



Teach Out Policy

Purpose

This document provides a framework for teach out arrangements and transition contingencies in the event that courses at Victorian School of Commerce (VSC) are discontinued. This policy is designed to ensure that students currently enrolled in a course that is being discontinued can either complete the course of study, or transition to a mutually agreed course at no disadvantage. This policy is consistent with the *Higher Education Standards Framework (Threshold Standards) 2021* and aims to mitigate disadvantage to students in case VSC is compelled to discontinue a course of study.

Scope

This policy applies to courses of study where VSC decides on discontinuation or disestablishment of the course. This policy also applies in the unlikely event that a course of study is no longer approved by external regulatory or accreditation bodies including TEQSA, resulting in the course being approved in “teach-out mode”.

Definitions

Award - A degree or associate degree that may be awarded by VSC’s Courses and Awards. It is a public recognition by VSC that a student has satisfactorily completed the course.

Course - A program consisting of a sequence of units leading to an award.

Higher Education Standards - the *Higher Education Standards Framework (Threshold Standards) 2021* and as set out in the TEQSA document on Quality Assurance.

Teach-out Plan - a plan that describes how the academic program will be discontinued and how the impact on students concerned will be minimised.

TEQSA – Tertiary Education and Quality Standards Agency created under *the Tertiary Education Quality and Standards Agency Act (2011)*.

Policy Principles

VSC recognises its obligations to safeguard against the occurrence of unit or course discontinuation and will ensure, to the best of its ability, that all students enrolling in a course of study will have the opportunity to complete that unit or course prior to any planned or directed discontinuation.

VSC is committed to the following principles that underpin this policy, to ensure:

- students are either able to complete the course of study they are enrolled in, or transition to a mutually agreed course at no disadvantage; and
- that fair and equitable decisions are made regarding teach out plans and transition arrangements.

Course discontinuation

VSC may determine to discontinue a course for several reasons including, but not limited to:

- changes in student preferences;
- a change of strategic position in a particular market; or



- a change of course as a result of a formal course review process.

TEQSA may also decide to discontinue a course for several reasons including, but not limited to:

- not renewing the accreditation of a course;
- cancel the accreditation of a course; or
- not accredit a course intended to supersede an existing course that a provider has not sought to reaccredit.

Teach-Out Process (plan created upon a triggering event)

Regardless of the reason/s for the decision to teach out a course, VSC must follow a specific Teach Out Plan for that course to ensure that students are not disadvantaged and will include:

- VSC providing support for the students by provision of resources. The Teach Out Plan must explain that students will not be disadvantaged and will be provided with advice and academic support to enable timely completion. Where necessary, VSC will also assist students to transition into an alternative course;
- Course delivery mapping that will explain that the student cohort will have a sufficient time for finishing the discontinued course and will not be affected in a negative way;
- A projected timeline by which students will be able to complete the discontinued course. The projected timeline will also have the effective date of the termination of the course;
- VSC having a communication plan for students in order to inform them about projected timeline and the Teach-out Plan. This plan will also set out ways to inform the students who are on a leave of absence and also to inform academic and administrative employees or other stakeholders;
- Students who have been affected by the discontinued course having an appropriate teach out strategy which will be determined for the affected students.;
- For each student who has been affected by the discontinued course, individual course mapping which will have their projected graduation dates and transition options.

Procedures for Approval and Responsibility

The Dean is responsible for considering a course for discontinuation. The Dean shall involve relevant academic and administrative employees if considering a course for discontinuation. If the Dean has determined to possibly discontinue a course, a Course Discontinuation Proposal (See Appendix A) shall be forwarded to the Chair of the Academic Board, who may refer the proposal to the Chair of the Course Advisory Committee for advice.

The following will be summarised in a Course Discontinuation Proposal:

- a) The rationale for the discontinuation (academic, strategic or financial);
- b) If there is an alternative course proposed;
- c) Number of students currently enrolled who will be affected by the discontinuation of the course and their level of progress; and
- d) Support provided to affected students to either complete the course or transition to another course of study.



The Chair of the Academic Board will have the proposal considered by the Academic Board. If the Academic Board supports the Course Discontinuation Proposal, it will then be confirmed to the Dean. After that a Teach Out Plan will be developed by the Dean. This plan will also require the endorsement of the Chair of the Academic Board. Once approved, the Dean will monitor and report on the execution of the Teach-Out Plan (See Appendix B). The Dean will also report regularly to the Academic Board on the progress of the plan.

Providing support to students

VSC will provide academic support and mentoring to all students who have been affected by the discontinued course during their transition and teach out-mode in order to ensure their timely and successful completion of the course.

Each student will be given specific and personal advice as to how they can complete the discontinued course. Advice and individual course mapping for each student will be documented. VSC will closely monitor student progress each term so that timely progression is maintained and any progression issues can be resolved.

Projected Completion Dates

VSC will consider every current enrolment per year level when projecting a completion date for a discontinued course. A projected completion date will usually be the full-time duration plus one further year or part-time equivalent, subject to the nature of the student cohort and the course. Hence, the projected completion date for the course will be the end date for timely progression for part-time students.

Students will be granted up to one year intermission during the transition and teach-out period. VSC will advise students of the unlikelihood of further extension and will also advise on options available to them if this need eventuates (e.g. course transfer, complementary study).

