

Program Discontinuation and Transition Policy

Document

Document Name	Program Discontinuation and Transition Policy
Brief Description	This policy provides the framework for program discontinuation and the teach-out or transition of students at Sydney Institute of Business and Technology (SIBT).
Responsible Officer	Academic Director
Delegated Approver	Academic Board
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Version Control

Date Approved	Version No.	Summary of Changes	Approver
10/12/24	4	Updated Related Documents, Policy broadened to include superseded programs as a result of program development and teach-out and transition plans under SIBT. Added Statement of Tuition Assurance and Review sections.	Academic Board

Related Documents

Name	Location
Program Development, Monitoring and Review Policy	SIBT Website
Refund Policy	SIBT Website
Special Consideration Policy	SIBT Website
Statement of Tuition Assurance	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/
TEQSA's Withdrawing a course/teach out	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 to ensure clear guidelines for teach-out or transition arrangements arising when a program has been discontinued due to being superseded or cancelled.

2. Definitions

Term	Meaning
Program	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.
Program Discontinuation	When a program ceases to take new enrolments and is removed from the approved list of programs when there are no active students remaining.
Superseded Program	When a program has been replaced by an updated or new program.
Teach-out	When a provider has decided to phase out a program that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to enable existing students to complete the course of study within a specified period.
Transition	When a provider has decided to phase out a program that still has enrolled students and arrangements are in place to enable students to transition to a mutually agreed course at no financial or academic disadvantage.

3. Application

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

4. Policy Statement

- a) SIBT will ensure that the decision to discontinue a program has taken into consideration all stakeholders and business objectives and strategies. SIBT will ensure arrangements are in place to ensure all existing students can either complete the program, or transition to a mutually agreed or replacement program at no financial or academic disadvantage.
- b) SIBT will ensure the students enrolled in a superseded or discontinued program incur no additional costs:
- c) SIBT will support students throughout the transition process to ensure no student is unreasonably disadvantaged by a decision to vary the structure of a program or discontinue the offering of a program.

5. Decision to Discontinue the Program

The discontinuation of a program may occur under the following circumstances:

- a) SIBT initiative, where the Academic Board agrees to:
 - i. Re-accreditation of a program with a modified structure that responds to newly identified student and market demand;
 - ii. Retirement of a program after the accreditation period where it is decided to not seek program re-accreditation; or
 - iii. Cancellation of a program during its accreditation period.
- b) SIBT initiative, where the Board of Directors decides:
 - i. SIBT will stop operating as an Institute of Higher Education.
- c) TEQSA initiative, where TEQSA decides to:
 - i. Not approve a SIBT program re-accreditation application or program accreditation application that would replace an existing program; or
 - ii. Direct SIBT to stop offering a program during the accreditation period; or operating as an Institute of Higher Education during the registration period; or
 - iii. Not approve SIBT re-registration application.

5.1 SIBT Program Review and Decision to Discontinue the Program

- a) Program reviews are conducted regularly to ensure SIBT maintains currency, quality and relevancy through iterative amendments to the curriculum.
- b) Where curriculum amendments cannot be incorporated under the existing program, SIBT may establish a new version of the existing program through a comprehensive review and approval process that culminates in a new program accreditation by TEQSA,
- c) Depending on the transition arrangements for individual students based on their program progression, continuing students may be entitled to elect to transition to the new program or complete their current program within a teach-out period.
- d) Transition plans for continuing students between program versions are formalised with the conditions of transition, approved by the Academic Board.

5.2 SIBT Market Analysis and Decision to Discontinue the Program

- a) If a program is considered to no longer meet SIBT's criteria for quality, currency and relevance, 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. Proposed Teach-out and/or Transition Plan;
 - iii. Impact on key stakeholders;
 - iv. Strategic consequences;
 - v. Financial consequences.
- b) The proposal will be:
 - i. presented to the Senior Management Team for endorsement
 - ii. presented to the Academic Board for endorsement
 - iii. Presented to the SIBT Board, by the Academic Board, for formal approval.
- 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.

