

## Discontinuation and Teach-Out Policy and Procedures – Higher Education

### 1. Scope

This policy applies to all higher education students and staff at all campuses and delivery sites of Holmes Institute (Holmes).

### 2. Purpose

The purpose of this policy is to ensure that, in the event that Holmes Institute Pty Ltd (Holmes) is unable to continue to deliver a unit of study or course of study, students are not unduly inconvenienced or disadvantaged.

### 3. Policy Principles

- 3.1 Holmes recognises its obligation to its students to ensure that it delivers units of study and courses of study to students as per the written agreement between the student and the Institute.
- 3.2 Holmes also recognises its obligation to ensure that its courses engage with advanced knowledge and inquiry including current knowledge and scholarship and emerging concepts in academic disciplines. This means that units of study and courses of study sometimes need to be discontinued and replaced with newer units and courses.
- 3.3 In the event that a unit or course is discontinued Holmes will ensure, to the best of its ability, that all students enrolled in a course will have the opportunity to complete that course or unit prior to any planned discontinuation.
- 3.4 In the event of the discontinuation of a Unit of Study the following will apply:
  - a) A course review will determine that the unit of study is deemed inappropriate, out of date or no longer reflective of advanced knowledge in the discipline;
  - b) A proposal to discontinue a core unit will be presented to the Academic Board;
  - c) A proposal to discontinue an elective unit will be presented to the Teaching and Learning Committee;
  - d) If the unit is an elective unit of a course of study, alternative elective units will be offered to students in its place;
  - e) If the unit is a core unit of a course of study, students will be given at least 12 months written notice of the last date when the unit will be offered and any alternative arrangements being made for those students unable to take the unit within the 12 month window;
  - f) Alternative arrangements may include replacing the core unit with another core unit or with an elective unit, arrangements to take the unit at another provider or online, or various other arrangements;
  - g) If a course of study leads to professional accreditation with an external

professional body, Holmes will ensure that discontinuation of a unit will not impact on professional accreditation of a course;

- h) In the event that a student fails a unit in the scheduled final delivery of a unit, the student will be offered alternative arrangements which will not disadvantage the student. This may include being offered a supplementary assessment.

3.5 In the event of the discontinuation of a Course of Study the following will apply:

- a) The proposal to discontinue the course will be made by the Academic Board for approval by the governing body of the Institute.
- b) The Chief Executive Officer will advise the Tertiary Education Quality and Standards Agency (TEQSA) in writing of the decision within 14 days of the decision being made by the governing body;
- c) Holmes will develop a Student Transition and Teach-out Plan which it will provide to TEQSA;
- d) Students will be given notice in writing at least 12 months prior to the discontinuation of the course;
- e) Holmes will ensure that all students are given the option of either;
  - i. Completing their current course; or
  - ii. Transferring to an alternative course at the same AQF level at Holmes; or
  - iii. If no alternative course at Holmes is suitable or available, Holmes will arrange for the student to complete their course with another provider and refund unspent student tuition fees;
- f) Students choosing to transfer to will be given appropriate credit for units successfully completed in their original course; and
- g) Students choosing to complete their current course will be provided with a revised study plan which details how they can complete the course before its discontinuation. This study plan may include an option to take units at another provider or online.

#### **4. Refund of Fees**

4.1 An event where Holmes cancels a course which Holmes has agreed to deliver to students as per a written agreement may be considered to be a provider default.

4.2 In this case students may be entitled to a refund of fees. Holmes' Tuition Protection Policy and Procedure details how Holmes will ensure that students are able to either:

- a) Complete their studies by enrolling in another Holmes course;
- b) Complete their studies with another education provider; or
- c) Receive a refund of their tuition fees.

#### **5. Complaints and Appeals**

5.1 Holmes will take all reasonable actions to ensure that students are inconvenienced as little as possible if a Unit of Study or Course of Study is discontinued.

5.2 If any student is dissatisfied with the process or the outcome they are encouraged to discuss the matter with the Institute to seek resolution. If still dissatisfied, the student may seek resolution under the Institute’s Complaints and Appeals Policy and Procedures.

## 6. Responsibilities

6.1 The Dean, Operations and the Director of Quality and Risk are accountable for the ongoing development, implementation, communication and effectiveness of this Policy and the supporting processes and documentation.

6.2 The Campus Directors at each campus are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

6.3 Holmes employees are responsible for being aware of, and complying with this Policy.

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer</b>	Dean		
<b>Implementation Officer</b>	Dean and Campus Directors		
<b>Last Approval</b>	New Policy		
<b>Review Date</b>	December 2025		
<b>Approved by</b>	Governing Council		
<b>Associated Documents</b>			
Complaints and Appeals Policy and Procedures Refund Policy Student Deferral, Suspension and Cancellation Policy and Procedures Student Transfer and Release Policy and Procedures Tuition Protection Policy and Procedure			
<b>Version</b>	<b>Brief Description of the Changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1	To implement a Discontinuation and Teach-out Policy and Procedure	6 Dec 2019	6 Dec 2019
	Reviewed – no changes.	10 Dec 2022	10 Dec 2022