



## Course Discontinuation Policy

<b>Policy Category</b>	Academic
<b>Policy Code</b>	ACA-HE-14
<b>Policy owner</b>	Principal Executive Officer
<b>Responsible Officer</b>	Dean
<b>Approving authority</b>	Board of Directors
<b>Approval date</b>	22 June 2023
<b>Commencement date</b>	29 June 2023
<b>Review date</b>	3 years
<b>Version</b>	2023.1
<b>Related Documents</b>	ESOS Act 2000 (Cth) National Code of Practice (2017) ESOS Regulations 2019 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 Institutional Quality and Governance Framework Quality Assurance Framework Delegations of Authority Course Discontinuation Procedure
<b>HESF (Threshold Standards) 2021</b>	1.3., 5.3, 6.2.1, 6.3

### 1. Purpose

This Policy is designed to address the responsibilities of the Australian Institute of Higher Education Pty Ltd ('the Institute') to its students in the event of course discontinuation.

### 2. Principles

The key principle informing this Policy aligns with Provider Course Accreditation Standard 6.2, which requires that when a higher education provider 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.

### 3. Context

This Policy has been developed in accordance with Provider Course Accreditation Standard 6.2.

### 4. Scope

The Policy applies throughout the Institute to all staff who have oversight for course discontinuation.



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## 5. Definitions

See the AIH Glossary of Terms for definitions.

## 6. Policy Details

The Academic Board has authority, by delegation from the Board of Directors, for oversight of academic governance. The Board of Directors retains ultimate responsibility for academic oversight. The Academic Board, the Principal / CEO, or the Academic Board may recommend the discontinuation of a course where:

- the course is no longer viable, and the Institute does not consider that the course is of strategic importance warranting its retention, or
- the course is to be replaced by another course, and that replacement has been approved by the Academic Board, or
- interim monitoring and risk mitigation strategies have failed to improve educational outcomes.

The endorsement of the Academic Board will be sought prior to requesting approval of the Board of Directors. The Academic Board may provide guidance and require amendments to ensure that academic standards are maintained during the decision process and teach out period.

When a course is approved to be discontinued by the Board of Directors, the Management Team will be notified prior to any publication of the decision and will assist in the planning of any teach out of the course to ensure academic, operational, financial, and reputational risks are mitigated as much as possible.

The Dean/ Director of Teaching and Learning will manage the arising operational matters with guidance from the Principal / CEO.

## 7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework which states:

- 1.3.5 Trends in rates of retention, progression and completion of student cohorts through courses of study are monitored to enable review and improvement.
- 5.3.7. The results of regular interim monitoring, comprehensive reviews, external referencing and student feedback are used to mitigate future risks to the quality of the education provided and to guide and evaluate improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support.
- 6.2.1 The provider is able to demonstrate, and the corporate governing body assures itself, that the provider is operating effectively and sustainably, including:



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e. risks to higher education operations have been identified and material risks are being managed and mitigated effectively

6.3.1. Processes and structures are established and responsibilities are assigned that collectively:

- a. Achieve effective academic oversight of the quality of teaching, learning, research and research training.
- b. Set and monitor institutional benchmarks for academic quality and outcomes.
- c. Establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered.
- d. Provide competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.

## 8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at June 2023 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document; added table at beginning	22 February 2017	6 March 2017
2020.1	Dean	Minor changes	2 December 2020	3 December 2020
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	Program Managers	Policy reviewed – no changes	30 November 2022	30 November 2022
2023.1	Compliance and Executive Officer	Updated format to align with Style Guide. Updated the HESFs relevant to Policy. Add additional related documents to table. Updated Policy to align with recommendations of the External Governance Review; indicate who may recommend a course be discontinued policy approval of course discontinuation to rest with BoD. Approving authority corrected from Dean to Board of Directors	22 June 2023	29 June 2023