

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 [Courses Lifecycle Policy](#) , the [Courses Lifecycle - Annual Monitoring of Courses Procedure](#) , the [Courses Lifecycle - Comprehensive Review of Courses Procedure](#) , the [Courses Lifecycle - Withdrawing a Course from the CRICOS Register Procedure](#) and the [Courses Lifecycle - Award Course Approval \(VET\) Procedure](#) ; and
- d. Outlines a key component within the lifecycle of Victoria University higher education and non-award 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 higher education and non-award courses; and
- b. Does not apply to higher degrees by research or vocational education and training qualifications.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

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

Roles	Responsibility
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.
Student Services	Coordinates enrolment-related aspects of the process.
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 a Higher Education Course Offered to Domestic / International Onshore Students

Proposal B - Course Cessation Proposal for a Higher Education Course Delivered with a Partner

^ Template A - Student Transition and Teach Out Plan for a Higher Education Course Offered to Domestic / International Onshore Students

Template B - Student Transition and Teach Out Plan for a Higher Education Course Delivered with a Partner

Part B - General

Procedures

(6) The cessation of a higher education and non-award course at VU must comply with:

- a. The Australian Qualifications Framework Qualifications Issuance Policy;
- b. All external regulatory requirements, including those imposed by TEQSA, 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.

(7) The cessation of a higher education and non-award 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.

(8) Processes of cessation include:

- a. Teach-out plan: A teach-out or transition plan for all students admitted to the course or major will be prepared by the teaching area to ensure students are not disadvantaged.
- b. Admissions: No new admissions will be accepted during the teaching-out period.
- c. Duration of teach-out: The length of the teaching out period that the student has to complete the course or

major approved for deactivation will be determined by the College/Course Team, and will take into account the remaining units required to complete the course, whether the student is enrolled on a full-time or part-time basis, and the overall teaching-out period. Each student will be advised of the length of time that they have to complete the course or major. The time granted to complete the course or major will adhere to time limits provided by other University policies or course requirements.

- d. Replacement course or major: If a replacement course or major is available, each student enrolled in the course or major to be deactivated will be given the option to transfer to that course or major without significant disadvantage. Students who choose not to transfer to a replacement course or major, or for whom there is no clear replacement course or major, will be given reasonable opportunity to complete the course or major to be deactivated within the teaching-out period.
- e. Notification to students: Each student admitted to the course or major approved for deactivation will be advised in writing of the University's decision. The University will also advise any students who have been offered a place in a course or major approved for deactivation that the course or major will no longer be on offer. This advice will be provided as soon as possible after the decision has been made.
- f. Publications and advertising: Details of a course or major that has been approved for deactivation will be removed from future editions of all publications, excepting for Course listings where these are used to provide existing students with information regarding their course structure. In this case, courses will be identified as no longer taking admissions.

Section 6 - References

- (9) The [AQF Qualifications Issuance Policy](#).

Section 7 - Guidelines

- (10) Nil

Status and Details

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Responsible Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077
Enquiries Contact	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077