# CESSATION PROPOSAL

#### *Aligns to COURSE CESSATION AND STUDENT TRANSITION (HE) PROCEDURE*

#### *SECTION 6 – PROCEDURES*

Applies to:

1. Course
2. Major or Specialisation
3. Delivery location – (cessation of delivery locations where courses are delivered with a partner, either onshore or offshore will need to Complete the Cessation Proposal (Partner Delivered))

Does not apply to:

1. Higher Degrees by Research courses
2. Vocational Education and Training (VET) Award and Non-Award courses

Colleges and VU Online, wishing to cease offering a HE Award course (coursework only), HE Non-Award course, major, specialisation or location must complete a cessation proposal, indicating that they are requesting cessation. AQS, in conjunction with the College and VU Online, will complete the Course Cessation Proposal and submit it to the Deputy Vice-Chancellor Tertiary Education for approval.

Generally, Course Cessation Proposals must be provided before 31 July of each year, to assist with establishing an accurate course profile for the following year.

Following the approval of this cessation proposal:

1. AQS will action the cessation in CAMS;
2. AQS will assist the College to prepare a Course Transition and Teach-out Plan to present to the Courses Committee of Academic Board.

Please note: If a course is being replaced, you will need to complete a Concept Proposal and Business Case; Approval of the Concept Proposal and Business Case constitutes in-principle approval of the deactivation of the existing course, major or specialisation.

If you have any queries about the process, please email aqs@vu.edu.au

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| **Section 1: College / VU Online Details** |
| Proponent 1 Surname:  |
| College / VU Online:  |  |
| Associate Dean (L&T) (or equivalent): |  |
| Proponent 2 (if another College or VU Online is impacted by proposal) |
| College / VU Online: |  |
| Associate Dean (L&T) (or equivalent): |  |

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| **Section 2: Rationale for Cessation** |
| What is the rationale for this action? (e.g. course being renewed, as a result of ACM and CCR processes, course rationalisation, change in student demand, professional accreditation) |
| <Insert information> |
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| **Section 3: Details of Proposed Cessation** |
| [ ]   | course will no longer be offered to any students at any locations (including all majors) and will be removed from the VU course profile (deactivated) **Complete Section 4** |
| [ ]   | specific majors or specialisations will cease to be offered (please specify) **Complete Section 5** |
| [ ]   | course will be discontinued in particular locations (please specify) **Complete Section 6** |
| [ ]   | course will no longer be offered to particular student cohorts (please specify) **Complete Section 6** |
| Reminder: Cessation of delivery locations where courses are delivered with a partner, either onshore or offshore should **Complete a Cessation Proposal (Partner Delivered).** |
| [ ]  | other (please specify) |
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| **Section 4: Course Details** |
| Course Code: |  |
| Course Title: |  |
| CRICOS Code: |  |
| Date of final intake: | There will be no new enrolments of students after [BLK / SEM / TRI YYYY] |
| Proposed completion date: | (Recommended: standard course duration x 150%)The final cohort of students enrolled is expected to complete by the end of [BLK / SEM / TRI YYYY] |
| [ ]  | Includes nested qualifications  |
| [ ]  | Are there students on a pathway likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Are there students with COE’s likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on other VU courses, such as combined or double degrees? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on the profile of the University (e.g. pathways, impact on particular cohorts of students)? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will the course be replaced?Provide porposed replacement course title |
| [ ]  | Has replacement course been endoresed by Academic Board?Provide first year of delivery of replacement course |
| If there is no replacement course please summarise the arrangements to enable all students to complete the course in which they are enrolled |
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| Reminder: If the course is being replaced, you will need to complete a **Concept Proposal and Business Case**; Approval of the Concept Proposal and Business Case constitutes in-principle approval of the deactivation of the existing course. |

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| **Section 5: Major / Specialisation Details** |
| Major or Specilisation Code: |  |
| Major or Specilisation Title Title: |  |
| CRICOS Code: |  |
| Date of final intake: | There will be no new enrolments of students after [BLK / SEM / TRI YYYY] |
| Proposed completion date: | (Recommended: standard course duration x 150%)The final cohort of students enrolled is expected to complete by the end of [BLK / SEM / TRI YYYY] |
| [ ]  | Includes nested minors |
| [ ]  | Are there students on a pathway likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Are there students with COE’s likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? **Complete a Transition / Teach Out Plan** |
|[ ]  Will this cessation have an impact on currently enrolled students and students with pending enrolments (e.g., reduction in electives, changes to testamur)? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on other VU courses, such as combined or double degrees? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on the profile of the University (e.g. pathways, impact on particular cohorts of students)? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will major or specialisation be replaced?Provide porposed replacement course title |
| [ ]  | Has replacement major or specialisation been endoresed by Academic Board?Provide first year of delivery of replacement course |
| If there is no replacement major or specialisation please summarise the arrangements to enable all students to complete the major in which they are enrolled |
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| Reminder: If the Major or Specilisation is being replaced, you will need to complete a **Concept Proposal and Business Case**; Approval of the Concept Proposal and Business Case constitutes in-principle approval of the deactivation of the existing Major or Specialisation |

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| **Section 6: Location / Cohort Cessation Details** |
| Location: |  |
| [ ]  | Specific courses / majors or specialisations (please specify) |
| [ ]  | Across all courses / majors or specialisations |
| Cohort Details: |  |
| Date of final intake: | There will be no new enrolments of students after [BLK / SEM / TRI YYYY] |
| Proposed completion date: | (Recommended: standard course duration x 150%)The final cohort of students enrolled is expected to complete by the end of [BLK / SEM / TRI YYYY] |
| [ ]  | Are there students on a pathway likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Are there students with COE’s likely to be affected by the proposed cessation? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on currently enrolled students (e.g. VU TAFE) and students with pending pathways? **Complete a Transition / Teach Out Plan** |
| [ ]  | Will this cessation have an impact on other VU courses, such as combined or double degrees? **Complete a Transition / Teach Out Plan** |
| Reminder: Cessation of delivery locations where courses are delivered with a partner, either onshore or offshore should **Complete a Cessation Proposal (Partner Delivered)** |

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| **Section 7: Student Numbers** |
| Students currently enrolled |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |
| Students with COE’s likely to be affected by the proposed cessation |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |
| Students with Pathways likely to be affected by the proposed cessation |
| Domestic: | F/T |  | P/T |  | International Onshore: | F/T |  | P/T |  | International Offshore: |  |  |  |  |

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| **Section 8: Stakeholder Consultation** |
| Stakeholder | Date consulted | Comments |
| Key staff of Proponent 1 |  |  |
| Key staff of Proponent 2 (if applicable) |  |  |
| Professional Accreditation Bodies |  |  |
| Manager – Admissions, Pathways & Scholarships |  |  |
| Academic Quality & Standards |  |  |

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| VU Global |  |  |
| Other (Please specify) |  |  |

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| Section 9: Endorsements |
| Proponent 1Executive Dean (or equivalent)(College / VU Online) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Proponent 2Executive Dean (or equivalent)(College / VU Online) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Dean and Chief Academic Officer, VU Online(if applicable) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |
| Chief International Officer(if applicable) | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |

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| Section 10: Approval |
| Deputy Vice-Chancellor Tertiary Education | Endorsed |  [ ]  Yes [ ]  No | Date |  |
| Name |  |
| Signature |  |