Teach Out Policy

Supporting plans, policies and procedures	• Academic Progress and Student At-Risk Policy and Procedure • Conferral of Awards and Graduation and Academic Documentation Policy • Course and subject development and continuous improvement policy and procedure • Marketing and Student Recruitment Policy • Risk Management Plan • Strategic Plan • Student Complaints and Appeals Policy and Procedure • Student Welfare, Wellbeing and Support Policy and Procedure
Related Legislation	• *Education Services for Overseas Students Act 2000* • The Higher Education Standards Framework (Threshold Standards) 2021 • *Tertiary Education Quality and Standards Agency (TEQSA) Act 2011*
Version	3.1
Approved by	Board of Directors and Academic Board
Date approved	25 June 2024
Document Review	This document is to be reviewed at least every three years.

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by LTC in May 2020	
1.0	Approved 3 June 2020 by Board of Directors	
2.0	Approved 16 June 2020 by Academic Board	
2.1	Reviewed and approved at 20 October 2020 Academic Board meeting	Minor amendments following comments from external reviewers
	Reviewed and approved at 28 October 2020 Board of Directors meeting	
3.0	Reviewed and approved by the Board of Directors and Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021
3.1	Reviewed and approved at the Academic Board by circulation on 25 June 2024 and by the Board of Directors on 26/6/2024	Minor updates made pursuant to scheduled review

Background and Scope

This document details MIHE's approach by which it would teach-out students in the event that a course is discontinued. This policy applies to courses of study where MIHE decides to discontinue teaching a course for reasons including major revisions to the course and changes in strategic plans or where TEQSA decides to cancel or not renew the accreditation of a course.

A staged procedure is set out for teach-out arrangements and transition plans are also laid out in the event that courses are discontinued at MIHE. These procedures are intended to ensure that

following a decision to discontinue a course, students enrolled in that course can either complete the course of study or transition to a mutually agreed course or provider without disadvantage.

This policy applies to all MIHE accredited courses and is designed to ensure that MIHE meets its regulatory obligations pursuant to the Higher Education Standards Framework (Threshold Standards) 2022 and all relevant legislation.

Definitions

Course	A program of study offered by the MIHE recognised under the Australian Qualifications Framework and approved by the TEQSA.
Teach-out Plan	A plan that describes how the course will be discontinued and how the impact on students concerned will be minimised.
Course Transition Plan	A plan which allows students to move from their current course and complete a newly accredited equivalent or updated course, with no financial or academic impact. It incorporates available advanced standing a student would receive form their current course of study into their new course.

Also refer to the Glossary of Terms.

Policy

Discontinuation of a Course of Study

MIHE may decide to discontinue a course following a formal course review process or changes in student demand or other strategic considerations as determined by the Board of Directors. This includes a situation where a course is to be discontinued and replaced by a different course. The Board of Directors can initiate a process leading to a decision to discontinue a course of study based on a review of aspects that include but are not limited to MIHE's strategic plans, course performance, student enrolments. When the decision to discontinue a course is made no new students can be enrolled in that course, and arrangements will be made to ensure that all enrolled students can either complete all the requirements of the course in a specified period or be transitioned to a mutually agreed course at no disadvantage to the students. During the teach out period no new students will be admitted to the course.

Teachout arrangements must also make allowance for students who, although not currently admitted to the course to be discontinued, have commenced a packaged offer of study leading to that course. Students in this category can include: full fee-paying international students studying onshore in Australia; or domestic students who have commenced a packaged pathway offer that includes the course to be discontinued. These students have the same entitlement to teach out of their discontinued course

a) The following roles and committees will be responsible for conducting a detailed review of the Board's proposed decision to discontinue a course of study at the direction of the Academic Board:
   - Dean and Course Director
   - Learning and Teaching Committee (LTC)

b) Academic staff will be given an opportunity to provide input to the review into the proposed discontinuation or disestablishment of a course of study and be further informed when a decision has been made.

c) Following receipt of advice from the Learning and Teaching Committee the Academic Board will review the advice given by the Learning and Teaching Committee (LTC) regarding:
   The strategic plan for the teach-out of the course by mapping equivalent course options that include but are not limited to providing detailed and accurate advice on the financial and educational impacts of:
   - Internal course transfer within MIHE (if applicable)
   - Courses at alternative providers with the transfer of course credits
   - Courses at alternative providers

Detailed teach-out plan for each course presented

a) The Board of Directors will receive a recommendation from the Academic Board based on the LTC report for the discontinuation of a course of study.

b) The Board of Directors will make a final decision regarding the discontinuation or disestablishment of a course of study and the teach-out plan.

