



Course Transition and Teach-out Policy

Policy Category		Policy/guideline/procedure/rules	
Review		3 years from date of Approval	
Policy Code		AP012	
Contacts		policy@top.edu.au	
Version	Approval Authority	Approval Date	Commencement Date
2017.04	Academic Board	06 April 2017	06 April 2017

1 PURPOSE

Top Education Institute (TOP) is committed to ensuring that students are provided with ample opportunity to complete the course of study in which they are enrolled. However, there may be circumstances where it is considered necessary to discontinue a course and place students into a “transition and teach-out” mode. Where it is considered necessary to discontinue a course and place students into a “transition and teach-out” mode, TOP will implement a transparent and equitable plan. The broad principle of the plan and its implementation will be to ensure that students are not disadvantaged by the decision to terminate a course.

2 SCOPE

This policy document applies to all TOP higher education and non-award courses, but does not apply to research higher degree courses.

3 DEFINITIONS

Discontinued Course – A course in which it has been formally decided that there will be no new students enrolled, but existing students will be taught-out.

Student Individual Course Map - A written document prepared for a student that provides an individual plan and mapping of units that a student needs to complete to graduate from a discontinued course.

Transition and Teach-out Mode – This is a status where no new students can be enrolled in a course and arrangements are in place to ensure that all existing enrolled students can either complete the course or transition to an alternative mutually agreed course at no disadvantage to the student.

Transition and Teach-out Plan – A written plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support provided for students enrolled in a course that has been discontinued. The plan will provide for equitable treatment for all students affected by the discontinuation of the course, by enabling

them to have reasonable time to complete the course, or by providing them with reasonable alternative course and unit options. Terminated course is when there is no further “transition and teach-out” to a discontinued course.

4 PROCEDURES

4.1 Reasons for discontinuing a course - TOP may decide to discontinue a course for several reasons including 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, and students are currently enrolled in this course;
- cancel the accreditation of a course, and students are currently enrolled in this course;
- or
- not accredit a course intended to supersede an existing course that a provider has not sought to reaccredit.

Irrespective of the reason/s for the decision to discontinue a course, and place students into transition and teach-out mode, students must not be disadvantaged. This will be achieved by providing all students in the discontinued course with a reasonable time to complete the course. Typically this will be the full-time duration plus one further year or part-time equivalent. For a period not extending beyond full-time duration plus two years or part time equivalent, students who have not completed the discontinued course within the period of the transition and teach-out plan will be further assisted to transition into an alternative course, to complete their course by taking outstanding units at another institution or another mode of learning, or to complete their course through a special course of study.

4.2 The Transition and Teach-Out Plan

The Transition and Teach-Out Plan should facilitate and provide evidence of the following.

1. That students will have a reasonable opportunity to complete the discontinued course within a reasonable period of time.
2. The anticipated timeline of activities, 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, including 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 decisions regarding teach-out (graduation dates, transfer, remain at institution, participate in teach-out and at what institution, etc.).

In addition to the above, mapping unit delivery across the Transition and Teach-Out Period shall occur based on estimated student enrolment patterns. If there are part-time enrolments in the course, the course end date should reflect a normal, timely progression for these students. Further, wherever possible, students should be streamed into particular units, thus making class sizes more viable. The schedule should maximise students completing on time and minimise unit offerings.

4.3 Procedures for Approval, Responsibility and Communication

The Dean who has responsibility for a course considered for discontinuation shall involve relevant academic and professional staff (and ideally student representatives) at the earliest stages of consideration. Once the decision has been made to pursue possible discontinuation of a course, the Dean shall forward a formal proposal to the Chair of the Academic Board, who may refer the proposal to the Chair of the Course Advisory Committee for advice. (*See the Appendix to this policy "Top Course Discontinuation Proposal" for a pro forma proposal*). The proposal for the discontinuation of the course will outline:

1. Reason/s (academic, strategic and financial) for the discontinuation;
2. Whether there is a replacement course proposed;
3. The number of students currently enrolled and their level of progression;
4. An explanation of how students enrolled in the course will be helped to either complete the course or transition to another course of study;
5. Any other impact for TOP Education; and
6. How stakeholders have been or will be consulted about the discontinuation.

