

Transition and Teach Out

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1.0 Purpose

This Procedure outlines the processes undertaken in the event that a program is withdrawn or undergoes a major change. The Procedure ensures that students are not disadvantaged by such processes, whilst enabling the University to consolidate program versions and where appropriate, transition students to a replacement program if their program is withdrawn or undergoes a major change.

The Procedure outlines the various factors that must be considered when establishing transition or teach out arrangements for a program, to guide the School or Department (hereafter 'School') in their planning, consultation, and submission to Programs Committee.

2.0 Scope

This Procedure applies to all programs and students at Griffith University.

3.0 Procedure

Programs that are withdrawn or undergo a major change must have arrangements in place to ensure that all existing students can either complete the program (teach out), or preferably, transfer to a new version of the program, at no disadvantage (transition).

Students will be transferred to the replacement program if their current program is withdrawn, or transferred to a new version of their program if their current program undergoes a major change, if:

- it is deemed that the student is not disadvantaged by the transition; and
- the University remains compliant with *the Higher Education Standards Framework (Threshold Standards)*; and
- the University remains compliant with the *Education Services for Overseas Students Act* and the *National Code of Practice for Providers of Education and Training to Overseas Students*.

Where it is identified that a student will be disadvantaged by transitioning to a new program, the student will have the option to remain in their current program for the duration of the teach out period. Alternatively, the student can elect to be transitioned to the new program on the condition that they are fully aware and accept any disadvantage resulting from the transition.

3.1 Transition or teach out

3.1.1 Transition

Transition refers to students being moved into a replacement program when their existing program is withdrawn or undergoes a major change.

Transition is the preferable approach, providing students are not disadvantaged by the transition.

3.1.2 Teach out

Teach out is the alternative option when transition to a new program is not a viable approach.

Teach out refers to the phasing out of a withdrawn program in which students remain active. Students that have received and accepted an offer prior to a program being withdrawn, will have the option to continue in the program under the teach out arrangement. No new students can be admitted into the withdrawn program. Students who have discontinued their enrolment in a withdrawn program and request to be readmitted to the same program must meet certain conditions, as per the *Admission Procedure*.

When a program is withdrawn and there is no replacement, teach out arrangements must ensure that all existing enrolled students can either complete the program of study within the teach out period or transition to a different program.

When a program undergoes a major change and is replaced with a new program version, it is preferable that students transition to the replacement version rather than remain in teach out of the old version, if they are not disadvantaged by the transition. Students that remain in the old version will need to complete the program within the teach out period and comply with section 3.11 of *Enrolment Procedure*. In some instances, it may be determined by the school that a student's requirements term will need to be updated to a new offering of the enrolled program.

3.1.3 Determining the best approach

To meet the requirements to transition a student must not be disadvantaged. The table below outlines options for the best approach for each student cohort and identifies where there may be disadvantage. In most cases, particular cohorts may be disadvantaged where others are not (such as international students with specific visa requirements compared to domestic students), in which case a combination of some students transitioning and some remaining in teach out will be the best option. This ensures students are not disadvantaged, whilst maintaining the University's preference for transition over teach out, where feasible.

| COHORT EFFECTED | DETERMINING FACTOR | NO | YES |
|--|---|-----------|------------|
| All students | Is the replacement program at the same AQF level? | Teach out | Transition |
| All students | Does the replacement program have the same volume of learning/credit points? | Teach out | Transition |
| All students | Does the replacement program have the same learning outcomes, or could these be achieved by transferring? | Teach out | Transition |
| All students | Does the replacement program have identical professional accreditation status? | Teach out | Transition |
| All students | Does the replacement program have similar graduate outcomes? | Teach out | Transition |
| All students | Does the replacement program have similar content? (In most cases, this will not include the same minors or electives). | Teach out | Transition |
| All students, particularly international students | Does the replacement program have the same mode of delivery? | Teach out | Transition |
| All students, particularly international students | Will students be eligible for credit into the new program that has been granted towards their existing program? | Teach out | Transition |
| All students, particularly international students | Have current students met the entry requirements to the replacement program, including English language proficiency? | Teach out | Transition |
| All students, particularly international students | Is the replacement program the same duration (full time equivalent)? | Teach out | Transition |
| All students, particularly international students and sponsored students | Does the replacement program have the same fees? | Teach out | Transition |
| All students, particularly international students and sponsored students | Does the replacement program have the same award title? | Teach out | Transition |

3.2 Program requirement changes

3.2.1 Planning

When planning replacement programs, consideration must be given to the feasibility of the timeline, student progression data, various student cohort profiles, current enrolments, the comparative structure of the old and new programs, impacts on existing student visas and

Education Services for Overseas Students Act compliance, and potential issues for commencing students who may have accepted offers for future intakes.