c) TEQSA will be informed of MIHE's intention to discontinue the course in accordance with the detailed course teach-out plan led by the Dean and Course Director as delegated by the Board of Directors and CEO.

d) Any modifications to the teach-out plans and timelines suggested by TEQSA will be presented to the Academic Board and to the Board of Directors for consideration and decision.

e) A list of all students enrolled in the affected courses will be prepared and the associated teach-out plan will provide t a timely progression for these students.

f) Students must be notified in writing as early as possible before the normal time for enrolment of the decision to teach out a course in which they are enrolled. The notification will include the reasons for the decision and students must be offered counselling as to their options for course completion.

g) Students that are on approved deferment from a course that is to be phased out should be able to return to complete the course, provided they re-enrol no later than the end of the period of approved deferment. Any deferment approved after the discontinuation process has commenced should be negotiated with the student on the basis that a return to the course in which the student was enrolled may not be possible.

h) Courses delivered in teach-out mode are required to meet the Threshold Standards. The teach-out re-accreditation process requires that MIHE have appropriate provisions in place to ensure course resourcing, course outcomes and overall service and support to students is not reduced as part of any teach-out process.

i) Students enrolled in discontinued courses are subject to the normal course duration and progress rules for the course.

j) Students who are enrolled in a course which is subsequently discontinued and who make satisfactory progress will be able to complete that course, including all core units and any requirements necessary for professional accreditation (if applicable). Students will be provided with academic support and mentoring to assist them in successful completion of the course.

k) Where the number of students makes it non-viable for MIHE to deliver units, special arrangements may be made for completion. These must be approved by the Academic Board.

Discontinuation of a course of study initiated by TEQSA

A course may be discontinued because of a TEQSA decision to not renew accreditation or cancel the accreditation of a course. TEQSA will follow a risk-based approach and consider the interests of the enrolled students in determining the date on which accreditation ends

In the event that a course is discontinued by TEQSA and the course is put into teach-out, the Board of Directors will determine an appropriate course of action and plan that follows the procedural guidelines for teach-out as set below.

Procedural guidelines for course teach-out plans

These guidelines apply to both MIHE and TEQSA initiated decisions to discontinue a course and terminate its accreditation. The date of the final intake of students for the course will be decided by the Academic Board with the following guidelines:

- The Dean must submit a teach-out plan to the Academic Board for each discontinued course in which there are currently enrolled students. The teach-out plan must:
  a) Include a teach-out timetable, with a maximum period of three years
  b) Detail the units that will be offered each semester over the period of phasing-out.

c) Detail how the integrity of the course will be maintained, and its objectives met during the phase-out process.
d) Plan for students' study load based on current student course enrolments.
e) Identify alternative pathways/course, accelerate study periods and implement unit streaming to ensure class size viability and student course completion within the required timeframe.
f) Include completion dates for current intakes and the final intake

- Detail the implications for student progress in the course; Marketing and promotional activities for that course will cease (including the removal of course details from the MIHE's website and marketing materials) once the final intake date has been decided. Any reference to the course must note that it is a Teach-out Mode and that no new enrolments are permitted.
- Educational agents and external partners (if applicable) must not provide information about the discontinued course subsequent to the final intake date.
- Educational agents and external partners (if applicable) should be briefed on any teach-out plan.
- Student course maps and monitoring must be done to ensure no unreasonable disadvantage to students:
  a) Determine alternate subjects and units of study for individual student course plans;
  b) Ensure completion by course completion date through monitoring of individual student course progression;
  c) Provision of subjects and study options (i.e. independent study) for students with exceptional circumstances e.g. illness; and
  d) Determine actions for students on academic suspensions.
- Communication with students must include, and not limited to:
  a) A letter reviewed by a legal expert detailing the decision to discontinue the course and plans for the completion of the course should be sent to all students impacted by the course discontinuation;
  b) Appoint a central point of contact for students in regard to the course discontinuation. Advice and individual course mapping for each student will be provided and documented (this is normally the Dean or their delegate);
  c) Arrange for a meeting with students to provide a forum to raise concerns and queries (this is normally organised and facilitated by the Dean or their delegate); and
  d) Provide direction to the Tuition Protection Service (TPS) administered by the Commonwealth Government where appropriate.
- Implementation of the teach-out plan must include, and not limited to:

a) Student progress monitoring at the end of each semester;
b) Student course plan reviews and modification at the end of each year.

Complaints

Students may lodge a complaint regarding any aspect of the teach-out policy in accordance with the *Student Complaints and Appeals Policy and Procedures*.