



**AUSTRALIS
BUSINESS
SCHOOL**

Teaching Out Policy

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1. PURPOSE

This *Teaching Out Policy* provides a framework for course transition contingencies and teach out arrangements in the event that courses at the Australian School of Business Pty Ltd, trading as Australis Business School (Australis) are discontinued. This policy will ensure that students currently enrolled in a course being discontinued can either finish the course of study or transition to a mutually agreed course at no disadvantage. This policy also ensures that fair and equitable decisions are made regarding course transition arrangements and teach out plans.

2. SCOPE

The policy applies to all courses, including Higher Degree by Research (HDR) courses at Australis. It applies to all domestic and international students of Australis and all staff of Australis, including academic and non-academic staff, board and committee members, internal and external stakeholders, as well as independent contractors and consultants.

3. DEFINITIONS

For definitions, refer to the Australis *Glossary of Terms*.

4. POLICY STATEMENT

4.1. Policy Statement

In cases of course withdrawal and teaching out at Australis, students will be provided with transition arrangements that ensure fairness and equity, enabling them to complete their course at Australis or in an alternative course at another higher education provider within the timeframe identified by TEQSA.

For HDR students, a teach-out plan will be put in place and include arrangements to maintain the continuity of research projects, ensure access to supervisory support, and provide necessary resources to complete their research. This includes transitioning all research data from Australis storage to the other higher education provider, as required, and in alignment with the *Australis Records and Information Management Policy* and *Australian Code for the Responsible Conduct of Research 2018* (and supporting guide, *Management of Data and Information in Research*).

Students affected by course withdrawal will be protected through tuition assurance arrangements providing them with adequately resourced financial and tuition safeguards. Australis will ensure compliance with the regulatory requirements associated with course transition and teaching out of courses following the procedures specified by TEQSA in the Higher Education Standards Framework 2021.

4.2. Policy Principles

The decision to discontinue a course at Australis will require substantial planning and careful early consultation with all those affected. Australis will advise students of any discontinuation in writing and ensure each student is provided with an individualised course map for the transition period.

Before students are formally notified, the Academic Board (AB) must approve the discontinuation of any academic course. The Learning and Teaching Committee (LTC) will provide a comprehensive teach out plan to the AB that details the timetable, implications for student progress and how students will be notified and subsequently counselled about their study.

The quality of the course materials and supporting resources will be maintained until the end of the transition period.

Australis may discontinue a course for several reasons, including a substantial course modification after a formal course review, a shift in strategic positioning within a specific market or changes in student demand. TEQSA may decide not to renew accreditation or revoke the accreditation of an Australis course even when students are presently enrolled. TEQSA's accreditation of a course may be withheld if the course is designed to replace an already existing course that has not been re-accredited by Australis.

5. TEACH OUT PLAN

Australis will follow a teach out plan regardless of the reason to discontinue a course, with the aim of mitigating any potential disadvantage to students. The teach out plan will include a comprehensive list of the impacted students and a projected strategy for facilitating the teach out for these students. In the event of part-time enrolments in the course, the teach-out strategy will ensure that there is a consistent and timely progression for the part-time students.

For HDR students, the teach-out plan will ensure the availability of supervisors or suitable alternatives, access to research facilities and resources, and include provisions for independent and compliant examination processes for research outputs. Where it is not feasible for HDR students to complete their research at Australis, arrangements will be made to facilitate their transition to other comparable institutions, ensuring that there is minimal disruption to their research and studies.

A communication plan will be prepared, including the suggested timeline and strategy for informing students about the teach out plan including those students who have been on leave of absence, staff and other stakeholders. The expected timeline will be estimated, including the implementation of the course termination. Typically, this will be the full-time period plus an additional year or the equivalent in part-time hours, but it cannot go above the full-time term plus two years or the equivalent in part-time hours.

6. TEACH OUT PROCEDURE

The Dean (or HDR Director for HDR courses) will submit a course discontinuation proposal to the AB for consideration with full disclosure of the proposal. The course discontinuation proposal will include reasons for proposed discontinuation, possible impacts on students and financial and strategic consequences. The teach out plan for the course will be included as part of the submission, indicating how the integrity of the course will be maintained and its objectives met during the transition period.

