

# Course Teach-Out Policy

## Purpose

1. This Policy outlines the principles governing the preparation and implementation of course teach-out plans and in so doing how GHE meets the standards, outlined in Domain 7: Representation, information and information management, of the *Higher Education Standards Framework (Threshold Standards) 2021*.
2. .

## Scope

3. This Policy applies to all GHE higher education courses.

## Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

5. This Policy is linked to the Course Teach-Out Procedure.

## Policy

### Principles

6. Whether a course is to be discontinued for strategic or other compelling reasons (Provider-Initiated Discontinuance) or imposed by the regulator (TEQSA-Initiated Discontinuance) GHE will ensure that:
  - a) the interests of all current students are protected through satisfactory arrangements for transfer and/or teach out of the current course;
  - b) all administrative, regulatory and course information requirements are met through the implementation of a comprehensive course teach-out plan.
7. GHE must ensure that students affected by the discontinuation of a course:
  - a) receive timely and adequate advice;
  - b) are given the opportunity to transition to an equivalent accredited course either within GHE or with another provider;
  - c) are consulted in all proposals and assisted to transition only when no disadvantage is identified.
8. GHE will maintain an up-to-date and accurate Transition Register of all equivalent courses to facilitate the transition of students to other providers where appropriate.
9. GHE recognises that students may experience concerns or distress in the event that a course is discontinued and is committed to ensure the well-being and academic success of all affected students.

## Associated information

<b>Related Internal Documents</b>	Course Teach-Out Procedure Course Teach-Out Plan Template Transition Register Course Development, Approval, Amendment and Discontinuation Policy Quality Assurance Policy Student Complaints, Grievances and Appeals Policy Student Fees, Charges and Refunds Policy Glossary of Terms
<b>Related Legislation, Standards and Codes</b>	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> TEQSA Website advice (accessed 13 March 2020): <a href="#">Withdrawing a course/teachout</a> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>
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<b>Policy Custodian</b>	Academic Director
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## Change history

<b>Version Control</b>	Version 1.2	
<b>Change Summary</b>	11-May-20	v1.0 Draft approved by Academic Board (AB) 27-Apr-20 and recommended to Board of Directors (BoD) and endorsed 5-Jun-20 with administrative updates
	24-Jul-20	V1.1 administrative updates
	10-Oct-23	V1.2 administrative updates following TEQSA registration

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