

Courses Lifecycle Course Cessation and Student Transition Procedure

Section 1 - Purpose / Objectives

(1) This procedure:

- a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in ceasing to offer a course to commencing and prospective students onshore and/or offshore;
- b. Specifies the approval steps and responsibilities for student transition and/or teach out arrangements;
- c. Should be read in conjunction with the [Course and Pathways Lifecycle Policy](#) , the [Annual Monitoring of Courses Procedure](#) , the [Comprehensive Review of Courses Procedure](#) , the [Withdrawing a Course from the CRICOS Register Procedure](#) and the [Externally Accredited Course Approval Procedure](#) ; and
- d. Outlines a key component within the lifecycle of Victoria University internally accredited and externally accredited courses.

(2) The typical lifecycle of courses at Victoria University is explained visually in Figure 1 .

Section 2 - Scope / Application

(3) This procedure:

- a. Applies to all internally or externally accredited and non-award courses; and
- b. Does not apply to higher degrees by research.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibility
Provost (PP)	Approves Course Cessation proposals* and Student Transition and Teach out Plans^.

Pro Vice-Chancellor Colleges & Distinctive Specialisations (PVC C&DS)	Endorses Course Cessation proposals*.
Deans of Colleges	Endorses Course Cessation proposals* and Student Transition and Teach out Plans^.
Academic Board Courses Committee	Endorses Student Transition and Teach out Plan^.
Academic Board	Endorses Student Transition and Teach out Plan^ and monitors Plan.
Senior Curriculum Management Committee	Consulted as required by the Provost (PP) in the approval process for the cessation of a course.
Dean's Advisory Group (or equivalent)	Provides advice to the Dean if required.
Centre for Collaborative Learning and Teaching (CCLT)	Provides support and advice for course design and development and course governance processes, together with other areas of shared services as appropriate.

* Proposal A - Course Cessation Proposal for an Internally Accredited Course Offered to Domestic / International Onshore Students

Proposal B — Course Cessation Proposal for an Internally Accredited Course Delivered with a Partner

^ Template A — Student Transition and Teach Out Plan for an Internally Accredited Course Offered to Domestic / International Onshore Students

Template B — Student Transition and Teach Out Plan for an Internally Accredited Course Delivered with a Partner

Part B - General

Procedures

(6) The cessation of an internally or externally accredited course at VU must comply with:

- a. The Australian Qualifications Framework Qualifications Issuance Policy;
- b. All external regulatory requirements, including those imposed by TEQSA, ASQA, VRQA and ESOS, as appropriate;
- c. The requirements of relevant professional accrediting and disciplinary bodies;
- d. Internal requirements such as availability of specialist staff and resources;
- e. Institutional strategic directions and curriculum requirements at the time;
- f. Approved quality assurance arrangements with external partners, and
- g. Sign-off by senior management as outlined in Figure 2.

(7) The cessation of an internally or externally accredited course at Victoria University requires:

- a. Consultation with key internal and external stakeholders, such as other Colleges potentially affected by the decision, partners and Victoria University International; and
- b. Completion of a Course Cessation proposal and a Student Transition and/or Teach out Plan. The duration of the Teach out Plan must allow for students to take leave of absence or repeat units in accordance with University policies and external regulatory requirements.

(8) The course cessation process is explained visually in Figure 2.

Section 6 - References

(9) The [Australian Qualifications Framework Qualifications Issuance Policy](#).

Section 7 - Guidelines

(10) Nil

Status and Details

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