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 be passed on to the Principal for his consideration. If the Principal approves the Discontinuation Proposal, the Dean shall develop a Student Transition and Teach-Out Plan (See the Appendix to this policy "Top Student Transition and Teach-Out Plan" for a pro forma document). This plan will also require the endorsement of the Chair of the Academic Board and the Principal. Once approved, the Dean will be responsible for on- going monitoring and reporting on the implementation of the Student Transition and Teach-Out Plan. The Dean will also report regularly to the Academic Board on the progress of the plan.

4.4 Other Issues

4.4.1 Mentoring and support for students during transition and teach-out mode

When students are 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. This will be achieved by providing all students in the discontinued course with a reasonable time to complete the course. Typically this will be the full-time duration plus one further year or part time equivalent. For a period not extending beyond full-time duration plus two years or part time equivalent, students who have not completed the course within the period of the transition and teach-out plan will be assisted to transition into an alternative course, to complete their course by taking outstanding units at another institution or another mode of learning, or to complete their course through a special course of study.

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 (*See the Appendix to this policy "Top Student – Individual Course Map" for a pro forma document*). This should assume timely progression based on the student's current enrolment

pattern (full or part--time).

Course maps will need to be reviewed each semester to ensure that timely progression is maintained and any progression issues resolved. This will also assist in ensuring that class sizes are maximized. This is a responsibility for the Dean of School, and the Senior Academic Manager in consultation with each student.

4.4.2 Determining Anticipated Completion Dates

In determining the anticipated completion date for a discontinued program all existing enrolments per year level including the estimated final intake cohort will be considered. Based on the nature of the student cohort and the course, and how highly structured it is, a completion date will be determined. This will normally be the full-time duration plus one further year or part-time equivalent, depending on the nature of the student cohort and the course, and how highly structured it is. Therefore, the projected end date for offering the course would be the end date for timely progression for part-time students.

The transition and teach-out period should allow for students to access up to one year intermission. Students should be 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, complementary study).

4.4.3 Alternative units and cross-institutional enrolment

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 for some students. This will be determined by the Dean.
3. These arrangements may also need to be applied to any student requesting an intermission late in the transition and teach-out period or seeking an extension to an intermission. 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 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 Dean.

4.4.4 Student Communication

1. All students impacted by the decision to discontinue a course must be advised in writing. The correspondence should include the reasons for the decision and details concerning the various options that are available. A nominated contact person should be included to assist students with their individual enquiries.
2. Depending on the particular circumstances, a follow-up meeting with students could be

considered 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 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.

4.4.5 Course Advertising

Marketing and Recruitment need to be advised to remove the course from all websites and publications both local and international. Student Administration and Systems should be advised about any undergraduate or postgraduate course that may need to be removed. This advice should be provided as early as possible.

5 RELATED DOCUMENTS

- i. Academic Programs and Course Development Policy
- ii. Student Progression Exclusion and Graduation Policy

6 VERSION CONTROL

Historical Version	Approved by	Approval Date
2017.04	Academic Board	06 April 2017

TOP COURSE DISCONTINUATION PROPOSAL

1. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

2. DETAILS OF PROPOSED COURSE DISCONTINUATION

Will course be replaced?	YES/NO	First year of delivery of replacement course	
Proposed replacement course title (if applicable)			
Has replacement course been endorsed by Academic Board?		YES/NO	
If there is no replacement course what arrangements are there to enable all students to complete the course in which they are enrolled?			
Date of final intake		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]	

3. REASON/S FOR COURSE DISCONTINUATION (Academic / Strategic / Financial)

4. NUMBER OF STUDENTS IN COURSE AND THEIR LEVEL OF PROGRESSION

	Total Student	Units completed (0-4)	Units completed (5-8)	Units completed (9-12)	Units completed (13-16)	Units completed (17-20)	Units completed (21-24)
Domestic							
International Onshore							

5. STUDENT TRANSITION

For students who are not likely to complete the course within the period of the teach out plan, what assistance will be provided to them to transition them into an alternative course, to complete their course by taking outstanding units at another institution or another mode of learning, or to complete their course through a special course of study?

6. OTHER IMPACT ON TOP EDUCATION

Describe what impact the proposed course discontinuation is likely to have on other TOP courses and units (eg double degrees, reduction of electives etc.?)

