

## Course Discontinuation and Teachout Policy

### 1. PURPOSE

Course and subjects at UTS College are designed to meet expectations of the market, UTS, and industry. Due to the changing expectations of these groups over time, courses and subjects are refreshed and updated on a regular basis. However, there are times when courses and subjects no longer meet the needs of these groups and are discontinued from the offerings at UTS College.

The purpose of this policy is to provide a framework to:

- a) regulate the requirements for the discontinuation of courses and subjects
- b) ensure that the student cohorts impacted by the discontinuation of courses and subjects can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

### 2. SCOPE

This policy applies to:

- All UTS College **award courses**, delivered on and offshore.
- These specified **non-award courses**:
  - UTS Foundations Program
  - Cambridge Program
  - English Language Program (ELP)

### 3. PRINCIPLES

3.1. UTS College is committed to ensuring that course and subject discontinuation:

- a) is a transparent process;
- b) complies with legislative and regulatory requirements, and contractual obligations between UTS College and any third parties;
- c) are planned and implemented to mitigate impacts on existing students, enabling them to complete their studies or transition to another course or subject at no material or academic disadvantage.

### 4. POLICY STATEMENTS

4.1. Course discontinuation

4.1.1. UTS College may discontinue a course offering when:

- a) changes have been made to the course to such an extent that the course no longer retains the same content or learning outcomes to which a student was admitted
- b) a course no longer meets the standards required by sector regulators and accreditation of the course is either cancelled or not renewed
- c) course review processes indicate that updates required for a course offering, whether curriculum, provision of facilities, and/or resources, would result in the course being unsustainable or unable to be delivered
- d) the course, its delivery location, or its delivery mode, no longer aligns with the strategic plans of UTS College
- e) the admissions of a course fall below pre-agreed thresholds that would result in the course being unsustainable.

4.1.2. If a course offering is approved for discontinuation, then:

- a) there can be no new students admitted
- b) the course is no longer marketed as available
- c) a discontinuation plan is produced that:
  - details the management of all existing students in the course to be discontinued, including any deferred students, leave of absence students, returning students who previously withdrew, and students admitted to an approved articulation pathway into the course to be discontinued
  - states any available options for subject substitution from other course offerings
  - states the final date that existing students in the course to be discontinued can complete their studies
  - details a communication plan for existing students in the course to be discontinued that notifies them of the decision to discontinue the course, the impacts it will have on their progress to completion, and the final date they can complete their studies.
- d) All TNE partners must follow the UTS College discontinuation plan, including communication steps, teach out planning and student transition support if needed.

4.2. Consultation for course discontinuation

- a) Prior to any approval to discontinue a course, consultation with stakeholders must be sought to assess the impact of discontinuing the course, either by direct consultation or through representatives on a committee.
- b) Third parties involved in the delivery of a course, or with interests in the progression of students graduating from a course, must be included in the consultation process.

4.3. Approval process – see Section 5 Responsibilities below.

#### 4.4. Managing Student Impact

UTS College is committed to the overarching requirement for discontinued courses that students are not disadvantaged by the decision to discontinue a course, and to ensure minimal disruption to student's progress toward their completion of their course.

##### 4.4.1. Student disadvantage

To ensure students are not disadvantaged, UTS College will:

- a) in the event of course up versioning:
  - map the old course to the new course; and
  - transition existing students into the new version, advising students on the implications of the new version on their study plans.
- b) in the event of course discontinuation with no replacement:
  - Provide existing students with a teachout plan that details the subjects and semesters required to successfully complete the course; and
  - assist existing students to complete the course within the teachout period, including in the case where student cohorts completing are small, provide alternate, intensive study plans that mirror the supportive environment of larger classes.
- c) provide existing students with academic support and mentoring to support them to successfully complete their course; and
- d) offer alternative arrangements for existing students who fail a subject in that subject's last scheduled delivery of the discontinuation plan that will not disadvantage the student, including provisions for supplementary assessment.

##### 4.4.2. Teachout planning

Where a teachout plan is required, the teachout plan must:

- a) detail the revised study plan that an individual student must take in order to complete the course within the teachout period; and
- b) detail all subject availabilities within the teachout period.

##### 4.4.3. Student communications

- a) Students must be given notice of a course discontinuation in writing, within 14 days of the decision being made.

- b) When a course is approved for discontinuation, existing students in the course to be discontinued must, at a minimum, be informed of:
- the reason for the discontinuation of the course;
  - when the discontinuation will come into effect;
  - where they can find more information about the discontinuation;
  - a nominated staff member who is the contact for student queries or concerns;
  - their individual teachout plan (for discontinuation with no replacement) or their new study plan (for up versioning); and
  - how they are to be supported to ensure they face no disadvantage as a result of the change

#### 4.5. Course quality

- a) UTS College course offerings that are discontinued with teachout plans in place are required to meet:
- quality indicators as per the regulator's previous accreditation approval; and
  - the UTS College Education Quality Assurance Policy
  - the UTS College Course Development, Review and Approval Policy

#### 4.6. Complaints

- a) Students may lodge a complaint where they believe they will be disadvantaged in any way by the discontinuation of a course via the UTS College Student Complaints and Appeals Policy.

#### 4.7. Regulator notification

- a) Notification of courses approved for discontinuation will be sent in writing to the regulator within 14 days of the Board approval, with a copy of the discontinuation plan.

## 5. RESPONSIBILITIES

### 5.1. Dean

- a) Overseeing the review of all UTS College courses, initiation of proceedings that lead to course discontinuation, and the delivery of courses by UTS College and third parties.