The School is responsible for consulting key stakeholders across the University, including Student Connect, Griffith International, and Domestic Admissions, prior to approval, to enable these teams to provide the necessary services to students involved.

The program change or withdrawal proposal must include the replacement program and the approach to transition (the default) and/or teach out. This includes:

- the last term for admission
- the last term of delivery for the program
- details of prior consultation
- mapping of equivalent courses for credit transfer
- the proposed management of students with a program extension, sponsored students, international students, and part time students (including those that will not complete their study in the teach-out period); and
- a proposed communication plan (inclusive of transparency of communication to key stakeholders).

3.2.2 Teach out period

The maximum duration for a teach out period is 1.5 times the full-time equivalent duration of the program, from the last admit term for commencing students. For example, the teach out period of a four-year degree could be up to six years and is calculated based on the last admit term which could be in the future.

3.2.3 Approval

Programs Committee approves all arrangements for transition and teach out, including the teach out period, and any extensions to that period which are unusual and exceptional. Program approval processes are outlined in the *Program Approval Procedure*.

3.3 Managing teach out

Students enrolled in a teach out program have the end date of the teach out period displayed on myGriffith. Digital Solutions is responsible for ensuring that only the information with the earliest date is displayed for those students who also have a 'must complete by' date displayed.

3.3.1 Monitoring progression

Progression of students enrolled in programs in teach out is actively monitored by the Academic Groups. Early intervention and support are provided to students who are at risk of not completing their program, as per the *Academic Progress Procedure*. Students who are at risk of not completing their program requirements are assessed and managed on a case-by-case basis. This is reported annually to the Group Learning and Teaching Committee.

Monitoring enrolled students who have reached the end of a teach out period but have not completed the program requirements to graduate are assessed on a case-by-case basis by the School. These students may be transitioned to a replacement program by the University. Refer to the University's *Enrolment Policy* for more information.

3.3.2 Study plans

A customised study plan may be created by the School for students in a teach out program to ensure they can complete their study in the required time frame. The study plans must be agreed to by the student and then approved by the Program Director and then the Dean (Learning and Teaching), taking into consideration:

- professional accreditation requirements, where applicable
- degree requirements; and
- trimester availability of courses.

3.3.3 Interruption of studies

Teach out and transition arrangements for students on a leave of absence or extension to maximum time to complete their program, and students who have deferred their offer to study, are detailed in section 3.10 and 3.11 of the *Enrolment Procedure*, and section 3.4 of the *Admission Procedure*, respectively.

3.3.4 Re-admission into withdrawn programs

Students who have discontinued their enrolment in a program and request to be readmitted to the same program must meet certain conditions, as per the *Admission Procedure*.

3.4 Managing transition

3.4.1 Admission for transitioned students

The transition of students into a replacement program is managed internally by the School and Student Business Services, as well as Griffith International for international students.

3.4.2 Fees

If a student transfers from one program to another, the student is liable for the tuition fee related to the new program, as per the *Fees and Charges Procedure*.

3.4.3 Credit arrangements

Students transitioning into a replacement program will have their previous study assessed for credit, including previously granted credit (refer to the *Credit and Recognition of Prior Learning Procedure* for more information). This is initiated internally by the School in close collaboration with Domestic Admissions.

3.4.4 International students

Further measures must still be taken when managing students that are studying on an international visa and opt to transition to a replacement program, to ensure their visa compliance, maintenance of eligibility for post-study work rights, and Griffith's compliance with the *National Code*.

This includes ensuring that:

- the duration of the program and CRICOS duration remains the same;

- the fees of the new/replacement program are equal to or lower than the original program;
- English language requirements of the new/replacement program are equal to or lower than the original program;
- students have been studying in the original program for a minimum of six calendar months, if the program is their principal program of study;
- the mode is not changed to online only, and no more than one third of courses in the program is online;
- any credit granted towards their previous program will be granted towards the new/replacement program, and similarly, all prior study in the original program will be granted as credit towards the new/replacement program, to not change the overall duration of their study;
- student eligibility for post-study work rights is not compromised; and
- where applicable, adequate management of agents is maintained.

3.4.5 Sponsored students

Sponsored students are considered disadvantaged by a transition if the sponsor does not agree to continue sponsoring the student in the replacement program, and therefore must not be transitioned unless the sponsor agrees to continue sponsoring the student in the replacement program.

