

TRANSITION AND TEACH-OUT PROCEDURE



Procedure Name	Transition and Teach-Out Procedure
Procedure Number	A011
Approval Authority	Academic Board Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	This procedural document details the guidelines for the transition of students to a current qualification within LCI Melbourne's Scope of Registration in the event that a registered program is superseded or discontinued to ensure a continuing high-quality educational experience.
Scope	This policy applies to all LCI Melbourne students enrolled in credit bearing programs that result in an award, and academic and professional staff.
Procedure	<p>LCI Melbourne's Transition and Teach out Procedure is guided by the relevant TEQSA compliance requirements. It ensures that domestic and international onshore students are appropriately catered for in the event that a higher education program of study is superseded or discontinued.</p> <p>1. Transition strategy and process</p> <p>1.1. In line with the Learning and Teaching Policy, the Academic Manager will develop a proposal to teach-out a qualification and, where appropriate, transition students to an alternative program considering:</p> <ul style="list-style-type: none"> - The proposed completion and teach-out period - Population of students impacted (whether specific discipline, student cohort or other) - Date of last new-intake into the program - Impact on current and future students study plan(s) - Proposed replacement qualification (including program title, description and program map) <p>1.2. Addition of New Qualifications</p> <p>The Academic Manager will review the superseded and replacement qualifications and recommend a teach-out or upgrade strategy for existing students analysing and comparing units, learning outcomes and briefs for the superseded qualification and mapping these against the proposed/replacement qualification.</p> <p>1.3. Existing students due to complete</p>

	<ul style="list-style-type: none"> - Existing students who would complete their qualification within teach-out under standard enrolment periods will be advised that they cannot receive an extension for assessment beyond the teach-out period; and will be required to complete their current qualification. - Students who do not complete the superseded qualification within the communicated time-frame or have opted not to transition to an appropriate replacement qualification will be entitled to a fee refund in the case that they have exceeded their original enrolment term. <p>1.4. Discontinued Qualification with no appropriate Replacement</p> <ul style="list-style-type: none"> - Where a qualification has been discontinued and no suitable replacement has been approved, no new students will be enrolled into the qualification. Students will be advised that the qualification has been discontinued and granted a maximum teach-out period of 36 months to complete the discontinued program. - Where a suitable alternative qualification exists, LCI Melbourne may offer this to students in lieu of completing the superseded or discontinued qualification. <p>2. Student Cohort Teach-out Strategy – Current Students</p> <p>The Academic Manager will outline a teach-out and/or transition strategy addressing whether there will be a:</p> <ul style="list-style-type: none"> - transfer to a replacement program with credit transfer <p>OR</p> <ul style="list-style-type: none"> - continued enrolment in the superseded/discontinued program with the current cohort graduating with the original award/qualification for which the student(s) had originally enrolled. <p>3. Student Cohort Teach-out Strategy – Incoming (new) Students</p> <p>The Academic Manager will outline the proposed transition arrangements for each cohort, detailing advice on:</p> <ul style="list-style-type: none"> - deferred enrolments - students with pending enrolment cancellations - students on pathways (i.e. Diploma to Associates Degree or Bachelor's Degree as appropriate) <p>4. Program Delivery and Student Mapping (Domestic and International)</p> <p>The Academic Manager will provide a course map of students' remaining units providing a projection for the year and trimester for all subjects to be delivered in the existing program and/or, if appropriate,</p>
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	<p>the replacement program.</p> <p>In the case of the Diploma program offering, students would gain credit against their Diploma Units toward the current LCI Melbourne Bachelor of Design Arts (BDA). If students gain 200 credit points, they may be awarded the qualification of Associates Degree in Design Arts with (relevant discipline) major.</p> <p>5. Preservation of Teaching and Learning Quality</p> <p>The transition strategy will address whether:</p> <p>5.1. The planned sequence of units will meet the original program's learning objectives.</p> <p>5.2. Students who opt to study part-time will be able to complete the proposed sequence of units.</p> <p>5.3. For students who do not satisfactorily complete units, or those students taking leave of absences appropriate provision(s) will be made.</p> <p>5.4. Students will be provided with individual program plans detailing their progress against the teach-out period plan.</p> <p>6. Communication Strategy</p> <p>On approval from the Academic Board and Executive Committee, the Academic Manager in collaboration with the Director of Marketing, will develop a communication strategy to inform all relevant stakeholders as to teach-out and/or transition arrangements. These stakeholders may include:</p> <ul style="list-style-type: none"> - enrolled students - students under application - all Academic and Professional staff <p>7. Teach-out and Transition plan endorsement and approval</p> <p>Each teach-out and transition plan requires the support, approval and endorsement of the following parties:</p> <ul style="list-style-type: none"> - Dean and Principal - Academic Board - Executive Committee - Board of Directors
Relevant Legislation	<p>Tertiary Education Quality and Standards (TEQSA) Act 2011</p> <p>Higher Education Standards Framework (Threshold Standards) 2015</p> <p>Education Services for Overseas Students Act 2000</p> <p>Education Services for Overseas Students Regulations 2001</p>

	Australian Qualifications Framework (AQF) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Support Act 2003				
Key Related Documents	Transition and Teach-Out Policy Admission Policy Admission Procedure Student Grievance and Complaints (Non Academic) Policy Student Grievance and Complaints Procedure (Non Academic) Procedure Academic Credit & RPL Policy Academic Credit & RPL Procedure Enrolment Terms and Conditions				
Date Approved	27 October 2020				
Date of Commencement					
Date for Review	Q3 2022				
Documents superseded by this Procedure	Program Discontinuation Policy				
Amendment History	Version	Authored by	Description of Changes	Date Approved	Effective Date
	1.0	Academic Dean	New Policy – adapted from LaSalle Vancouver	December 2017	13 December 2017
	2.0	Academic Manager	New Policy and Procedure document		
Signed and dated for LCI Melbourne	Approved by Board of Directors Q3 2020 <div>27 October 2020</div>				

INFORMATION FOR PUBLISHING ON POLICY REGISTER

Category	Academic
Stakeholders	Students Dean and Principal Academic Manager Admissions Student Experience