
POLICY A7.2

TEACH OUT AND TRANSITION

1.0 INTRODUCTION

1.1 Context

AIM Business School (ABS) must meet the requirements under Standard 5.1.3d, 5.3.7 and 7.2.4 of the Higher Education Standards Framework (Threshold Standards) 2021 and the ESOS Framework of establishing effective teach out or transition plans for courses that have been determined to be discontinued either by ABS or by TEQSA.

1.2 Purpose

This policy provides the principles and criteria under which ABS plans and establishes teach out or transitions plan.

It should be read in conjunction with the Teach out and Transition Procedure and the Course and Unit Lifecycle Policy and Procedure.

1.3 Scope

This policy applies to all domestic and international students enrolled at ABS.

This policy applies to all ABS staff involved in processes related to course teach outs and transitions.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Students are responsible to follow and comply with this Policy and its Procedure.
2. ABS staff are responsible to use this Policy and its Procedure to establish each teach out or transition plans for students.
3. The Academic Board must input and endorse course teach out proposals where initiated by ABS.
4. The Corporate Board must approve proposals for ABS to initiate a course teach out.

3.0 POLICY

3.1 Principles

1. A phase out and discontinuance of a course can be initiated by ABS or by TEQSA.
2. A discontinuance of a course must comply with all external regulatory requirements and appropriate notice given to regulatory bodies.
3. In the event that ABS is not able to undertake a teach out or transition of a course (e.g. if prohibited by TEQSA) then procedures as per the ABS Tuition Assurance Statement will apply.
4. ABS will initiate a course phase out and discontinuance in line with the ABS Course Lifecycle Policy and Procedure. Approval for a proposal to discontinue and teach out a course will be approved by the Corporate Board with endorsement by the Academic Board.
5. ABS has specific teach-out and transition contingency arrangements in the event that any of its courses are discontinued, including availability and accessibility of similar courses at ABS or at other education providers. (See Schedule 1 “Contingency arrangements for ABS courses”).
6. ABS will establish a Course Teach out and Transition Plan in line with the ABS Course Lifecycle Procedure. The plan will ensure that ABS is not at risk of being at Provider Default as defined by the Tuition Protection Services (TPS).
7. ABS will endeavour to ensure students enrolled in a course intended to be discontinued have the opportunity to complete or transition to a mutually agreed course at no disadvantage. In the case of international students, ABS will consider the potential impact on a student’s Course Package and student visa.
8. Individual Student Teach Out and Transition plans will be created and issued to each impacted student once the Course Teach out and Transition Plan is approved.
9. Where a course intended to be discontinued and is due for re-accreditation by TEQSA, ABS will apply for re-accreditation with TEQSA for a maximum period of two (2) years to ensure there is no disruption to students.

4.0 DEFINITIONS

- **ABS** - AIM Business School
- **Course Package** - International Students can package 2 or more courses on one student visa where there is progression from one course to another.

- **International Student** - A person (whether within or outside Australia) who holds or intends to hold an Australian student visa.
- **Provider Default** - ABS is unable to offer the course for which a student is enrolled/ has applied for.
- **Teach out/ Transition** - When a Provider has decided to phase out a course that still has students enrolled and no new students can be enrolled.
- **TEQSA** - Tertiary Education Quality and Standards Agency

5.0 REFERENCES AND ASSOCIATED INFORMATION

- ABS Teach out and Transition Procedure
- Course Lifecycle Policy
- Course Lifecycle Procedure
- ABS Tuition Assurance Statement

6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Executive Director, ABS
Status	Reviewed on August 2024
Approval Authority	ABS Academic Board
Date of Approval	18 September 2024
Effective Date	23 September 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	September 2027
Content Enquiries	Sabina Cerimagic - Executive Director, ABS Email: sabina.cerimagic@aimbusinessschool.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A7.0	14/12/2021	ABS Academic Board	New Policy
A7.1	13/03/2023	Head of Compliance	Minor administrative change: update of staffing titles
A7.2	18/09/2024	ABS Academic Board	Responsibility to approve course teach out and transition approvals added.

SCHEDULE 1

Contingency arrangements for ABS courses

Masters of Business Administration (Management)						
Features of Course	Deakin University	Kaplan	Holmes	Universal Business School Sydney	University Technology Sydney	Top Education Institute
Course title	MBA (International)	MBA	Master of Business Administration (MBA)	Master of Business Administration - MBA	Master of Business Administration	Master of Business Administration
Duration in years	2 years	2 years	1.5 years	2 years	2 years	2 years
Number of units - total	16	12	12	16	15	16
Open to domestic/international students	Yes	Yes	Yes	Yes	Yes	Yes
Graduate Diploma in Business Administration						
Features of Course	Deakin University	Kaplan	Holmes	Universal Business School Sydney	University Technology Sydney	Top Education Institute
Course title	Graduate Diploma of Business Administration	GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION	Graduate Diploma in Business (GDB)	Graduate Diploma of Business Administration	Graduate Diploma in Business Administration	Graduate Diploma in Business Administration
Duration in years	1 year	1.3 years	1 year	1.5 years	1 year	1 year
Number of units - total	8	8	8	8	8	8
Open to domestic/international students	Yes	Yes	Yes	Yes	Yes	Yes
Graduate Certificate in Business Administration						
Features of Course	Deakin University	Kaplan	Holmes	Universal Business School Sydney	University Technology Sydney	Top Education Institute

Course title	Graduate Certificate of Business Administration	Graduate Certificate In Business Administration	Graduate Certificate In Business	Graduate Certificate in Business Administration	Graduate Certificate in Business Administration	Graduate Certificate in Business Administration
Duration in years	0.5 years	0.7 years	0.5 years	0.7 years	0.5 years	0.5 years
Number of units - total	4	4	4	4	4	4
Open to domestic/international students	Yes	Yes	Yes	Yes	Yes	Yes