



Course Discontinuation Policy and Procedure

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Policy owner	Principal Executive Officer
Responsible Officer	Dean
Approving authority	Board of Directors
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Version	2026.1
Related Documents	Education Services for Overseas Students Act 2000 (ESOS Act); National Code of Practice for Providers of Education and Training to Overseas Students 2018; Education Services for Overseas Students Regulations 2019; Institutional Quality and Governance Framework Quality Assurance Framework Delegations of Authority
HESF (Threshold Standards) 2021	1.3., 5.3, 6.2.1, 6.3
Policy Visibility	Public

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.



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. Procedures

The following procedures apply to the implementation of this Policy and must be read in conjunction with the Policy provisions outlined above.

7.1 Decision and Oversight

The decision to discontinue a course requires endorsement by the Academic Board and approval by the Board of Directors.

The Dean / Director of Teaching and Learning (Dean) is responsible for managing all operational matters arising from course discontinuation, with guidance from the Principal Executive Officer.

7.2 Development of Teach-Out Plan

Following approval to discontinue a course:

- The Dean will liaise with the Registrar and relevant Unit Coordinators and/or Program Managers to identify all matters required for the development of a teach-out plan.
- The teach-out plan will include:
 - communication to students;
 - honouring contractual obligations;
 - management of student load and progression; and
 - provision of appropriate transition pathways to alternative courses.
- The Dean or delegate will prepare a comprehensive teach-out plan addressing all cohorts of students enrolled in the course.
- The teach-out plan must be submitted to the Academic Board for approval.

7.3 Communication and Stakeholder Management

- The Dean will notify the Management Team of the course discontinuation and confirm the final intake date.
- A communication plan will be developed to inform:
 - current students; and
 - prospective students who may hold offers.
- Communication will include:
 - course discontinuation details;
 - teach-out arrangements; and
 - alternative study options.
- The Dean will liaise with Admissions and Marketing to ensure consistent communication across all channels.
- The Dean or delegate will:
 - write to all affected students outlining available options;
 - conduct meetings with students to explain teach-out arrangements; and
 - nominate a contact person for ongoing student enquiries.
- The Dean is responsible for approving publication of information regarding course discontinuation and teach-out arrangements on the Institute's website.

7.4 Student Support and Academic Planning

- The Dean or delegate will liaise with relevant staff, including Academic Success and Systems staff, to ensure appropriate support services are provided.
- Individual study plans will be developed for all affected students to support



progression to completion within the teach-out period.

- Unit Coordinators and/or Program Managers will:
 - manage unit offerings to support teach-out delivery;
 - ensure units meet the needs of all student cohorts; and
 - streamline delivery where appropriate to maintain viable class sizes.

7.5 Monitoring and Reporting

- The Dean is responsible for providing regular reports on the implementation of the teach-out plan to the Academic Board.
- The Academic Board will monitor the effectiveness of the teach-out arrangements to ensure that students are not disadvantaged.

8. Legislation

This Policy (including embedded procedures) complies 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:
 - 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.



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d. Provide competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.

9. Version Control

This Policy (including embedded procedures) has been endorsed by the Australia Institute of Higher Education Board of Directors as at June 2026 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date:
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
2026.1	Quality and Compliance Coordinator	Policy and Procedure merged into a single document; updated legislative references, HESF mapping, terminology, and procedural requirements	5 June 2026	6 June 2026