



## Course Discontinuation Procedure

<b>Policy supported</b>	Course Discontinuation Policy
<b>Procedure Code</b>	ACA-HE-14
<b>Procedure 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 Policy
<b>HESF (Threshold Standards) 2021</b>	6.2.1

### 1. Purpose

The purpose of this Procedure is to outline the protocols associated with the Course Discontinuation Policy, the intent of which is to ensure no student is disadvantaged in the event that a course of the Australian Institute of Higher Education Pty Ltd ('the Institute') is discontinued.

### 2. Scope

This procedure applies to all staff across the Institute who have oversight for course discontinuation, wherever a course is to be discontinued.

### 3. Definitions

See the AIH Glossary of Terms for definitions.

### 4. Actions and Responsibilities

The decision to discontinue a course requires the endorsement of the Academic Board and approval by the Board of Directors. The Dean/ Director of Teaching and Learning (Dean) will manage the arising operational matters with guidance from the Principal / CEO.

When a decision to discontinue a course of study has been approved by the Board of Directors the following Procedure will be implemented:



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- a. The Dean will liaise with the Registrar and/or the relevant Unit Coordinator/Program Manager 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 courses of study.
- b. After the above consultation, the Dean or delegate will prepare a teach-out plan that addresses the needs of all cohorts of students currently undertaking the course that is to be discontinued for submission to the Academic Board for approval.
- c. The Dean advises the Management Team that the course is to be discontinued, and the date of final Intake.
- d. The Dean or delegate develops a communication plan in liaison with each Unit Coordinator and/or Program Manager 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 available. The Dean liaises with Admissions and Marketing as appropriate.
- e. The Dean or delegate will liaise with the Systems Manager and Academic Success staff regarding any changes to service delivery associated with the teach-out arrangements and the provision of specialised support services for affected students.
- f. The Dean or delegate 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 Dean or delegate 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 the Institute's website regarding teach-out arrangements.
- h. The Unit Coordinators and/or Program Manager are responsible for ensuring that the various cohorts of students are streamed into particular units of study, thus making class sizes as viable as possible and to minimise unit of study offerings. The Unit Coordinators and/or Program Manager must ensure that unit offerings meet the needs of affected students.
- i. The Dean or delegate 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.



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## 5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Board of Directors as at June 2023 and is reviewed every 3 years. The Procedure 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	Revised and edited content Restructured document; added table at beginning	22 February 2017	6 March 2017
2020.1	Dean	Title 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. Add additional related documents to table. Updated Policy to align with recommendations of the External Governance Review; - clarify the DoA to discontinue a course - policy approval of course discontinuation to rest with BoD. Approving authority corrected from Dean to Board of Directors	22 June 2023	29 June 2023