7. STAKEHOLDER CONSULTATION

Indicate the level of consultation that has occurred with the following stakeholders.

Stakeholder	Date Consulted	Comments
Academic Staff		
Student Groups or student representatives		
Professional Accreditation Body		
Other		

8. SUPPORT AND APPROVAL FOR COURSE DISCONTINUATION

Supported by:						
Dean of School	Name:		Signature:		Date:	
Chair of Academic Board	Name		Signature		Date	

This Course Discontinuation Proposal is:						
Approved/ Not approved						
Comments						
Principal	Name:		Signature:		Date:	

TOP STUDENT TRANSITION AND TEACH-OUT PLAN

1. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

2. DETAILS OF PROPOSED COURSE DISCONTINUATION

Will course be replaced?	YES/NO	First year of delivery of replacement course	
Proposed replacement course title (if applicable)			
Has replacement course been endorsed by Academic Board?		YES/NO	
If there is no replacement course what arrangements are there to enable all students to complete the course in which they are enrolled?			
Date of final intake		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]	

3. AGGREGATE STUDENT COHORT TRANSITION AND TEACH OUT STRATEGY

Student Cohort	Number	Transition Strategy (eg. Continue enrolment in existing course, transition into an alternative course, take outstanding units at another institution or another mode of learning, or complete their course through a special course of study)
2016		
2015		
2014		
2013		

4. INDIVIDUAL STUDENT COURSE MAPPING (DOMESTIC AND INTERNATIONAL ONSHORE)

Complete a table (as per below) showing for each student the units they have completed and the units that remain to complete the course.

Student Id	Specialisation (code)	Core units		Specialisation units		Elective units			Completed/Enrolled units	Credit points achieved	Credit points remaining
		Unit code	Unit code	Unit code	Unit code	Unit code	Unit code	Credit Point			
Domestic											
International Onshore											

5. COURSE DELIVERY MAPPING

Indicate the projected year and semester of all units still to be delivered in existing course and, if applicable, the projected delivery in the replacement course.

Delivery of existing course							Delivery of replacement course (if applicable)						
	[Year]		[Year]		[Year]			[Year]		[Year]		[Year]	
	S1	S2	S1	S2	S1	S2		S1	S2	S1	S2	S1	S2
Majors							Majors						
Unit code/titl							Unit code/title						
Core units							Core units						
Unit code/title							Unit code/title						
Electives							Electives						
Unit code/title							Unit code/title						

6. STUDENT SUPPORT

Student Planning	Yes/No	Responsibility	Comments
1. Does the planned sequence of units of study allow the course learning outcomes to			
2. Have students been provided with individual course plans showing their progress in the course across the teach-out period to			

7. COMMUNICATION STRATEGY

Communication strategy	Comments
Students Letters to enrolled students Letters to students who are in the application process Group and individual student meetings	
Academic & Professional Staff	
Other Major Stakeholders	
Professional accreditation bodies	

8. SUPPORT, ENDORSEMENT AND APPROVAL FOR TRANSITION AND TEACH OUT PLAN

Supported by:						
Dean of School	Name:		Signature:		Date:	
Chair of Academic Board	Name		Signature		Date	

This Transition and Teach Out Plan is:						
Approved/ Not approved						
Comments						
Principal	Name:		Signature :		Date:	

TOP INDIVIDUAL STUDENT COURSE MAP

1. STUDENT DETAILS

Name

Student Number

Sem/Year of Enrolment

2. SCHOOL AND COURSE DETAILS

School			
Course Code		Course Title	
CRICOS Code		UG or PG coursework	

3. COURSE AND UNIT MAPPING PLAN (for entire Course)

UNIT	Completed	To Be Completed at TOP Sem / Year	Alternative Mode of Completion (specify)
(e.g. TACC101)	√		
(e.g. TACC102)	√		
(e.g. TFIN 101)	√		
(e.g. TFIN 102)	√		
(e.g. TLAW101)		√ (sem 1 / 2017)	
(e.g. TLAW102)			(e.g. completing LAWS102 at UNSW (sem 1 / 2018))

Date of Written Notification of Course and Unit Map

Date/s of student interviews

.....

.....

.....

Anticipated Graduation Date