

Program Discontinuation and Transition Policy

Document

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| Document Name | Program Discontinuation and Transition Policy |
| Brief Description | This policy provides the framework for program discontinuation and transition of students at Sydney Institute of Business and Technology (SIBT). |
| Responsibility | Academic Board |
| Initial Issue Date | 13 September 2012 |
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Version Control

| Date/Approval | Version No. | Summary of Changes | Reviewer Name and Department/Office |
|---------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 10/05/10 | 1 | New Policy | Senior Management Team |
| 06/10/11 | 2 | Updated and approved by SMT. Noted at Interim Academic Board 11/03/16. by SMT. Title has also changed, course has become program. | Senior Management Team |
| 15/08/23 | 3 | Responsibility changed from SMT to AB. Section 4a, 4d-f added. Inclusions of the proposal to discontinue a program added in 5.1a. Sections 5.1c and 5.2 added. Details provided in section 6 Teach-out and 7 Transition Plan. Sections 8biv-viii and 8d added. Section 9 Responsibilities strengthened, and more details provided. Responsibilities of AB, LTC and ADM added (sections 9b, c, g). | Academic Board |

Related Documents

| Name | Location |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Program Development, Monitoring and Review Policy | SIBT Website |
| Higher Education Support Act 2003 | https://www.legislation.gov.au/ |
| Higher Education Standards Framework (Threshold Standards) 2021 | https://www.legislation.gov.au/ |
| Education Services for Overseas Students Act 2000 | https://www.legislation.gov.au/ |
| National Code of Practice for Providers of Education and Training to Overseas Students 2018 | https://www.legislation.gov.au/ |

| Name | Location |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TEQSA's Withdrawing a course/teachout | https://www.teqsa.gov.au/course-accreditation/withdrawing-course-and-teachout |



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1. Purpose

- a) The purpose of the Program Discontinuation and Transition Policy is to provide a framework for SIBT's rules, guidelines and processes for transition arrangements arising when a program has been discontinued.

2. Definitions

| Term | Meaning |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program | A program is an approved and accredited course of study leading to an award of SIBT. A student is admitted to a program, undertakes study while enrolled in that program, and on successful completion of all program requirements is awarded a qualification to which the program relates. |
| Discontinuation | The cancelation of a program by ceasing to take new enrolments and removing it from the approved list of programs. |
| Teach-out | When a provider has decided to phase out a program that still has students enrolled. |
| Transition | Arrangements that apply to a cohort or individual students, where a program is cancelled, including transfer of a cohort or individual students to an alternative program with relevant advanced standing, or continuance in a program that has been cancelled. |

3. Application

- a) The Program Discontinuation and Transition Policy applies to all programs offered by SIBT, students enrolled in those programs and staff involved in the administering and teaching those programs.

4. Policy Statement

- a) The discontinuation of a program can only occur upon the following circumstances:
- i. SIBT initiative, where the Academic Board decides to:
 - Retire the program after the accreditation period and not seek program re-accreditation; or
 - Cancel the program during current accreditation period.
 - ii. SIBT initiative, where the Board of Directors decides to:
 - Stop operating as the Institute of Higher Education.
 - iii. TEQSA initiative, where TEQSA decides to:
 - Not approve SIBT program re-accreditation application or program accreditation application that would replace a program; or
 - Direct SIBT to stop offering a program during the accreditation period; or operating as the Institute of Higher Education during the registration period; or
 - Not approve SIBT re-registration application.
- b) SIBT ensures that the decision to discontinue a program should only be taken after consideration of all stakeholders and business objectives.

- c) SIBT will transition its students to an alternative program provided by the articulation partner/s when:
 - i. SIBT ceases its operations as the Institute of Higher Education, or
 - ii. The program is being discontinued and there is neither a teach-out program nor alternative programs offered by SIBT, or
 - iii. Students enrolled in the teach-out program are not able to complete the program within a two (2) year period, and there is no alternative program offered by SIBT.
- d) SIBT will have formal transition agreements with its articulation partner/s in place to ensure that students will complete the same or equivalent program with minimal disruption and disadvantage to their educational experience.
- e) The students will incur no additional costs:
 - i. To continue their study, for those units that are under the agreement and paid but have not been undertaken;
 - ii. For managing the transition process.
- f) SIBT will support students throughout the transition process to the best of its abilities.

5. Decision to Discontinue the Program

5.1 SIBT Decision to Discontinue the Program

- a) A proposal to discontinue a program will be initiated by the College Director and Principal in consultation with the Academic Director and Quality and Compliance Manager. The proposal will include:
 - i. Rationale for discontinuing the program;
 - ii. Teach-out and/or Transition Plan;
 - iii. Impact on key stakeholders;
 - iv. Strategic consequences;
 - v. Financial consequences.
- b) The proposal is considered by the Senior Management Team before presentation to the Academic Board at the next available meeting. The proposal must be approved by the Academic Board before formal notification to the Universities Partnership Australia (UPA) Board.
- c) The College Director and Principal in consultation with the Quality and Compliance Manager will notify TEQSA and the Department of Education of SIBT's decision to discontinue a program of study.

