



POLICY: COURSE TERMINATION OR DISCONTINUANCE

POLICY NUMBER:	AC015	VERSION:	6.1
DATE ADOPTED:	17 June 2014	DATE LAST REVIEWED:	9 May 2019
DATE OF NEXT REVIEW:	9 May 2021	REVIEW FREQUENCY:	Two years
AUTHORISED BY:	Chief Executive Officers	REVIEWED BY:	Academic Director
RESPONSIBLE FOR REVIEW:	Chief Executive Officer, Academic Dean		
REVIEW PROCESS:	Chief Executive Officer, Academic Dean		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorized		
Policy context: This policy relates to:			
HE STANDARDS FRAMEWORK 2015	6.2		
ESOS			
STANDARDS FOR RTO's 2015			
LEGISLATION OR OTHER REQUIREMENTS	Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011		
OTHER POLICIES	Course Review Policy Continuous Review Policy		
FORMS AND OTHER DOCUMENTS			
KEY WORDS (META DATA)	Course termination, course discontinuance		
DEFINITIONS			



EVIDENCE	
Policy Information:	
POLICY	<p>IIBT is committed to ensuring that course termination and discontinuance practices are fair and equitable.</p> <p>In a situation where student numbers start to decline and following a critical assessment there is little prospect of recovery, the IIBT Governance Board would then decide on formal withdrawal at a stage to be able to teach out the present cohorts or arrange for their transfer to an IIBT partner university program. The IIBT Board may, in such circumstances, decide to financially support IIBT (Australia) until student numbers have recovered and/or the program has been changed. Such circumstances may be the result of changes in student demand, a change to strategic positioning or a major course revision following a course review process.</p> <p>This Policy provides guidelines on how IIBT may initiate and implement actions to withdraw a course and the management process required to support the action.</p> <p>The priority is to ensure that IIBT students undertaking the course are not unreasonably disadvantaged by the decision. The process must therefore make sure that the effected students have the opportunity to complete the course within a reasonable time frame and that the quality of the program and supporting resources are maintained to the end of the teach-out period. Students need to be informed on the timing and consequences of the teach-out with an explanation in writing as to the circumstances surrounding the decision. The correspondence should include details concerning the various options that are available, together with a nominated contact person to support them with their individual enquiries.</p> <p>IIBT must ensure that the risks have been addressed and IIBT partners have been informed, particularly those where contractual terms may be involved.</p>
SCOPE	This policy applies to Higher Education courses on IIBT's scope.
PROCEDURES	<p>a) Timing – Termination of enrolments / intake. Determination of the end date taking account of the student mix. Assuming the course to be full-time year duration, in the first instance IIBT will endeavour to teach out the course.</p> <p>b) Pathway Arrangements - with IIBT Singapore and/or other pathway partners. In such circumstances, IIBT may have MOU's or Agreements in place where a termination clause may need to be taken account of.</p> <p>c) Alternative Transition Arrangements - IIBT will need to identify</p>



alternative transition arrangements, either through an internal option, a local partner (ie partner universities) or a competitor offering the same qualification.

d) Students need to be advised that an offer of a place in the final units / course intake cannot be deferred.

e) The teach-out period should allow for students to access up to one year of extension and IIBT students should be advised that any extension beyond this time cannot be approved. These students would have to have the options explained to them if such circumstances arise.

f) As appropriate, students may be offered the option to apply to transfer to another program or to complete their course at another Institution.

g) Each student should have the opportunity to discuss the teach-out option/s proposed and extensive support needs to be available to ensure that current students are not inconvenienced greatly.

h) IIBT needs to consider the provision of an alternative unit option in circumstances where a student does not complete the course by the end of the teach-out period because of exceptional circumstances (e.g. serious illness).

i) Students also need to be informed that no deferral of commencement is possible. Marketing material for final intake must clearly state that deferral cannot be approved.

j) Marketing / recruitment need to be advised to remove the course from all websites and publications both local and international. Student Administration and Systems should also be advised of any course closure, as should the regulatory bodies, such as TEQSA and CRICOS of such a decision if required. This advice should be provided as early as possible.

END OF DOCUMENT