


POLICY		
Ref. to Legislative Frameworks: HESF: Standard 6.2 National Code: Standard 8 / 11.3	Teach-out Management (Higher Education)	
Version: 1	Approved by: Academic Board	Approved on: 5/11/2021 Review by: 5/11/2023

Revision History

Version	Description of Change	Policy Developer(s)	Effective Date
1	New policy based on the Course Teach-out Framework.	Chief Executive Officer and Academic Dean	5/11/2021

PURPOSE

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 regulatory requirements.

POLICY STATEMENT

AAPoly ensures that where a decision is taken to discontinue a course 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.

SCOPE

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

DEFINITIONS

Teach-out	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 course at no disadvantage of the student.
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POLICY PRINCIPLES

1. AAPoly may decide that a HE course of study may be updated or discontinued (temporarily or permanently). The reasons behind such a determination may include, but not be limited to:
 - Changes in student demand
 - Revision following a course review process
 - Changes in AAPoly's strategic positioning
2. An update or permanent discontinuation of a course must be approved by Board of Directors, acting on the recommendation of the Academic Board.
3. 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.
4. 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.
5. Where students are currently enrolled in a permanently discontinued course, a teach-out plan is prepared by the Higher Education Courses and Quality Committee (HECQC) and submitted to the Academic Board for approval.
6. 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.

7. 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.
8. As part of the teach-out plan the HECQC may proposed alternative subjects to be completed by certain students to allow the 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.
9. The teach-out plan will also refer students to alternative courses available (either within AAPoly or at cross-institutional enrolment external to AAPoly).
10. 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.
11. 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 courses available.
- The HECQC 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. 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	Version/Date
Internal	Higher Education Course Development and Approval Policy	v4.1
	Higher Education Course Development and Approval Procedure	v4.9
	Student at Risk and Academic Support Procedure	v4.5
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	v2.3