

COURSE TRANSITION AND TEACH OUT POLICY AND PROCEDURE

Policy / Document Approval Body:	Academic Board
Date Created:	26 June 2023
Policy Custodian:	Dean of Engineering
Policy Contact:	Higher Education Manager
Location on EIT website:	https://www.eit.edu.au/about/policies-procedures/
Review Period:	Every Three Years
Revision No:	1
Date of Revision:	
Date Approved:	20 July 2023
Date Commenced:	20 July 2023

1.0 Purpose

This policy and the accompanying procedure outline the approach EIT takes to ensure it effectively manages student transition from discontinued and/or revised courses into their replacement, or to teach out the students enrolled in the discontinued course within a defined period.

2.0 Scope

This policy applies to all students enrolled in EIT's Higher Education courses. This policy applies to all EIT staff and third-party staff involved in processes related to course teach outs and transitions.

3.0 Objectives

The Course Transition and Teach-Out Policy and Procedure describes the processes for the transition and teach-out of Higher Education courses at EIT.

This policy mandates that transition and teach-out of courses occurs through the relevant academic governance and management structures of EIT and is in accordance with the Higher Education Standards Framework (2015) and the requirements of the Tertiary Education Quality and Standards Agency (TEQSA).

4.0 Implementation

EIT may decide to discontinue a higher education course for several reasons including, but not limited to:

- changes in student demand;
- a change to strategic positioning in a particular market; or
- a major course revision following a formal course review process.

A course may also be discontinued because of a TEQSA decision to:

- not renew accreditation of a course while students are currently enrolled;

- cancel the accreditation of a course while students are currently enrolled; or
- not accredit a course intended to supersede an existing course.

Irrespective of the reason/s for the decision to teach out a course, the implementation of a Student Transition and Teach Out Plan must be put in place and followed to ensure that students are not disadvantaged.

5.0 Procedure

5.1 The Transition and Teach-Out Plan

The Higher Education Manager or their nominee will be responsible for the preparation, monitoring and storage of the Transition and Teach Out Plan.

The Transition and Teach-Out Plan should include:

1. Course delivery mapping demonstrating that the student cohort will have a reasonable opportunity to complete the discontinued course or transition into updated units in a new version of the course and will not be disadvantaged;
2. Anticipated timeline, including the effective date of the termination of the course;
3. A communication plan that includes the proposed timeline and methods for notifying students of the Transition and Teach-out Plan, that also considers any students who may be on leave of absence, as well as academic and professional staff and other stakeholders;
4. A list of students affected and anticipated Transition and Teach-out Plan for the student cohort. If there are part-time enrolments in the course, the Transition and Teach-out Plan should reflect a normal, timely progression for these students;
5. Maintenance of standards and resources and arrangements to provide support for students. The Transition and Teach-Out Plan should demonstrate that students will not be disadvantaged and will be provided with advice and academic support to enable timely completion, or if necessary, assistance to transition into an updated version of the course, or an alternative course; and
6. Course completion mapping for individual students with decisions regarding graduation dates and transition options.

5.2 Accreditation

EIT cannot offer a course for study unless it is accredited, and this includes a course that is in transition and teach-out mode. A course must retain accreditation until all students have either completed or transitioned out of the course. Note that teach-out for a discontinued and/or re-accredited course cannot exceed two years.

5.3 Mentoring and Support for Students during Transition and Teach-Out Mode

When students are enrolled in a course during transition and teach out-mode, they will be provided with academic support and mentoring to enable them to successfully complete the course.

Each student will be given specific and personal advice as to how they can complete the discontinued course or how they will be transitioned to the updated version of the course, or an alternative course.

Advice and individual course mapping for each student will be documented. All individual course maps will be prepared, monitored and stored by the Higher Education Manager or their nominee. This approach should assume timely progression based on the student's current enrolment pattern (full or part-time).

Course maps will need to be reviewed after each teaching period to ensure that timely progression is maintained and any progression issues resolved. This is a responsibility for the Higher Education Manager in consultation with each student.

5.4 Determining Anticipated Completion Dates

In determining the anticipated completion date for a discontinued course all existing enrolments per year level will be considered. Based on the nature of the student cohort and the course, a completion date will be determined.

Students enrolled in a course under transition and teach-out period can apply for deferral on a case-by-case basis. If their deferral period will take them beyond the teach-out period and/or they will be unable to complete their course within the teach-out period once the deferral period has expired, they will be moved to the revised version of the course and their transition plan updated.

5.5 Alternative Units

1. Towards the end of the transition and teach-out period, there may be a need to approve alternative units, or the provision of cross-institutional enrolment to facilitate completion of the course by some students. This may be particularly relevant when students have failed units and are not able to complete the course in the sequence originally planned.
2. A contingency for unit options for any student who does not complete their course by the end of the transition and teach-out period due to exceptional circumstances (e.g. serious illness) may need to be implemented. This will be determined by the Higher Education Manager in consultation with the Deputy Dean.
3. These arrangements may also need to be applied to any student requesting a deferral late in the transition and teach-out period or seeking an extension to a deferral (see section 5.4). Students should be advised that such requests are unlikely to be approved unless there are exceptional and extenuating circumstances. Students making these requests need to be advised of the consequences for their progression and the limited range of options that may be available. This will be determined by the Deputy Dean.
4. Alternative unit options and cross-institutional enrolment may also be determined for students on academic suspension on a case-by-case basis by the Deputy Dean.

5.6 Student Communication

1. All students impacted by a discontinued or revised course will be advised in writing. The correspondence shall include the reasons for the decision and details concerning the various options that are available. A nominated contact person will be listed to assist students with their individual enquiries.
2. Depending on the particular circumstances, a follow-up meeting with students may be necessary to answer any student questions and provide further reassurance about progression.

3. A communication plan also needs to be developed for any current applicants for the course advising of the updated versions of the course or alternative course options.
4. At the point of the final intake, students need to be advised that no deferral of commencement is possible. Marketing material for the final intake must clearly state that deferral cannot be approved.

5.7 Course Advertising

Where a decision has been made to discontinue or revise a course, Marketing and Recruitment staff need to be advised to remove/update the course in all promotional websites and publications both local and international. Where there is any reference to the discontinued/revised course it must note that the course is in Teach-Out Mode and that no new enrolments are permitted. Student Administration and Systems should be advised about any course that may need to be removed. This advice should be provided as early as possible.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents:

- Assessment Moderation and Student Progress Policy.HE
- Assessment Moderation and Student Progress Procedure.HE
- Course Review and Quality Assurance Policy.HE
- Course Review and Quality Assurance Procedure.HE
- Duration of Study Policy.HE

8.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:

- [*Education Services for Overseas Students Act 2000 \(Cwth.\)*](#)
- [*Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)*](#)
- [*Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)*](#)

9.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.