STUDENT TRANSITION / TEACH OUT PLAN –

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

### *SECTION 6 – PROCEDURES: Part G - Course Transition Plans, Part H - Student Cohort Teach-Out Plans, Part I - Communications with Students and Part J - Monitoring Student Cohort Teach-Out Plans*

Applies to:

1. Course
2. Major or Specialisation
3. Delivery location

Does not apply to:

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

VU’s approach to the transition and teach out process for the cessation of higher education courses for domestic students and international onshore students is guided by TEQSA’s compliance requirements and on relevant VU policy for higher education courses.

<http://www.teqsa.gov.au/for-providers/course-accreditation/teach-out>

Following the approval of the cessation proposal AQS will assist the College to prepare a Course Transition and Teach-out Plan to present to the Courses Committee of Academic Board.

If you have any queries about the process please email [aqs@vu.edu.au](mailto:aqs@vu.edu.au)

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| **Section 1: Approved Cessation Details** | | |
| Means of approval | | |
|  | Cessation Proposal | |
|  | Course Concept and Business Case | |
|  | Annual Course Monitoring (ACM) or Comprehensive Course Review (CCR) | |
| Date approval granted | |  |
| Proponent 1 | | |
| College / VU Online: | |  |
| Associate Dean (L&T) (or equivalent): | |  |
| Proponent 2 | | |
| College / VU Online: | |  |
| Associate Dean (L&T) (or equivalent): | |  |

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| **Section 2: Rationale for Approved 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 Approved 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) | |
|  | specific majors or specialisations will cease to be offered (please specify) | |
|  | course will be discontinued in particular locations (please specify) | |
|  | course will no longer be offered to particular student cohorts (please specify) | |
|  | other (please specify) | |
|  | | |
| 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] |
|  | 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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| Section 4: Student Cohort Teach Out Strategy – Currently Enrolled Students | | |
| Student Cohort | Number | Transition Strategy  (e.g. Transfer to replaced award course with credit transfer, Continue enrolment in existing award course, Not required – This cohort will graduate in existing award course) |
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| Section 5: Student Cohort Teach Out Strategy – Pending Students | | | |
| Student Cohort | Number | Year of Commencement | Transition Strategy |
| Students with COE’s |  |  |  |
| Students with Pathways |  |  |  |
| Deferred Enrolments |  |  |  |

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| Section 6: Maintenance of Teaching and Learning Quality | | | |
| T&L Planning | Yes/No | Responsibility | Comments |
| Does the planned sequence of units of study allow the original course learning outcomes to be met? |  |  |  |
| Will students who opt to be part time be able to complete the planned sequence of units? |  |  |  |
| Has provision been made for students not completing units satisfactorily and for students taking leave of absence? |  |  |  |
| Will students be provided with individual course plans showing their progress in the course across the teach-out period to completion? |  |  |  |
| If the course is part of a pathway how will this be managed? |  |  |  |

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| Section 7: Course and Student Mapping (Domestic, International Onshore and International Offshore) (Appendix 1) |
| Please complete the Appendix 1 spreadsheet showing for each student their status against each unit and summarising what remains to be completed. |

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| Section 8: Course Delivery Mapping (Appendix 2) |
| Please complete the Appendix 2 spreadsheet to show the projected year and semester of all units still to be delivered in the existing course and, if applicable, the projected delivery in the replacement course. |

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| Section 9: Communication Strategy | | |
| Communication Strategy | | Comments |
|  | Letters to enrolled students |  |
|  | Letters to students who are in the application process |  |
|  | Group and individual student meetings (optional) |  |

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| **Section 10: 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 |  |  |
| VU Global |  |  |
| Other (Please specify) |  |  |

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| Section 11: Endorsements | | | | |
| Proponent 1  Executive Dean (or equivalent)  (College / VU Online) | Endorsed | Yes  No | Date |  |
| Name |  |
| Signature |  |
| Proponent 2  Executive 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 12: Teach out / Transition Plan presented to Courses Committee | | | |
| Endorsed for monitoring | Yes  No | Date |  |