

Institution	Universal Higher Education (UHE)
Policy name	Teachout and Transition Policy
Policy Governance	Academic Board

1. Introduction

This policy describes the principles and approaches governing the management of course discontinuation, in the unlikely event that UHE ceases to operate as a higher education provider. The policy ensures that all students enrolled in UHE courses are able to complete the qualification or successfully transition to an equivalent course without undue burden on the student.

2. Policy principles

UHE recognises the potential impact that discontinuing a course could have on enrolled students. In the event that a UHE course is discontinued, the College is committed to communicating and assisting students to complete their current qualification; or assist the transition of enrolled students to other relevant and similar higher education courses. UHE will ensure that all communication is timely and transparent and that students are not unduly impacted by course discontinuation. The Chief Academic Officer, the relevant Program Coordinator and the UHE Registrar will be responsible for ensuring that success teach out and transition arrangements are achieved.

3. Teach out arrangements

As soon as UHE becomes aware that a course will be discontinued, the College will ensure that each enrolled student is personally contacted. UHE will provide all details of the teach out period and support all students to timely completion of the qualification within the teach out period. The teach out period will normally be two years, or as required, or upon application to the UHE Registrar. UHE will provide specialised support for students in teach out mode to assure completion.

4. Transition arrangements

In the event that a course is discontinued, UHE will identify equivalent courses offered at the same qualification level from higher education institutions located conveniently for students. UHE will undertake mapping of similar higher education courses to assess the equivalency of learning outcomes and graduate attributes. Students enrolled in a discontinued course will be personally contacted by UHE and made aware of equivalent courses available. Should any student wish to transition to an equivalent course, UHE will provide the necessary information and support to assist successful transition including:

- Course application
- Applying for credit and recognition of prior learning
- Re-location advice
- Student visa and fee advice

5. Tuition Assurance Scheme

The UHE will be a member of Council of Private Higher Education (COPHE) and to safeguards student tuition fees the college will comply with the Federal Government's Tuition Protection Service (TPS), which will ensure that international students are able to complete their studies in another course or with another education provider; receive a refund of their unspent tuition fees if UHE is unable to fully deliver their course of study.

6. Review

The Teachout and Transition Policy will be reviewed every three years, or more frequently as appropriate.