



INVESTMENT BANKING INSTITUTE  
**BUSINESS SCHOOL**

# Course Discontinuation Policy and Procedure

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## Course Discontinuation Policy and Procedure

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### *1.0 Overview*

Provider Course Accreditation Standard 6.2 requires that when a higher education provider discontinues a course of study, there are effective teach out or course transition plans for all students enrolled in the course of study to ensure that these students are not disadvantaged.

Investment Banking Institute Business School Pty Ltd (“IBIBS”) is committed to ensuring that no student is disadvantaged when one of the Institution’s courses is discontinued and has developed the following procedure.

### *2.0 Procedure*

When a decision is taken to discontinue a course of study the following procedure will be implemented:

- The Dean will liaise with the Managing Director on all issues to be taken into account in the development of a teach-out plan. The teach-out plan will include the content of written communication to students; honouring any contractual obligations associated with the course of study; addressing student load issues involved in the teach-out strategy; and offering valid transition pathways to other courses of study.
- After consulting with the Managing Director, the Dean will prepare a teach-out plan that addresses the needs of all cohorts of students currently undertaking the course that is to be discontinued for submission to the Academic Board for approval.
- The Dean advises the Course Coordinator, Registrar and College Director that the course is to be discontinued and the date of final intake.
- The Dean develops a communication plan in liaison with the Course Coordinator to advise current students (or prospective students with offers for subsequent intake periods) that the course will no longer be offered, including information about alternative course options that are available. The Course Coordinator liaises with the Registrar as appropriate.
- The Course Coordinator will liaise with Library, Information Technology (IT) and Student Support staff regarding any changes to service delivery associated with the teach-out arrangements and providing specialised support services for affected students.
- The Course Coordinator will write to all affected students explaining the teach-out arrangements and detailing all available options for students, including the option to transition to another course. The Course Coordinator will hold scheduled meetings with students to explain teach-out processes and to address any concerns. A contact person will be nominated

to deal with student enquiries about teach-out processes.

- The Dean is responsible for approving publication of information on the Institution's website regarding teach-out arrangements.
- The Course Coordinator is responsible for ensuring that the various cohorts of students are streamed into particular units of study, thus making class sizes as viable as possible and to minimise unit offerings. The Course Coordinator must ensure that unit offerings meet the needs of affected students.
- The Course Coordinator is responsible for preparing and supplying individual plans for all students to assist in mapping their progression to completion within the designated teach-out period.
- The Dean is responsible for providing regular reports on the teach-out strategy for the discontinued course of study to the Academic Board.

### *3.0 Version history*

Version	Approved by	Approval Date	Details
1.0	Academic Board	6 March 2013	Adoption of new QAF

Document owner: Dean