### 5.2. The Executive

- a) Endorsing the commercial aspects of business cases for course discontinuations prior to being considered by the UTS College Board.

### **5.3. Student Service and Administration Manager**

- a) Ensuring all existing students in the course to be discontinued are accounted for in the discontinuation plan.
- b) Maintaining communication plans for existing students in discontinued courses.
- c) Overseeing the transition of existing students into new courses (in the event of course up versioning).

### **5.4. Transnational Education Quality Manager**

- a) Liaising with transnational partners during consultation periods.
- b) Supporting transnational partners through the discontinuation of courses/subjects that impact their centres.
- c) Maintaining quality of course delivery at transnational partner centres during teachout of discontinued courses.

### **5.5. Program Managers (Diploma, Foundation, Cambridge, Graduate Certificates)**

- a) Managing the review of all their discipline courses/subjects and ensuring compliance with educational standards and best practice pedagogy during teachout of discontinued courses.
- b) Collaborating with UTS counterparts during consultation periods.
- c) Providing existing students with individual teachout plans (in the event of course discontinuation with no replacement)

### **5.6. Director of Studies (English Programs)**

- a) Managing the review of all their discipline courses/subjects and ensuring compliance with educational standards and best practice pedagogy during teachout of discontinued courses.
- b) Providing existing students with individual teachout plans (in the event of course discontinuation with no replacement)

### **5.7. Academic Standards Committee**

- a) Ensuring compliance for discontinued courses with the relevant provisions of the Higher Education Standards Framework (Threshold Standards); the Foundation Program standards; the Australian Qualifications Framework (AQF); and the Education Services for Overseas Students (ESOS) Act and English Language Intensive Courses for Overseas Students (ELICOS).

- b) Overseeing matters of fairness and equitable adjustment for students especially in matters of access and assessment and address relevant concerns of students including those raised through student feedback and student complaint processes.

#### **5.8. Learning and Teaching Committee**

- a) Ensuring course quality is maintained for discontinued courses with teachout plans.
- b) Ensuring compliance for discontinued courses with the relevant provisions of the Higher Education Standards Framework (Threshold Standards); the Foundation Program standards; the Australian Qualifications Framework (AQF); and the Education Services for Overseas Students (ESOS) Act and English Language Intensive Courses for Overseas Students (ELICOS).

#### **5.9. Academic Board**

- a) Approving all course discontinuation proposals prior to submission of the course discontinuation to the accreditation process of regulatory authority or other relevant external accrediting authority.
- b) Endorsing recommendations from the course review process of the Learning and Teaching Committee and Academic Standards Committee.
- c) Overseeing the quality assurance arrangements for all courses offered in all locations and modes of delivery.

#### **5.10. Chief Executive Officer**

- a) Notifying the regulator within 14 days of the Academic Board approved courses for discontinuation.

### **6. RELATED DOCUMENTS**

#### *UTS College Policies and Procedures*

- Academic Course Progress Policy (Domestic and International Non-Student Visa Holders)
- Academic Course Progress Policy (International)
- Access and Equity Policy
- Course Development, Approval and Review Policy
- Course Discontinuation and Teachout Procedure
- Education Quality Assurance Policy
- ELT Course Progress Policy (International)

- Student Complaints and Appeals Policy
- Support for Students Policy
- Transnational Education Policy

### Legislation

- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act (TEQSA) 2011

## DEFINITIONS

Alternative arrangements	Plans or preparations that are different from the original, typically made when the initial plan cannot be completed as intended.
Articulation pathway	A structured route that allows students to progress from one level of education to another, whether that is between programs offered by one provider or programs leading from one provider to another.
Award Course	A course of study leading to a diploma or certificate of UTS College that is conferred on a student by the UTS College Limited Board
Course	The sequence of academic subjects that leads to the award of a qualification or a statement of program completion. The sequence of ELT levels that lead to statement of program completion.
Disadvantage	Barriers and obstacles that hinder a student's ability to succeed academically.
Discontinue/ Discontinuation	To officially end or terminate a course, making it no longer available for students to enrol in or complete.
Non-award course	English Language Intensive Courses for Overseas Students (ELICOS) programs and UTS Foundation Studies Program
Quality indicators	Metrics used to evaluate and measure the effectiveness and performance of higher education institutions.
Subject	A unit of study within a course
Subject availabilities	Specific offerings of a subject within a particular study period, location, and/or delivery mode.
Subject substitution	The process of replacing one subject with another within a student's academic program.

Supplementary assessment	An additional assessment opportunity provided to students who have narrowly failed a course, designed to give students a second chance to demonstrate their understanding and meet the required learning outcomes.
Teachout	Teachout is when the College has decided to phase out a course that still has students enrolled
Third parties	Individuals or groups that are not directly involved in the decisions or running of UTS College courses but have interests in them through transaction or agreements.
Unsustainable	In the context of courses, the inability of UTS College to maintain or continue effective running of a course over time due to various challenges, such as low enrolments, financial constraints, or resource limitations.
Up version	An updated or revised version of a course. A course may be up versioned due to changes being made to it that makes the new version of the course significantly different from the previous course.
UTS College	UTS College Limited, its representative offices and its controlled entities.

APPROVAL		
<b>Policy Title</b>	<b>Course Discontinuation and Teachout Policy</b>	
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Endorsed by	ASC	Date: 6 May 2025
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## VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Learning Unit Manager	New policy	April 2025