

Course Discontinuance Policy

Purpose

The purpose of this policy is to provide a framework for the governance, teach out and transition arrangements where the decision to suspend or discontinue a course of study or components of a course at the Institute of Creative Arts and Technology. The objective of this policy is also to ensure transparency and diligence during the transition period.

Scope

This policy applies to all courses of study and programs at ICAT.

Related Policies

This policy should be read in conjunction with the following Institute policies:

- Deferral, Suspension or Cancellation of Enrolment Policy
- Monitoring Academic Progression Policy
- Tuition Fee Refund Policies
- Statement of Tuition Assurance

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the homepage of the Institute website.

Related Documents

This policy should be read in conjunction with the following related documents:

- Course Transition Plan and Procedure
- Course Transition Arrangements [for each course of study at ICAT]

Related Legislation

- The Higher Education Standards Framework (Threshold Standards) 2021
- The Education Services for Overseas Students Act 2000 (ESOS Act)

Definitions

For the purpose of this, Policy the following definitions apply:

The Institute	means the Institute of Creative Arts and Technology Pty Limited, including staff, affiliates, and contractors
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Course Suspension	means the cessation of the offering of a course to new students for a specified period of time while its accreditation status is evaluated by Macleay College. Individual Course Components within a course can also be subject to suspension
Course Discontinuance	means the formal termination of a course of study by the Corporate Board for educational, strategic, resourcing or budgetary reasons. Individual Course Components can also be subject to discontinuation within an accredited course

Policy Statement

The following principles apply:

1. To promote and maintain high quality academic programs
 - a. the Institute may over time develop new courses of study and/or discontinue existing courses
 - b. the Academic Board may recommend to the Corporate Board a course of study be discontinued for educational, strategic, resourcing, or budgetary reasons, or a combination of these factors
2. Before discontinuing a course of study, every reasonable effort will be made to ensure students are not disadvantaged in their studies and are able to complete the requirements of their award at ICAT:
 - a. A proposal to discontinue a course may be made by the Director of Education in consultation with the Academic Dean, Director of Operations and Compliance, the Executive Director (CEO), and other key stakeholders such as Course Advisory and Review Committees and Student Focus Groups
 - b. The proposal will be forwarded to the Academic Board for their consideration and endorsement. The Academic Board will either endorse or reject the proposal or may request further information from the Director of Education
 - c. where the Academic Board endorses the proposal, the Academic Board Chair will submit the recommendation to the Corporate Board within a maximum period of thirty days from the date the proposal was made
3. On approval by the Corporate Board:
 - a. There will be no new intake of students into that course of study
 - b. The course will no longer be advertised or marketed as accepting applications from potential students
 - c. The course, after the completion of the transition plan, will be removed from the list of registered courses
4. Where it is agreed that a course of study will be discontinued there will be a transition period:

- a. During this period, all teaching and learning practices and academic support activities will continue as usual
- b. New students will not be enrolled in the discontinued course during the transition period
- c. Students who have deferred or taken a leave of absence may be allowed to re-enrol so they can complete the course of study during the determined transition period
- d. Any termination of staff will be in accordance with the employment contract and relevant legislation, including sessional academic teaching staff. Reasonable efforts will be made to find another suitable position for the staff member within other ICAT courses and/or programs

Procedure

Recommending Course Suspension or Discontinuation

A proposal to suspend or discontinue a course may be made by the Director of Education in consultation with the Academic Dean, Director of Operations and Compliance, the Executive Director (CEO), and other key stakeholders such as Course Advisory and Review Committees and Student Focus Groups.

The proposal will be forwarded to the Academic Board for their consideration, oversight, and endorsement.

Proposal for Course Suspension or Discontinuation

A proposal will provide a rationale to suspend or discontinue a course – demand, capacity, performance, and financial viability – and sufficient data to support the recommendation which may include, but not be limited to:

- Student Enrolment Data (Head Count) in the course, and may include those on a leave of absence, showing their commencement date, study load and anticipated maximum completion date in accordance with the relevant college policies that guide enrolment and academic progression
- Student Enrolment Data (EFTSL) in the course and may include those who have deferred their commencement or are on a leave of absence, showing their financial obligations
- A list of acceptances for future intakes – domestic and international students who are yet to commence – including information related to their commencement date and mapping their anticipated completion date
- New Student Enrolment Data (Head Count) in the course, including those offered a place in the course
- Internal & External Evaluation Feedback including copies of student evaluation surveys, formal scheduled course review, Course Advisory Committees and other external consultation, and regulatory bodies etc
- Student Performance Data; and
- Student Satisfaction Data
- Resources Overview & Specification of current and future resources required to sustain the course

of study including teaching and learning resources, staff resources, facilities, equipment, and enrolments

- Impact on current students if the course is discontinued including the impact on any associated courses, units of study or academic support programs, and the availability in other courses of study
- Implications for associated staff as a result of the course being discontinued, including academic teaching staff and operational staff, showing their engagement type, discipline area, salary costs etc.
- Proposed Transition Plan, including a timeline of activities and milestone dates, and the proposed suite of communications to students, staff, industry, and regulatory bodies etc.
- Any other risks/benefits of the suspension or discontinuation of the course

Proposed Transition Plan and Procedure & Timeline

The timeframe for suspension of and/or discontinuing a course of study will be based on the time required for all enrolled students to complete their course of study.

