



Policy and Procedures –

Course Discontinuance

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

Provider Course Accreditation Standard 6.2 requires that when a higher education provider (HEP) discontinues a course of study, there are effective teach-out or course-transition plans for all students enrolled in the course of study to ensure that these students are not disadvantaged.

The Institute for International Studies (“TIIS”) is committed to ensuring that no student is disadvantaged when one of TIIS’s courses is discontinued. This *Policy and Procedures* outlines the procedure for managing this process.

2. Course Design Principles and Practice

When a decision is taken to discontinue a course of study (by the Academic Board and confirmed by the Board of Directors) the following procedure will be implemented:

- a. The Dean will liaise with the CEO on all issues to be taken into account in the development of a teach-out plan. The teach-out plan will include the content of written communication to students; honouring any contractual obligations associated with the course of study; addressing student load issues involved in the teach-out strategy; and offering valid transition pathways to other relevant courses of study – both internally and externally.
- b. After consulting with the CEO, the Dean will prepare a teach-out plan that addresses the needs of all cohorts currently undertaking the course that is to be discontinued for submission to the Academic Board for approval.
- c. The Dean advises the Program Coordinator and the Registrar that the course is to be discontinued and the date of final intake.
- d. The Dean develops a communication plan in liaison with the Program Coordinator to advise current students (or prospective students with offers for subsequent intake periods) that the course will no longer be offered, including information about alternative course options that are available. The Program Coordinator liaises with the Registrar as appropriate.
- e. The Program Coordinator will liaise with Learning Centre, Information Technology (IT) and Student Support staff regarding any changes to service delivery associated with the teach-out arrangements and providing specialised support services for affected students.
- f. The Program Coordinator will write to all affected students explaining the teach-out arrangements and detailing all available options for students, including the option to transition to another course. The Program Coordinator will hold scheduled meetings with students to explain teach-out processes and to address any concerns. A contact person will be nominated to deal with student enquiries about teach-out processes.
- g. The Dean is responsible for approving publication of information on TIIS’s website regarding teach-out arrangements.
- h. The Program Coordinator is responsible for ensuring that the various cohorts of students are streamed into particular subjects, thus making class sizes as viable as possible and to minimise subject offerings. The Program Coordinator must ensure that subject offerings meet the needs of affected students.
- i. The Program Coordinator is responsible for preparing and supplying individual plans for all students to assist in mapping their progression to completion within the designated teach-out period.
- j. The Dean is responsible for providing regular reports on the teach-out strategy for the discontinued course of study to the Academic Board.

3. Version History

Version	Approved by	Approval date	Details
1.0	Academic Board	24 March 2016	
1.1	Academic Board	7 October 2020	Minor changes

Document owner: Dean

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