5.3 TEQSA Decision to Discontinue the Program

- a) If a program is forced into teach-out mode due to a regulatory decision 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 and Transition Plan

- a) Where a program that has been superseded or discontinued has enrolled students, SIBT must have in place a Teach-out and Transition Plan for the program.
- b) 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 the program's accreditation ends. The proposed duration of the teach-out period will not exceed two (2) years.
- c) Where a program that has been superseded by a newer version of the program has enrolled students, SIBT will put in place a transition plan for students who would not be disadvantaged by transitioning to the new Program and a teach out plan for students who would be disadvantaged by transitioning.
- d) The Academic Director, Director of Student and Academic Services and the Quality and Compliance Manager will finalise the teach-out and transition plan which will include:
 - i. A list of the names, student IDs and, where relevant, confirmation of enrolment (CoE) for all students enrolled in the program
 - ii. Evidence that each student in teach-out will complete the program and that time allowance is made for circumstances in which a student fails a unit or needs to study part-time
 - iii. Copies of template correspondence intended to be sent to students
- e) The Teach-out and Transition Plan will be submitted to the Academic Board for approval.
- f) The Quality and Compliance Manager will submit the approved teach-out and transition plan to TEQSA via the TEQSA portal.

7. Transition Plan under SIBT

- a) The arrangements of the transition plan will commence for a specified period after which the program will be discontinued.
- b) 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 within the period approved for teach-out.
- c) 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 received based on the credit transfer arrangement.
- d) Appropriate support and arrangements will be put in place for ensuring students complete their program.
- e) Communication to Students regarding Teach-out of their program must include:



- i. Details of the unit mappings showing the equivalent units between the existing and new Diploma courses, and
- ii. Assurance that there will be no disadvantage to students, especially in terms of time, costs, or the number of units required to complete their Diploma

8. Transition Plan under another Provider

- a) SIBT will transition its students to an alternative program provided by an articulation partner/s if:
 - i. SIBT ceases to operate as an 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.
- b) SIBT will ensure formal transition agreements with its articulation partner/s are in place to ensure that students will complete the same or equivalent program with minimal disruption and disadvantage to their educational experience.

9. Tuition Protection Services

- a) If SIBT ceases to provide a program of study and is unable to provide a refund/remit debts or place a student in an alternative program, the students will be protected by the Tuition Protection Service (TPS).
- b) The TPS will attempt to place a student in a suitable alternative program or, if this is not possible, they will be eligible for a refund/remission of debts. Refer to the Statement of Tuition Assurance.

10. Notification to Students and Staff

- a) The College Director and Principal will advise in writing relevant staff and students of the decision to discontinue a program and the implications of this decision to them.
- b) The Academic Director will ensure students are provided with formal advice (as provided to TEQSA) regarding the teach-out or 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 program under teach-out;
 - iii. Alternative arrangements that a student can pursue with SIBT, 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. Internal Credit approved by the Academic Board, towards the replacement SIBT Program;
 - 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 may not be approved unless there are extenuating (compassionate and compelling) circumstances beyond the control of the student (as per the Special Consideration Policy).
- e) 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.

11. 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. The Academic Board will be responsible for approving the credit transfer arrangements, transition and teach-out plans and submissions to TEQSA.
- c) The Learning and Teaching Committee oversees the credit transfer arrangements.
- d) The College Director and Principal 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. Prepare a report of all students currently enrolled in the program, including for each student:
 - Units completed, and/or currently enrolled, and/or to be completed;
 - Expected graduation dates;
- f) The Admissions Manager is responsible for advising domestic and international pipeline 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. Remove any published marketing material that is for recruitment purposes ensuring visibility of discontinued or superseded programs remain until the teach out period is concluded;
 - 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 addendums to existing offer letter students who opted to be enrolled in the new/alternative program.



12. Review

- a) This Policy is reviewed by the Responsible Officer and the Quality and Compliance Manager every three (3) years and to reflect updates on any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.