


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

Revision History

Version	Description of Change	Procedure Developer(s)	Effective Date
1.1	<p>Included reference to regulatory bodies in purpose.</p> <p>Replaced HECQC with CRC.</p> <p>Updated procedural points 9, 10, 11 and 16.</p> <p>Updated definitions and references.</p>	Compliance Manager, Academic Dean and CEO	06/11/2024
1	New procedure based on the Course Teach-out Framework	Chief Executive Officer and Academic Dean	10/11/2021

PURPOSE

This procedure provides a systematic approach in managing the teach-out of students enrolled in a permanently discontinued Higher Education (HE) course in accordance 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.

SCOPE

This procedure 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 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">• The course does not start on the agreed starting day; or• The course ceases to be provided at any time after it starts but before it is completed; or• The course is not provided in full to the student because a sanction has been imposed on the registered provider by the authorities; and• The student has not withdrawn before the default day.
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> <ul style="list-style-type: none"> a) complete their studies in another course or with another education provider; or b) receive a refund of their unspent tuition fees <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>
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PROCEDURE

1. The Board of Directors consider temporarily or permanently discontinuing the course due to:
 - Changes in student demand
 - Course review outcome
 - Changes in AAPoly's strategic positioning
 - A regulatory decision made by TEQSA concerning the course or the institution
2. The Board of Directors seek the Academic Board's recommendation.
3. The Academic Board considers the impact of a course discontinuation on students and seeks to protect their interests.
4. Course Review Committee (CRC) provides the list of students who will be affected if the course is discontinued (temporarily or permanently) as well as the proposed teach-out plan to the Academic Board.
5. The Academic Board approves the teach-out plan and recommends discontinuing (temporarily or permanently) a HE course to the Board of Directors.
6. The Board of Directors approves the Academic Board's proposal to discontinue (temporarily or permanently) a course.
7. The Chief Executive Officer (CEO) notifies the Tertiary Education Quality Standards Agency (TEQSA) in writing within 5 working days of the Board of Directors' approval to permanently discontinue a course.
8. The CEO notifies the Academic, Student Services and Marketing Departments as well as the education agents of the decision to discontinue a course within 5 working days of the Board of Directors approval.
9. AAPoly notifies the affected students in writing as soon as practicable, or at least one semester before the approved teach-out plan commences. They are notified that the course of study is no longer provided and will be informed on the teach-out plan, including timeline and options for them to complete their course of study.
10. Where possible, students admitted to a course planned for discontinuation that has an equivalent qualification within AAPoly will be given the opportunity to transfer to that qualification. Affected students will also have the right to receive a refund of the unspent

tuition fees or accept a place in an alternative/replacement course with a suitable external provider.

11. AAPoly will, as soon as practicable, update its relevant website(s) to indicate that the course is no longer being delivered and provide students with information about tuition assurance arrangements (TPS). Additionally, no new students may be admitted to the course, the course can no longer be advertised or marketed as available to students, and it will be removed from the suite of courses available to students.
12. The Academic Dean implements the teach-out plan. Any delays are reported to the Academic Board.
13. The Academic Dean recommends adjustment to teach-out plan such as subject replacement, where required, to the Academic Board for approval.
14. The Academic Dean informs the affected students of the changes to the teach-out plan.
15. The Associate Dean (Education) monitors affected student's course progression as per the Student at Risk and Academic Support Policy and Procedure.
16. If AAPoly fails to assist an eligible student, the Tuition Protection Service (TPS) will be notified of the provider default and will contact the student directly offering the option to either receive a refund of unused pre-paid tuition, or assistance to move to a similar replacement course.

GENERAL GUIDELINES

Teach-out Plan

The teach-out plan includes the following information:

- List of affected students.
- Proposed duration of the teach-out period.
- Measures to maintain the educational experience of the affected students over the teach-out period to ensure that the students meet the learning outcomes of the course.
- Details of the arrangements made for students to complete their course including availability of pre-requisite, core and elective subjects.
- Details of the arrangements made for students who are unable to complete their course for compassionate and compelling reasons (e.g. medical) and considerations for students who need to repeat some subjects or unable to make satisfactory course progress. Such arrangements may include substitution if a subject will not be offered throughout the teach-out period, additional assessments for students who fail subjects that are not likely to be offered again in the teach-out period, or identifying equivalent subjects at other providers for which credit may be given.
- Alternative courses available either within AAPoly or at cross-institutional enrolment external to AAPoly that affected students may access.
- Communication with students including how and when information will be communicated; content of communication; arrangements for ongoing communication throughout the teach-out period.
- Student's access to the complaints and appeal process.

Teach-out Period

Existing enrolments per year level including the estimated final intake, nature of the student cohort and progression, and the course structure (e.g., assessment activities, core and elective subject offering), will be considered to determine the teach-out period.

The teach-out period should be no longer than 3 years. Students are advised that it is unlikely that any extension beyond this time would be approved and what options will be available to them if this need eventuates (e.g., course transfer (internal or external)).