3.5 Student communication

Student communication must be clear and sent before the program withdrawal or major change, and before key open enrolment periods. Other key dates/activities may need to be considered when drafting communications (i.e., potential graduands). At minimum, students must be informed about:

- the reason for the change
- what is being changed
- when the change will take place
- not being disadvantaged
- professional accreditation status (if applicable)
- arrangements of any customised study plans
- who they can contact for help; and
- where they can find further information.

When communicating with students, Schools may consider the following cohorts for streamlined communication:

- Domestic (enrolled)
- International (enrolled)
- Third party arrangement (enrolled), including academic delivery with other parties, work integrated learning, etc.
- Sponsored students
- Leave of Absence

- Deferred
- Offered
- Accepted offer
- International pathway pipeline
- Domestic pathway pipeline

4.0 Roles and Responsibilities

| ROLE | RESPONSIBILITY |
|--|---|
| Program Director and then the Dean (Learning and Teaching) | Planning program requirement changes, including teach out or transition arrangements. |
| Programs Committee | Approving program requirement changes, including teach out or transition arrangements. |
| The School with assistance from Student Connect | Approving program requirement changes, including teach out or transition arrangements and requirement term changes. |
| Manager Group Program Services | Managing withdrawn programs in teach out. |
| Deans (Learning and Teaching) with assistance from Student Connect | Re-admission into withdrawn programs. |
| Student Credentials | Archiving program structures. |

5.0 Definitions

Cohort refers to a group of students who share a program version and enrolment status, for example: international (enrolled), domestic (applied), leave of absence, or sponsored student, etcetera.

Disadvantage refers to potential impacts on a student as a result of being transitioned from a withdrawn program to a replacement or equivalent program. This can include one or more of the following impacts applying to a student:

- loss of credit points
- extension of time to graduate from the program due to potential course offering limitations;
- change to the costs associated with the replacement program of study;
- fundamental change to the learning and/or graduate outcomes;
- significant change to the location or delivery mode of a program;

- loss of opportunity to gain industry/professional accreditation;
- sponsor not agreeing to continue sponsoring a student in the replacement program; or
- change to the residency visa status.

Program version an iteration of a program where the degree requirements have changed, distinct from the previous iteration of the same program.

Sponsored Student refers to a student who is studying with the financial support of an organisation, such as an employer or government agency, that officially registers with Griffith to pay the tuition fees and/or other associated study/living/travel costs directly to Griffith for that student.

Study Plan refers to a unique plan customised for a student to outline the specific courses they need to undertake to meet their program requirements. Once a study plan is create is resides against the student file.

Teach out refers to the period of time students can remain active when phasing out a withdrawn program. Students that have already received and accepted an offer prior to a program being withdrawn, will have the option to continue in the program under the teach out arrangement. No new students can be admitted into the withdrawn program. Students who have discontinued their enrolment in a program and request to be readmitted to the same program must meet certain conditions outlined in the *Admission Procedure*.

The School refers to an academic organisation that sits within one of the four Academic Groups (the highest and largest element in the academic structure of the University). Schools may also be called Departments.

Transition refers to students being moved into a replacement or equivalent program when their existing program is withdrawn or undergoes a major change.

6.0 Information

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|---|--|
| Title | Transition and Teach Out Procedure |
| Document number | 2023/0000422 |
| Purpose | <p>This Procedure outlines the processes undertaken in the event that a program is withdrawn or undergoes a major change. The Procedure ensures that students are not disadvantaged by such processes, whilst enabling the University to consolidate program versions and where appropriate, transition students to a replacement program if their program is withdrawn or undergoes a major change.</p> <p>The Procedure outlines the various factors that must be considered when establishing transition or teach out arrangements for a program, to guide the School or Department (hereafter 'School') in their planning, consultation, and submission to Programs Committee.</p> |
| Audience | Staff |
| Category | Academic |
| Subcategory | Student Services |
| UN Sustainable Development Goals (SDGs) | This document aligns with Sustainable Development Goal/s: 4: Quality Education |
| Approval date | 13 February 2024 |
| Effective date | Trimester 1, 2024 |
| Review date | 2029 |
| Policy advisor | Director, Student Business Services |
| Approving authority | Registrar |

7.0 Related Policy Documents and Supporting Documents

Legislation

- Education Services for Overseas Students Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Policy

- Admission Policy
- Enrolment Policy
- Program and Course Policy

Procedures

- Academic Progress Procedure
- Admission Procedure
- Enrolment Procedure
- Fees and Charges Procedure
- Program Approval Procedure
