



# Course Discontinuation Policy and Procedure

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## 1 Scope and Purpose

This policy provides a framework for courses that are proposed to be discontinued, to ensure that appropriate teach-out plans are in place and that students are not unduly disadvantaged.

This policy applies to all members of Russo Business School's higher education community.

## 2 Definitions

**Course** is a single course leading to an Australian higher education award.

**Discontinuation** is to cease offering a course to new students. A discontinuation is not finalised until all students have completed the Award requirements for Course.

**Overseas student** means a person (whether within or outside Australia) who holds a student visa but does not include students of a kind prescribed in the regulations.

**Subject** is a discrete unit of study, where a combination of Subjects make-up a course of study.

**Teach-Out Period** is the period during which currently enrolled students may be allowed to complete all course requirements including assessment and qualification issuance in a discontinued course.

## 3 Policy Objectives

Russo Business School recognises that from time to time courses may become unviable or other external factors such as government or industry decisions may cause Russo Business School to decide to no longer offer a course.

Russo Business School will ensure that:

- a. Decisions on Course discontinuation are made considering all factors, including the impact on students
- b. Students are notified promptly of decisions to discontinue Courses
- c. Study options are provided to enable students to complete their Course.

## 4 Implementation

All levels of governance will ensure that viability modelling has occurred, and all background information obtained to determine whether a Course should be discontinued. This information should be included in a Course Discontinuation Proposal. The Executive Dean is responsible for implementing this policy.

## 5 Procedure

### 5.1 Course discontinuation proposal

The Executive Dean and CEO will consider all information before arriving at a recommendation to discontinue a course. External factors should be considered, such as government or industry influences. Consideration should also be given to whether a course can be revised rather than discontinued. Refer to the Course Review Policy and Procedure for details of course review processes.

A recommendation should be made to either discontinue the course or review and amend the course substantially. Options for students should be considered at this time and should include searching for alternative providers with comparable courses and entering into discussions to determine their capacity to enrol students if required.

Course Discontinuation Proposals should include the following information:

- a. An overview of the reason for the proposal to discontinue the course or Subject
- b. Government or industry factors
- c. Consequences and impact on other courses or Subjects
- d. The consequences and impact on stakeholders such as students, staff and potential employers
- e. Alternative courses or providers, including any formal tuition assurance arrangements
- f. Consequences and impact on the Teaching and Learning Plan and Strategic Plan
- g. Financial modelling and impact on financial viability and sustainability
- h. Outcomes of consultation
- i. Recommendation options
- j. A Teach-out Plan, which shall include:
  - i. Numbers of students affected and the duration of the proposed teach-out period
  - ii. Strategies to ensure that the academic quality of the course will be maintained
  - iii. Details of scheduling of Subjects, and if any substitution of Subjects will be necessary
  - iv. Details of how students at risk, or those making unsatisfactory progress will be accommodated
  - v. Student communication strategy
  - vi. Plans for overseas students, where relevant, to ensure compliance with the ESOS Act.

### 5.2 Approval process and options

If the recommendation is to discontinue the course, a Course Discontinuation Proposal should be prepared and submitted to the Teaching and Learning Committee in the first instance, and then sent through the governance structure for approval.

The Academic Board will consider the Course Discontinuation Proposal and the Teach-out Plan and make a decision to approve the proposal; approve the proposal with amendments; or reject the proposal.

Options and procedures to be considered may include:

- a. Preparing individual Course Completion Plans for current students to complete the course within the current accreditation period
- b. Procedures for monitoring student progress
- c. Cessation of admissions into the course and cessation of deferment approvals for the course
- d. Cessation of marketing of the course, including amendments to the website

- e. Notifying education agents
- f. Offering students another course at Russo Business School
- g. Referring students to another higher education provider or university to complete a comparable qualification
- h. Enacting the relevant tuition assurance scheme
- i. Liaising with, and notifying the relevant regulatory authority, such as TEQSA and the Department of Education, Skills and Employment
- j. Applying to TEQSA for teach-out accreditation, if relevant.

If the Academic Board decides to approve the proposal, then the Academic Board's recommendation will be forwarded to the Board of Directors for a final decision.

It should be noted that Subject discontinuation only requires approval by the Academic Board.

#### **5.2.1 Implementation responsibilities**

The Dean of Studies and relevant Course Coordinators are responsible for implementing the individual Course Completion Plans in accordance with the approved Teach-out Plan. The Dean of Studies is responsible for notifying relevant staff. The Teaching and Learning Committee is responsible for monitoring student progress and the overall Teach-out Plan, and reporting outcomes to the Academic Board each semester.

### **5.3 Student notifications and process**

Once a decision has been made and approved by the Board of Directors, students should be notified as soon as possible about the course discontinuation or amendment, preferably with at least 3-month notice before the teach-out plan commences. The notification should include:

- a. Final course completion dates and teach out period
- b. Transition arrangements or amendments to students' study schedules
- c. Study options available to students
- d. Student support options and advice.

Students will be invited to an information session and then individual meetings arranged, where relevant, to assist students with options and amended study plans. Students will be required to respond to the options in writing and agree upon an individual plan where relevant.

### **5.4 Complaints and appeals**

If a student is not satisfied with a decision or the handling of the process in this policy, they may seek an appeal as outlined in the Student Complaints and Appeals Policy and Procedure.

## **6 Related documents**

The following policies and procedures are related to this policy:

- a. Assessment, Moderation and Progress Policy and Procedure
- b. Course and Subject Review Policy and Procedure
- c. Credit and RPL Policy and Procedure
- d. Student Complaint and Appeal Policy and Procedure

- e. Student Support Policy and Procedure
- f. TEQSA Material Change Notification Policy
- g. Tuition Assurance Arrangements.

## 7 Review

Three years from commencement.

## 8 Accountabilities

The Board of Directors is responsible for review and approval of this policy, with input from the Academic Board.

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

Delegated Authority	Delegation
<b>Governance</b>	
Board of Directors	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
<b>Executives</b>	
Executive Dean	Relevant to Accountability Statement
<b>Management</b>	
Dean of Studies	Relevant to Accountability Statement
Course Co-ordinator	Relevant to Accountability Statement

## 9 Revision history

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2022	Chief Operating Officer	Board of Directors	13/07/2022	13/07/2024