timeframe and that the quality of the course and accessibility to necessary supporting resources are also maintained within this period.
6. The students enrolled in a discontinued course will be notified in writing of the decision as soon as practicable, or at least one semester before the approved teach-out plan commences. They will be notified of the teach-out plan, including timeline and options for them to complete their course of study.
7. As part of the teach-out plan, AAPoly may propose alternative subjects to be completed by certain students to allow course completion. This arrangement must be

approved by the Academic Board and will only be considered if the student has compassionate and compelling reasons such as leave of absence.

8. The teach-out plan will also refer students to alternative courses available (either within AAPoly or at cross-institutional enrolment external to AAPoly).
9. If the student will not be able to complete the course within the teach-out period, the student has the right to choose whether to receive a refund of the unspent tuition fees or accept a place in another course at AAPoly or at another provider.
10. The course progress of the affected students will continue to be monitored by the Associate Dean (Education) to ensure successful completion of the course within the teach-out period.

## **RESPONSIBILITIES**

- The Board of Directors are responsible for approving the update or temporary and permanent discontinuation of a course.
- The Academic Board recommends the update or discontinuation of a course to the Board of Directors. The Academic Board is responsible for approving the teach-out plan including provision of alternative subjects and referral to alternative/replacement courses available.
- The CRC develops teach-out plan and submits to the Academic Board for approval.
- The CEO is responsible for notifying TEQSA and other government or relevant authority of any decision to update or discontinue a course.
- The Academic Dean is responsible overseeing the teach-out arrangements. The Academic Dean also constructs and maintains the relevant procedure that aligns with the policy.
- Heads of the relevant departments are responsible for ensuring they understand the policy and procedure and coach their team members so that they can confidently implement the process.
- The Associate Dean (Education) is responsible for monitoring the course progress of the affected students.

## **FEEDBACK**

Queries or feedback about this policy should be directed to the Academic Dean through [academicdean@aapoly.edu.au](mailto:academicdean@aapoly.edu.au). The Academic Dean will respond to the written question or feedback within two (2) weeks from the receipt unless an immediate response is required. Feedback that results in material changes will form a part of AAPoly's continuous improvement and quality assurance.

---

## References

| Source   | Document Title  |
|----------|---|
| Internal | Higher Education Course Development and Approval Policy and Procedure                       |
|          | Student at Risk and Academic Support Policy and Procedure                                   |
|          | Course Review and Reaccreditation Policy and Procedure                                      |
|          | AAPoly Comparable Courses List  |
|          | Risk Management Policy and Procedure  |
| External | Higher Education Standards Framework (Threshold Standards) 2021                             |
|          | National Code of Practice for Providers of Education and Training to Overseas Students 2018 |
|          | TEQSA Guidance Note: Academic Governance  |
|          | TEQSA Course accreditation: Withdrawing a course/teachout                                   |
|          | Education Services for Overseas Students (ESOS) Act 2000                                    |