

1. Purpose

This Policy sets out the basis for discontinuation of a course and how affected students will be protected.

2. Principles

The key principles are that:

- there are effective and equitable course transition plans and/or teach-out strategies in place in the event that a course is discontinued;
- such plans are in accordance with the requirements of the Australian Qualifications Framework (AQF), Higher Education Standards framework and Tertiary Education Quality Standards Agency (TEQSA) and Education Services for Overseas Students (ESOS);
- academic standards and course rules are adhered to when a course is discontinued; and
- students are not disadvantaged by course discontinuation.

3. Scope

This Policy applies to all accredited courses offered by Australian School of Accounting (ASA).

4. Definitions

Term	Definition
Course	A required number of subjects which, when completed, result in the awarding of a qualification.
Teach-out	A situation where no new students can be enrolled in a course of study and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course external to ASA .

5. Policy

A decision to discontinue a course would ordinarily be prompted by one or more of the following factors:

- a decline in demand and subsequent intake;
- a decline in financial viability;
- lack of quality and/or relevance to industry standards;
- a lack of appropriate resources, including staff and materials, and/or
- a decision or direction by TEQSA.

A course may enter teach-out mode because of a TEQSA decision to cancel or not renew a course.

An application and/or decision to discontinue a course must be supported by the following inclusions.

5.1 Teach-out Plan

A teach-out plan will be developed by the Academic Dean and submitted to the Academic Board for approval. The plan will include:

1. consideration of the impact on student cohorts;
2. a communication strategy for affected students;
3. developing appropriate transition paths to alternative courses for affected students;
4. consideration of any associated contractual obligations;
5. consideration of student load in connection with the teach-out strategy; and
6. the date of the final intake.

5.2 Communication Plan

A communication plan will be developed by the Academic Dean and will address all relevant stakeholders. Current students, or prospective students with offers for subsequent intake periods, will be advised in writing that the course will no longer be offered. This advice will explain the teach-out arrangements and include information about available alternative course options (e.g. transition to another higher education provider, or an option to remain for the teach-out period), as well as relevant support services.

5.3 Student Support

Students will be supported by ASA throughout the discontinuation process in the following ways:

- those choosing to transfer to another accredited higher education provider will be assisted by the Academic Dean;
- the Academic Dean or their appointed delegate will be available for scheduled meetings to explain teach-out processes to students and discuss any issues or concerns. The Academic Dean will prepare and supply an individual plan for each student to assist in mapping their progression to completion within the designated teach-out period.

6. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021
Education Services for Overseas Students Act 2000

7. Related Documents

Student Grievance Handling and Resolution Policy
Student Assessment Policy
Fees and Charges Policy

8. Version Control

Document		Course Discontinuation and Teach out Policy			
Approved by		Board of Directors		Date: 14 January 2021	
				Next review	2024
Version #	3.1	Replaces Version#	3.0	Update TEQSA standards	
	3.0		2.1	Board of Directors Approval Next Review	2024
	2.1		2.0	ESOS additions	
	2.0		1.2	Board of Directors approval	
	1.2		1.1	Governance restructure	
	1.1		1.0	Style review	
	1.0		0.6	Council approval	
	0.6		0.5	Style review	
	0.5		0.4	Project Manager review	
	0.4		0.3	Styling New logo Next review	2020
	0.3		0.2	Council review	
	0.2		0.1	Council review	
	0.1		Generic		