In preparing the *Course Transition Plan and Procedure* as part of the Proposal for Course Discontinuation, the Director of Education will consult with all interested parties and arrange for the development of a timeline of associated activities including the proposed date after which no new enrolments will be accepted, and the date at which the course of study will be permanently removed from the suite of offerings under the registration of ICAT.

Proposed Transition and Communications Plan

Once a decision to suspend or discontinue has been made, affected staff and students will be notified through a program of written communications through the Director of Education and Office of the Registrar.

In preparing the *Course Transition Plan and Procedure* as part of the Proposal for Course Discontinuation, the Director of Education will consult with the Academic Dean, Director of Operations and Compliance and Office of the Registrar and draft a suite of communications.

In notifying enrolled students of the decision to suspend or discontinue their course of study, their written communication will include an Individual Course Mapping Plan providing the following information, the:

1. Remaining units to complete their course requirements
2. Date by which the remaining units must be completed to receive their award from ICAT
3. Length of time over which the course will be phased out
4. Availability of other suitable courses at ICAT to which the student may wish to transfer

Any students who elect to transfer to an equivalent course will be issued with new Letters of Offer formally offering the student a place in the new course and confirming the course of enrolment, duration, and

qualification; campus location; course-related fees and identify policies associated with the protection of their rights as a consumer. Students must be provided sufficient information to allow them to make an informed decision and ensure their rights are protected.

Where the program has a CRICOS code, and the transition plan involves teaching out currently enrolled students, the CRICOS code is suspended for the remainder of the teach-out period. Any replacement program must be CRICOS registered prior to international students being offered a place.

Courses in teach-out will continue to meet all associated regulatory requirements and standards. The relevant regulators will be advised of the teach-out plan for the discontinued course to ensure the National Register and CRICOS Registers are updated promptly to ensure that in marketing courses, prospective students have accurate information.

In the unlikely event that ICAT is unable to teach out a discontinued program, the Institute will follow the procedure as outlined in the Tuition Refund Policies.

The communications plan will also include draft notifications to the relevant regulatory bodies.

TEQSA must be notified no later than 14 days after any decision to suspend or discontinue a course of study is made.

In the event a course does not start on the due date, TEQSA must be notified within 3 business days.

Implications for International Students

The student may also be offered enrolment in an alternative CRICOS registered course by Macleay at no extra cost. The student has the right to choose whether they prefer a refund of the unused portion of prepaid tuition fees, or to accept a place in another course. If the student chooses placement in an alternative course with Macleay, the student will be issued with a new International Student Letter of Offer and a new Confirmation of Enrolment.

For more information on the process for tuition fee refunds and reporting provider default, refer to the *Tuition Refund Policy for International Students*.

Transition and Communications Plan Action List

Action List	Responsibility
Liaise with TEQSA case manager about the decision to discontinue course.	Director of Operations and Compliance
Determine any legal issues and contractual obligations that are relevant.	Executive Director (CEO)
Communicate the decision to discontinue (teach out / transition) to all staff and students.	Director of Education

Advise all stakeholders that the course is to be discontinued and the date of the final intake at the original location.	Director of Education
Nominate a contact person or persons to deal with student enquiries about the process.	Director of Education
Develop a communication plan to advise current students and applicants with offers for subsequent intakes that the course will be discontinued and include information about the new location and provide details of a contact person.	Director of Education/ Academic Dean/ Director of Operations and Compliance/ Registrar
Organise meetings with all affected students and staff to explain processes and address any concerns.	Director of Education/Academic Dean
Prepare subject timetables and individual course maps for students.	Registrar
Update website with information about the discontinuation.	Recruitment and Marketing

Approval

The Academic Board will either endorse or reject the proposal. Where the Academic Board requests further information before making a decision, the Director of Education will re-present the proposal having considered the feedback and requests of the Academic Board.

Where the Academic Board endorses the proposal, the Academic Board Chair will submit the recommendation to the Corporate Board within a maximum period of thirty days from the date the proposal was made.

Where the Corporate Board endorses a recommendation from the Academic Board to discontinue a course of study, approval is given to commence the implementation of the proposed Course Transition Plan and Communications Plan.

Transition Period

The Director of Education, in conjunction with the Academic Dean, Director of Operations and Office of the Registrar (Working Party), is responsible for the implementation of the *Course Transition Plan and Procedure* and the provision of progress reports to the Academic and Corporate Boards throughout the course discontinuance process.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
210622	22 June 2021	QA Manager	Academic Board	Policy prior to change of Ownership
220616	4 July 2022	Collaborative	Corporate Board	Policy amended to include course suspension and other updates as per DVE review

Policy Information

Author:	Quality & Compliance Manager
Policy owner:	Director of Education
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