5.2 TEQSA Decision to Discontinue the Program

- a) If a program is forced into teach-out mode due to a regulatory decision made by TEQSA a Teach-out and Transition Plan will be developed and approved by the Academic Board in the context of the regulatory decision and circumstances.
- b) Under the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), providers need to have effective teach-out or program transition plans in place if programs are placed in teach-out by either TEQSA or the provider.

6. Teach-out

- a) Where SIBT decides to teach-out a program, the Quality and Compliance Manager will seek program re-accreditation in teach-out mode via TEQSA's shortened program renewal process and through this process, will determine the date on which accreditation ends. The proposed duration of the teach-out period will not exceed two (2) years.
- b) Students enrolled in the program in the teach-out mode who are not able to complete it within a two (2) year period, and there is no alternative program offered by SIBT, will be transitioned to the equivalent program of the articulation partner/s.

7. Transition Plan

- a) If it has been decided to discontinue a program that still has students enrolled, arrangements will be put in place to ensure that all existing students can:
 - i. Complete the program in either its current version or in a teach-out mode;
 - ii. Transition to an alternative and mutually agreed program provided by either SIBT or by its articulation partner/s.
- b) The Academic Director and the Quality and Compliance Manager will develop the transition plan which will include transition options available to students and the content of all written communication to staff and students.
- c) The arrangements of the transition plan will commence for a specified period after which the program will be discontinued.
- d) Student academic progress will be monitored over the teach-out period and arrangements will be put in place to ensure students can complete their program in time.
- e) The proposed plan will include a recommended study pattern for each student to complete their program as part of the transition process and total number of credits the student will receive based on the credit transfer arrangement.
- f) Appropriate support and arrangements will be put in place for ensuring students complete their program.
- g) In cases where there are no students currently admitted to the program, the program will be discontinued immediately.

8. Notification to Students and Staff

- a) The College Director and Principal will advise in writing relevant staff and students of the decision to discontinue the program and the implications of this decision to them.
- b) The Academic Director in consultation with the Quality and Compliance Manager will ensure students are provided with formal advice regarding the transition arrangements that will apply. SIBT will advise students on:
 - i. Options available to them;
 - ii. Last day of the program delivery and the time period in which students must complete the existing or teach-out version of the program;
 - iii. Alternative arrangements that a student can pursue with SIBT or elsewhere, if a student does not complete the program within the approved transition period;
 - iv. Academic Transcripts of units completed at SIBT and how to obtain them;

- v. Advanced standing and how it may be used towards the application for Recognition of Prior Learning;
 - vi. Any fees due or owed to students;
 - vii. Arrangements for ongoing communication throughout the teach-out period.
 - viii. Disposal of students' records, if applicable.
- c) SIBT will provide the written advice to students regarding transition arrangements within four (4) weeks of the decision to discontinue the program and include all relevant correspondence in student files.
 - d) Students will be advised that applications for deferral or leave of absence will not be approved unless there are extenuating (compassionate and compelling) circumstances beyond the control of the student. Applications that involve extenuating (compassionate and compelling) circumstances will be assessed on a case-by-case basis and will be contingent on the teach-out or transition plan that has been put in place by SIBT.

9. Responsibilities

- a) The Quality and Compliance Manager has oversight of the implementation of this policy and is responsible for monitoring all program and accreditation activities across the Institution and preparing submissions to TEQSA. The Quality and Compliance Manager is also responsible for ensuring the appropriate advice and documentation are provided to TEQSA as required.
- b) The Academic Board provides advice to the Board of Directors on academic matters, including advice on program discontinuation and transition arrangements.
- c) The Learning and Teaching Committee oversees the credit transfer arrangements.
- d) The College Director and Principal (or nominee) is responsible for approving the financial consequences of the program discontinuation and transition arrangements.
- e) The Director of Student and Academic Services will:
 - i. Ensure that all decisions made in respect of program discontinuations are reflected in the Student Management System; and
 - ii. For all students currently enrolled in the program, prepare a report including students':
 - Units completed, and/or currently enrolled, and/or to be completed;
 - Expected graduation dates;
 - Current refunds due and account balances.
- f) The Admissions Manager is responsible for advising prospective domestic and international students of any program discontinuations and for ensuring the provisions of ESOS are followed.
- g) The Director of Marketing and Admissions will:
 - i. Stop all marketing activities related to the discontinued program;
 - ii. Cancel any published marketing material;
 - iii. Not enrol any new students in the discontinued or teach-out program;
 - iv. Prepare a report on all potential students who have received or accepted the offer of the discontinued program, and any fees paid;
 - v. Contact all potential students and:
 - Advise them that SIBT will no longer be offering that program;
 - Inform them that a written confirmation is required if they wish to be re-enrolled into the new/alternative program, if available;



- Provide them with information how to request a refund of any upfront fees paid or remission of FEE-HELP debts;
- vi. Issue new offer letters to those students who opted to be enrolled in the new/alternative program.