Course Map

A course map outlining the scheduled subjects to be delivered over the teach-out period will be completed (refer to the sample course map table below). Consideration will be given to streaming students into particular subjects to ensure viable class sizes.

Year	Current Subjects	Year 1 of Teach-out Subjects	Year 2 of Teach-out Subjects	Year 3 of Teach-out Subjects
Year 1				
Year 2				
Year 3				

International Students

The permanent discontinuation of a course may constitute a Provider Default in the context of the Education Services for Overseas Students (ESOS) Act 2000. The CEO will ensure all provider obligations are fully and timely met in accordance with the legislative requirements. This may include refund of unspent tuition fees, arranging alternative courses for affected students and providing timely notifications to the ESOS Agency and Tuition Protection Service Director. Refer to the Fee Payment and Refund Policy and Procedure for further details.

Alternative Subjects

Towards the end of the teach-out period, there may be a need to approve alternative subjects (either within AAPoly or at cross-institutional enrolment external to AAPoly) to facilitate the completion of students who have been identified to be at risk of not completing their course by the end of the teach-out period due to compassionate or compelling reasons. This arrangement may also be applied to any student requesting a leave from studies in the teach-out period or seeking an extension to a leave.

Alternative/Replacement Courses

As part of the Teach-out Plan, AAPoly will also refer affected students who have been identified to be at risk of not completing their course by the end of the teach-out period due to compassionate or compelling reasons to alternative/ replacement courses. These courses may be offered by AAPoly or other education providers. Refer to the Comparable Courses List for each of the courses currently offered by AAPoly.

Alternative / Replacement courses must meet the following criteria:

- The course must lead to the same or a comparable award/qualification as the original course.
- The mode of delivery for the replacement course must be the same as, or similar to, that of the original course, with the student's consent.
- The primary location for the replacement course must be reasonable, considering the cost and travel time required for the student.
- The student should not incur unreasonable additional fees and must be able to attend the replacement course without significant impacts on prior commitments.

A student who accepts an offered replacement course will not be required to pay the alternative provider for the replacement components of that course. However, fees for the remaining portion of the replacement course may differ from those of the original course at AAPoly.

The student will also receive credit for completed portions of the original course, based on verified academic records, such as the student's academic transcript, Statement of Attainment, or other certification documents issued by AAPoly or another authorised organisation in accordance with the Australian Qualifications Framework.

- If an affected student enrolls in a course that is not a designated alternative/replacement course, they may be required to pay additional tuition fees and may not receive the same course credits they would have if enrolled in a replacement course.

Temporary Discontinuation of the Course

There could be other circumstances in which a course might be temporarily discontinued, such as natural disasters or incidents regarding the premises. In such circumstances, the Board of Directors will consult the Academic Board and will take necessary actions to ensure the course will resume as promptly as possible.

Marketing and Student Recruitment

Marketing of and admission to the discontinued course will cease and education agents representing AAPoly will be advised accordingly.

The Department Head of Marketing will arrange the removal of the information and brochure on the website for the discontinued course.

Communication with Affected Students

Students affected by the decision to discontinue a course are notified in writing. This will include the teach-out plan, including timeline and options for them to complete their course of study. Copy of any communication with the students are recorded on Paradigm by the Academic Dean (or delegate).

Updating a Course

For information on the transition arrangements if the course is updated, please refer to the Course Review and Reaccreditation Procedure.

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 and 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 CRC develops the teach-out plan and submit to the Academic Board for approval. During the development of the teach-out plan, the CRC is also responsible for:
 - Structuring the development process into an approach that is clear and easy to follow.
 - Ensuring that the plan aligns with the original course requirements and learning outcomes to maintain quality.
 - Implementing support measures during the transition to assist current students.
 - Establishing a risk management strategy that outlines how to address potential problems that may arise during the teach-out.
 - Engaging in regular evaluations of the plan and its impact on students, enabling timely adjustments when necessary.
- The CEO is responsible for notifying TEQSA and other government or relevant authority of any decision to update or discontinue a course. The CEO informs the Academic, Student Services and Marketing Departments as well as the education agents of the decision to discontinue a course.
- The Academic Dean is responsible for implementing this procedure and oversees the teach-out arrangements. The Academic Dean also communicates this procedure to the relevant academic staff and notifies the affected students
- The Associate Dean (Education) is responsible for monitoring the course progress of the affected students.
- The Head of Academic Integrity is responsible for managing academic integrity during the teach-out process. This includes monitoring assessment changes to ensure academic integrity and tracking and reporting on breaches of academic integrity. The Head of Academic Integrity also conducts training and awareness sessions for academics and learners, ensuring that there is adequate documentation of integrity-related activities.
- Program and Course Coordinators are tasked with developing and implementing teach-out strategy plans. They ensure that the necessary resources for effective course delivery are in place and actively manage these resources throughout the process. Additionally, they collect and analyse academic feedback to inform improvements. Coordinators also create a plan of action for risk management and contingency measures to address any potential challenges that may arise.

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
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