Alternative units and cross-institutional enrolment

There may be some students who have failed units and thus are unable to finish the course as suggested by the Individual Course Mapping (See Appendix B). VSC will identify or arrange alternative units for these students to ensure their timely completion. Alternatively, VSC may also arrange cross-institutional enrolment to facilitate completion of the course by these students.

The Dean may also approve alternative unit options and cross-institutional enrolment for students on academic suspension on a case-by-case basis.

Student Communication

VSC will advise every student who has been affected by the discontinuation of the course in writing. The communication will include explanations for the decision and specifics regarding the various alternatives that are presented. The communication will include the contact detail of staff who will be available to assist students with their individual enquiries.

Some students may need a follow up meeting to be assured about their timely and successful completion of the course. In that instance, VSC will arrange the follow up meeting and follow up communication with the students.

VSC will clearly inform the students about the unavailability of deferral of commencement during the final intake. Marketing materials, website information and all student facing documents must also notify the students that deferral cannot be approved.



Course Advertising

Student Administration must be advised about any course that may need to be removed. Marketing and recruitment teams must be advised to remove the course from all websites and publications both domestic and international. Any reference to the course must note that it is in Teach-Out Mode and that no new enrolments are permitted.

Complaints and Appeals

Students may make an appeal regarding any aspect of this policy via the *Student Complaints and Appeals Policy* and associated *Procedure*.

Related policy instruments

Academic Documentation and Graduation Policy

Academic Progression and at Risk Policy

Academic Progression and at Risk Procedure

Admissions Policy

Admissions Procedure

Course Review and Quality Assurance Policy

Course Review and Quality Assurance Procedure

External Referencing Policy

Marketing and Student Recruitment Policy

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

Student Wellbeing and Support Policy

Student Wellbeing and Support Procedure

Teaching and Learning Policy

Related documents and legislation

Tertiary Education and Quality Standards Act (TEQSA Act)

Higher Education Standards Framework (Threshold Standards) 2021

Education Services for Overseas Students Act (ESOS Act)

National Code of Practice for Providers of Education and Training to Overseas Students (National Code)

Administration

Revision History

Version	Approval date	Approval body	Review date
0.1	11/06/2019	Board of Directors	
0.2	21/07/2020	Board of Directors	
1.0	18/06/2021	Board of Directors	
1.1	24/08/2021	Board of Directors	31/08/2022



APPENDIX A

Course Discontinuation Proposal

Course Code						
Course Title						
CRICOS Code						
Reason/s for course discontinuation						
Will course be replaced?		YES/NO				
Proposed replacement course title (if applicable)						
Has replacement course been endorsed by Academic Board?		YES/NO				
CRICOS code of replacement course						
If there is no replacement course what arrangements, there are to enable all students to complete the course in which they are enrolled?						
Number of students in the course						
Teaching period and year of last intake for commencing students		There will be no new enrolment of students into this course after [SEM YYYY]				
Proposed completion of teach out (Recommended: standard course duration & 1 year)		The final cohort of students enrolled is expected to complete their course by the end of [SEM YYYY]				
What assistance will be provided to students who are not likely to complete the course within the period of the teach out plan?						
Course discontinuation supported by						
Dean	Name		Signature		Date	
Chair of Academic Board	Name		Signature		Date	
Course discontinuation Approved/ Not approved						
Name			Signature		Date	



APPENDIX B

Teach Out Plan template

1. Details of proposed course discontinuation

Course Code	
Course Title	
CRICOS Code	
Reason/s for course discontinuation	
Will course be replaced?	YES/NO
Proposed replacement course title (if applicable)	
Has replacement course been endorsed by Academic Board?	YES/NO
CRICOS code of replacement course	
If there is no replacement course what arrangements, there are to enable all students to complete the course in which they are enrolled?	
Number of students in the course	
Teaching period and year of last intake for commencing students	
There will be no new enrolment of students into this course after [SEM YYYY]	
Proposed completion of teach out (Recommended: standard course duration & 1 year)	
The final cohort of students enrolled is expected to complete their course by the end of [SEM YYYY]	
Arrangements for students	<input type="checkbox"/> Teach out End date: <input type="checkbox"/> Transfer to replacement course
Description of the consultation with students that has occurred	



2. Student cohort and teach out strategy

Level of study	Number of students	Transition Strategy
Year 1		
Year 2		
Year 3		
Year 4		

3. Course delivery mapping

Delivery of existing course						
	(Year)		(Year)		(Year)	
	Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Core Units						
Unit						
Unit						
Unit						
Electives						
Unit						
Unit						
Unit						
Delivery of replacement course (if applicable)						
	(Year)		(Year)		(Year)	
	Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Core Units						
Unit						
Unit						
Unit						
Electives						
Unit						
Unit						
Unit						

4. Course mapping for individual student

Student ID	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Credit Points	Completed units	Remaining units



5. Letters to current students

1. Teaching out	<input type="checkbox"/> Letters to active students including those on leave of absence (both domestic and international)
OR	
2. Transferring students to replacement courses	<input type="checkbox"/> Letter to active domestic students <input type="checkbox"/> Letter to active international students

6. Approval for teach out plan

Supported by					
Dean	Name		Signature		Date
Approved/ Not approved					
Name			Signature		Date