The teach-out plan for students studying HDR courses will include details of how HDR students will be supported, including the continuation or reassignment of supervisory arrangements, the provision of resources necessary for research completion, and arrangements for independent examination of research outputs. The HDR Director will consult with HDR students individually to develop tailored transition plans, ensuring their research needs and progress are addressed. This includes transitioning all research data from Australis storage to the other higher education provider, as required, and in alignment with the *Australis Records and Information Management Policy* and *Australian Code for the Responsible Conduct of Research 2018* (and supporting guide, *Management of Data and Information in Research*).

The Dean or HDR Director (for HDR students) will make special arrangements for students who have failed to meet the standard progress requirements of the course. The Dean (for non-HDR students) and HDR Director (for HDR students) must also indicate any special arrangements and include the number of students affected and arrangements for them to complete their course.

The AB will consider the merit of the proposed arrangements and forward its recommendation to the Board of Directors (BoD). The BoD will assess if the course discontinuation proposal and teach out plan are equitable and fair for the affected students and do not unfairly disadvantage the impacted students from completing the course.

The Dean (for non-HDR students) and HDR Director (for HDR students) will review course progression data for students enrolled in teach out program at the end of each semester. The Dean (for non-HDR students) and HDR Director (for HDR students) will provide end-of-semester reports to the LTC (for non-HDR students), HDRC (for HDR students) and the AB on the teach out status and any impact of delayed course progress on the teach out plan. The Dean (for non-HDR students) and HDR Director (for HDR students) will regularly communicate with students via email and web updates. All affected students will be provided with the full teach out plan to assist with short- and long-term course planning.

7. TEQSA-INITIATED COURSE TRANSITION

Where a course is discontinued and put into teach out mode by TEQSA, the AB will propose for the BoD to approve an appropriate course of action and plan that follow the procedural

guidelines for the teaching out. The AB will specify the last intake date for the course. There will be no marketing or promotion activities after the last intake date for the course has been determined. The details about the course must also be removed from the Australis website and marketing materials immediately after the decision to that effect.

8. SUPPORT FOR TRANSITIONING STUDENTS

All students impacted by the discontinuation of a course will get academic assistance and guidance to help them complete the course on time and successfully. Each student will receive individualised guidance on how to finish the discontinued course. Each student will receive recommendations and a unique course plan that will be recorded. HDR students will receive additional support to ensure their research projects can be completed with minimal disruption. This includes individualised plans for supervision, access to required research resources, and arrangements for examination. Where external collaboration or transfer to another comparable institution is required, Australis will provide support to facilitate the process. This includes transitioning all research data from Australis storage to the other higher education provider, as required, and in alignment with the *Australis Records and Information Management Policy* and *Australian Code for the Responsible Conduct of Research 2018* (and supporting guide, *Management of Data and Information in Research*). The Dean (or HDR Director for HDR students) will monitor student progress each term to maintain timely progression and resolve any progression issues.

9. ROLES AND RESPONSIBILITIES

Australis is responsible for submitting an application to TEQSA for renewal of a course. The BoD is responsible for the final approval of all stages of proposals for withdrawal or suspension of a course. The AB will advise the BoD and oversee all stages of proposals for withdrawing a course. The Dean is responsible for oversight of all aspects of the course withdrawal processes.

10. COMPLAINTS AND APPEALS

Students may make a complaint or appeal regarding any aspect of this policy under the *Student Complaints and Appeals Policy and Procedure*.

11. RELATED DOCUMENTS, EXTERNAL REFERENCES AND VERSION CONTROL

11.1. Related/Referenced Documents

- Admission and Student Selection Policy and Procedure
- Course and Unit Development and Quality Assurance Policy and Procedure
- Critical incidents and Business Continuity Plan
- External Referencing Policy
- Higher Degree Research (HDR) Policy and Procedure
- HDR Assessment and Examination Policy and Procedure
- HDR Candidate Progress Procedure
- HDR Supervision Policy and Procedure
- Learning and Teaching Policy
- Marketing and Student Recruitment Policy
- Records and Information Management Policy
- Student Academic Progression, Monitoring and Intervention Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Student Fees and Refund Policy and Procedure
- Student Welfare, Wellbeing and Support Policy and Procedure

11.2. Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021
- Australian Code for the Responsible Conduct of Research 2018 (and supporting guide, Management of Data and Information in Research)

11.3. Version Control

Version	Date	Reviewed/approved by	Key notes/changes
1.2	31/07/25	AB	Approved at the 31/07/25 AB meeting.
1.3	05/08/25	BoD	Approved at the 05/08/25 BoD meeting.

11.4. Document Review

To be reviewed at least every five (5) years from the date of final approval.