

Course Termination Policy and Procedure

1. Purpose

The purpose of this Policy is to outline EIA's approach to terminating a course of study.

The following procedure sets the guidelines for terminating a course within EIA.

A student may request termination or cancellation of their enrolment at EIA. This process is governed by the Student Enrolment Policy and Procedure.

This Policy complies with the Higher Education Standards Framework (Threshold Standards) HESF 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia.

2. Scope

This policy applies to all EIA courses.

3. Responsibility

In accordance with its Terms of Reference, the Academic Board is responsible for reviewing and approving this Policy.

The Academic Director is responsible for the implementation of this Procedure.

4. Policy

EIA is committed to offering quality courses and regularly reviewing its courses to ensure they continue to meet EIA's operational and strategic goals. From time to time, such a review may result in a decision to terminate or discontinue a course.

Any decision to terminate a course will be informed by significant research, a consultative process involving students, staff, market forces, accreditation compliance and industry consultation.

5. Course of Study Termination Procedure

5.1 A proposal to terminate a course will be developed. The Proposal will include:

5.2 A rationale for the termination (as appropriate) which may include:

- impact on strategy, mission, vision and values of EIA
- history of the course and its reputational value to students, staff and stakeholders
- financial implications with respect to current market conditions
- feedback from students, staff, industry and other stakeholders
- changes in accreditation compliance.

5.3 A Communication Plan for termination. All staff and students will be notified of:

- the reason/s why a course is being terminated or discontinued.
- the effective date of the course termination
- their options relating to completion of the award, which may include (and are not limited to):
 - Continuing to complete the course in teach-out mode, based on the structure and timeframe at the time of their enrolment;
 - Transferring to an alternative EIA course and receiving equivalent credit where possible;
 - Transferring to a course with an alternative higher education provider, or
- Terminating their enrolment and receiving:
 - a refund of any fees for any units not completed, and
 - a Record of Results for units that have been completed.

5.4 Prospective students with any pending application or enrolments will be notified and where applicable offered an alternative course at EIA or provided with a refund of any fees already paid.

- A Teach-out Plan will be developed, managed and monitored by the Academic Director.
- The Proposal will be tabled at the Academic Board.
- If endorsed by the Academic Board, the Proposal will be recommended to the Board of Directors for approval.

6. Course of Study Termination Procedure

6.1 A notification of material change and a teach-out application will be submitted to TEQSA after having been approved by the Academic Board

6.2 Marketing, recruitment and enrolments will cease

6.3 No substantive changes will be made to the course while it is in teach-out.

6.4 All students intending to complete the course will be contacted by the Academic Director and a Study and Support Plan will be developed. Each student will be notified that they must complete the course before the end of the teach-out period and that they cannot be issued with the qualification after the teach-out period has concluded.

6.5 EIA will offer the remaining units in the course on a schedule that enables all students with a Teach-Out Study and Support Plan to complete the course.

6.6 Students who fall out of sequence in their course due to unit failure/s may retake the failed unit only if it continues to be offered and the student can still complete the re-taken unit prior to the teach-out end date. In exceptional circumstances, unscheduled units will be allowed to ensure a student can meet the course of study requirements

6.7 Students who fail to make satisfactory academic progress and are dismissed from the course of study under the provisions of the Student Course Progress and At Risk Policy and Procedure will lose their right to benefit under the teach-out arrangement.

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