

Course Discontinuance (Withdrawal), and Teach-out Policy; (Higher Education)

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Section 1 – Introduction

1. Context

The Academy of Interactive Technology (AIT) and its brands is committed to the progression and completion of all students in their chosen course/s of study, as well as all staff involved directly or indirectly with administering and/or delivering AIT higher education courses.

2. Purpose

This policy provides a framework for teach-out arrangements and transition contingencies in the event that courses at AIT are withdrawn or discontinued or suspended - collectively called Discontinued. This policy is designed to ensure that students currently enrolled in a course that is being discontinued can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

3. Scope

This policy refers to the operations of the organisation within the HE sector. This policy is designed to comply with:

- 1.1. The Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 and associated standards, particularly:
 - 1.1.1. Provider Registration Standard
 - 1.1.2. Course Accreditation Standard
- 1.2. The Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code 2018
- 1.3. The Higher Education Standards Framework (Threshold Standards) 2021

AIT is committed to notifying TEQSA of any course discontinuation as required by the TEQSA Act.

4. Principles

This policy is guided by the principles of access, equity, fairness, progression, and timeliness. AIT is committed to:

- 1.1. Ensure students are either able to progress in their studies and complete the course of study they are enrolled in or transition to a mutually agreed course at no disadvantage.
- 1.2. To ensure that fair and equitable decisions are made in regard to teach-out plans and transition arrangements.
- 1.3. Making all details of the procedures publicly available.
- 1.4. Providing reasons and full explanation in writing for decisions and actions taken as part of the procedures in a clear and timely manner.
- 1.5. Ensuring that such records are treated as confidential.
- 1.6. Reviewing this Policy and associated processes regularly.
- 1.7. Supporting a student's right to appeal decisions.

5. Definitions

Word/Term	Definition
eCoE	An electronic Confirmation of Enrolment which is issued via PRISMS for a CRICOS registered course.
Course	A program of learning comprising one or more units of study that leads to an Australian higher education award.
Currently Enrolled Student	A student who is enrolled in the particular course on the date that the discontinuation decision is made. Does not include students who have varied their enrolment to move into another course or who have been withdrawn from the course but does include students who are currently deferred / intermitted from the course.
Discontinuation	A provider may Discontinue or Withdraw a course as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs.
No Disadvantage	Ensuring that students experience no undue harm, loss of opportunities, or setbacks in their ability to complete their studies or transition to an agreed alternative course under fair, equitable, and transparent conditions.
Suspension	A course may be suspended by the provider as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs. A suspended course is able to become 'Registered' to allow new students again in the future.
Teach-out Plan	A plan that describes how the academic program will be discontinued and how the impact on students concerned will be minimised
Teach-out Period:	The period of time during which currently enrolled students may be allowed to complete all course requirements including assessment and qualification issuance in a discontinued course.
TEQSA	Tertiary Education Quality and Standards Agency
Transition Contingency	A plan, in the event that a Teach-out Plan is not possible or appropriate, for students to complete their course of study or similar course of study at another institution
Tuition Assurance Scheme	A scheme that ensures students can either continue their study at another provider in the event of closure of a course of study or institution, or be refunded the fees they have incurred as part of their current course of study
Withdraw	<p>A provider may stop offering a currently registered course as long as it <i>continues with the current students/CoEs</i> but will <i>not allow</i> the issuing any new CoEs.</p> <p>There is a different policy for a student wanting to leave a subject or a course.</p>

Section 2 – Course Discontinuance/Suspension, Withdrawal, and Teach-out Policy

Course Discontinuance or Suspension - Provider Initiated Teach-out

- 2.1. In the event that AIT has decided to initiate the discontinuance of an accredited course while there are students still enrolled in the course, the following procedure will be undertaken:
 - 2.1.1. The discontinuance of an accredited course must be approved by the Board of Directors on the recommendation of the Academic Board through a discontinuation proposal (see 2.2)
 - 2.1.2. Once approved by the Board of Directors, publicly available information regarding the accredited course being discontinued must clearly articulate that no further enrolments are available for this course. All marketing material will also reflect that this course is no longer available
 - 2.1.3. No further enrolments will be allowed in the discontinued course once the discontinuation proposal is approved by the Board of Directors
 - 2.1.4. A teach-out plan must be approved by the Academic Board to ensure fair and equitable options are available for students currently enrolled to complete the course
 - 2.1.5. Affected students are notified as per the Teach-Out Plan created for course discontinuance, the timeline of teach-out and their options to complete the course
 - 2.1.6. Affected students should be notified at least 1 semester prior to the implementation of a Teach-out Plan
 - 2.1.7. In the case where affected students are unable to complete their course of study through a Teach-out Plan, contingency arrangements will be made in accordance with the commonwealths Tuition Protection Scheme as applicable, to ensure that students are able to transition into the equivalent course at another provider.
 - 2.1.8. Providers that are available for transitional arrangements have been identified in the Transition Contingency Arrangements of this policy, with consideration for the specific needs of students from equity groups.
 - 2.1.9. Regular reports on the progress of teach-out plans will be monitored by the Operational Governance Committee.
 - 2.1.10. Mechanisms for gathering and responding to student feedback will be implemented throughout the teach-out process.
- 2.2. Discontinuation Proposal
 - 2.2.1. Proposals for the discontinuation of an accredited course may come from the Teaching and Learning Committee or a Departmental Leadership Team, and be submitted to the Academic Board for consideration.
 - 2.2.2. Discontinuation Proposals must include:
 - Reasons for proposal to discontinue the course;
 - Teach-out plan (including the effective date of course discontinuation)
 - Whether there is a replacement Course proposed;
 - The number of students currently enrolled and their level of progression in the Course;
 - Impact on stakeholders; - an explanation of how students enrolled in the Course will be helped to either complete the Course or transition to another Course of study;
 - Strategic consequences;

- Financial consequences;

2.2.3. The Academic Board, in assessing a proposal for discontinuation, will consider whether the proposal and teach-out plan is fair and equitable for affected students and does not unfairly disadvantage affected students from completing the course.

Course Discontinuance - TEQSA Initiated Teach-out

- 2.3. A course may be forced into teach-out mode due to a regulatory decision made by TEQSA. In this event, the following procedures will be followed.
- 2.3.1. If appropriate, a teach-out plan must be drawn up and endorsed by the Academic Board appropriate to the situation. This will be dependent upon the regulatory decision made by TEQSA and any restrictions that are put in place
 - 2.3.2. Affected students will be notified as per the Teach-out Plan created for course discontinuance, the timeline of teach-out and their options to complete the course
 - 2.3.3. Affected students should be notified as soon as reasonably possible of the discontinuance of the course and the Teach-out Plan
 - 2.3.4. In the case where affected students are unable to complete their course of study through a Teach-out Plan, contingency arrangements will be made through the government's relevant Tuition Assurance Scheme to ensure that students are able to transition into the equivalent course at another provider.
 - 2.3.5. Providers that are available for transitional arrangements have been identified in section - Transition Contingency Arrangements of this policy.

Teach-out Plan

- 2.4. A teach-out plan will address the following matters:
- 2.4.1. Number of students involved over the teach-out period
 - 2.4.2. Proposed duration of the teach-out period. The teach-out period should be no longer than 2 years.
 - 2.4.3. Justification for the maximum teach-out period of 2 years, including any potential exceptions to this timeframe.
 - 2.4.4. Detailed timelines for each stage of the discontinuation process.
 - 2.4.5. How the progress of students will be monitored over the teach-out period to ensure students will complete in time.
 - 2.4.6. Details of the arrangements made for students to complete their course
 - 2.4.7. Communication with students: how and when information will be communicated; content of communication; arrangements for ongoing communication throughout the teach-out period, including support services for students during this period.

Transition Contingency Arrangements

- 2.5. If a teach-out plan is not appropriate or unfairly disadvantages students when discontinuing a course, then a transition arrangement will be made with a similar provider delivering the equivalent or similar course. These arrangements will include:
- 2.5.1. Formal agreements with other institutions for student transfers.
 - 2.5.2. Detailed processes for credit transfer and recognition of prior learning in transition arrangements.
 - 2.5.3. Support mechanisms for students who may need to relocate interstate to continue their studies.
- 2.6. For international students:

- 2.6.1. Clear information on how course discontinuation might affect student visas.
- 2.6.2. Support for international students in maintaining their visa status during transition.
- 2.6.3. A detailed refund policy for international students in case of course discontinuation, as required by the ESOS Act.
- 2.7. Due to the specialised nature of the Higher Education programs at AIT, there are only a small number of recommended providers that are delivering equivalent or similar courses in Australia. These providers and their courses have been identified below.
- 2.8. Due to the possibility that a student may have to move interstate to continue their studies as part of a transition arrangement, the student will be given multiple transition options.
- 2.9. If a student has a preference for a provider or course they would like to transition into, every effort will be made to ensure the student will be able to transition into that course without being academically disadvantaged.
- 2.10. Transition Providers and Courses Available: This section will be regularly reviewed and updated to ensure that the listed providers and courses remain relevant and accessible to students, particularly those from equity groups.

Bachelor of	RMIT University (Royal Melbourne Institute of Technology University)
	Griffith University - Queensland College of Art
	Collarts
	JMC Academy
Bachelor of 3D Animation	AIE
	SAE Institute Pty Ltd
Bachelor of Film	AFTRS
	SAE Institute Pty Ltd
	JMC Academy
	Torrens University
Bachelor of Game Design	AIE
	SAE Institute Pty Ltd
	Torrens University
Bachelor of IT (Mobile Apps Development)	JMC Academy
	Victoria University
	Macquarie University
	University of Wollongong
Bachelor of Information Technology	IIBIT in association with Federation University
	Victoria University
	Macquarie University
	RMIT University

Section 3 – Reference and Supporting Information

Supporting documentation

Document name	Document type	Location
Course Review and Continual Improvement Policy	Policy document	Website
Terms and Conditions	Policy document	Website
Withdrawals and Refunds	Policy document	Website
Grievances, Complaints, Appeals Policy	Policy document	Website
The Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 Sections related to provider registration and course accreditation (Part 3) Sections on compliance and enforcement (Part 7)	Legislation	External
The Education Services for Overseas Students Act 2000 (ESOS Act) & the National Code 2018 Standard 1: Marketing information and practices Standard 3: Formalisation of enrolment and written agreements Standard 6: Student support services Standard 7: Overseas student transfers	Legislation	External
The Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.4: Learning Outcomes and Assessment Standard 2.4: Student Grievances and Complaints Standard 3.1: Course Design Standard 3.2: Staffing Standard 5.1: Course Approval and Accreditation Standard 5.4: Delivery with Other Parties Standard 6.2: Corporate Monitoring and Accountability Standard 7.2: Information for Prospective and Current Students	Legislation	External

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.

Section 4 – Change History

Change History

Version	Approval date	Department	Approved by	Change
V1.1	21 July 2021	Group Quality, Accreditation & Compliance	General Manager	Rebuild of 2020 version
		Technology & Design Division	General Manager	
V2.0	18 May 2023	Executive General Manager, Group Quality, Accreditation & Compliance		New AIT name and template
V2.1	21 January 2025	General Manager, Group Quality, Accreditation & Compliance		Changes to logos, scope, teach-out plan, transition contingency arrangements,