Higher Education Student Transition Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to providing quality outcomes for its students to ensure that they graduate with a qualification that reflects the skill and knowledge required of their chosen profession.

(2) The University may terminate a course prior to all enrolled students completing. When this occurs a course enters teach-out and the University will transition students through the teach-out period without any disadvantage.

Section 2 - Purpose

(3) This procedure outlines how the University will inform students about their course entering a teach-out period and explains how existing students will be supported during this transition.

(4) This procedure ensures effective communication and appropriate actions are taken to minimise the impact on students' academic progression.

Section 3 - Scope

(5) This procedure applies to students in HE coursework courses, including students in enabling courses.

(6) The procedure does not apply to students in Higher Degrees by Research, VET courses, non-award short courses, or micro-credentials.

Section 4 - Procedure

(7) A course may enter a teach-out period when the University decides to terminate the course. The course may or may not be replaced by a new version or new course.

(8) The teach-out period for courses is specified in the Units and Courses Policy.

(9) The Faculty will prepare a Course Transitional Arrangements Plan in consultation with Student Communications and the International Compliance Coordinator that includes:

a. Identification of all students active in a course and mapping of the effect of course changes for each student.
b. Determination of student category based on their progression status:
    i. Transitioning students who will not be disadvantaged by transition to the new course/version; or
    ii. Impacted students who may be disadvantaged by the course transition.
c. Confirmation of maximum allowable time for course teach-out.
d. Alternate exit award options.
e. Course transition action date.
f. Communications plan for all student notification emails.

g. Monitoring plan for students remaining enrolled in teach-out course.

(10) Students may be disadvantaged because:

a. their tuition fees would increase in the new course;
b. completion of the new course would require them to complete more credit points than would be required to complete the teach-out version;
c. they would lose professional accreditation in the new course; or
d. the time required to complete the award may be reduced or increased.

(11) Where the teach-out course is not replaced by a new course or new version, all existing students in the course are considered impacted.

Student Communication

(12) The Faculty Pro Vice-Chancellor (or nominee) and Student Communications will notify all existing students of the course discontinuation, transitional arrangements and teach-out period within six weeks of the discontinuation being approved by Academic Programs Committee.

(13) The notification will include clear recommendations on the best actions to be taken by students.

Transitioning Students

(14) Student Communications will notify transitioning students about the period for transferring to the newer version of the course at the next available enrolment period.

(15) Student Communications will provide reminders to students about the upcoming transition within a specified timeframe, at least one week prior to the action date.

(16) Enrolments will facilitate the transition of students into the new course version within 5-10 business days of the specified action date.

Impacted Students Process

(17) Impacted students are identified in accordance with Clause 10.

(18) Within six weeks of the Academic Programs Committee approving discontinuation of the course the Faculty will provide a teach-out study plan for all impacted students. Teach-out study plans will enable students to complete their course in a timely manner without the need for additional study, to study at a tuition disadvantage, or to transition into a new course.

(19) When developing a teach-out study plan, the Faculty will consider factors that may affect the student's completion, including:

a. changes and planned cancellations to unit offerings; or
b. whether the teach-out study plan would require overloaded enrolment.

(20) The Faculty will minimise complex arrangements and may include various measures, including cross-institutional enrolment, to assist students to complete their course.

(21) Student Communications will notify Impacted Students of their option to transfer to the new course/version or stay enrolled in the existing course and complete under the teach-out study plan. The notification will include clear options and a required response date, with an identified action that CDU will take if the student does not respond. The

notification must include the maximum allowable enrolment period for the teach-out course, and a clear teach-out study plan for course completion within the teach-out period.

(22) If a student chooses to transfer, they must request a Course Transfer, which will be processed by Enrolments within 5-10 business days after the student's grades are finalised.

(23) Students who do not transfer must follow their teach-out plan and study schedule to ensure they can complete their course requirements within the teach-out period.

(24) Student Communications will send students remaining enrolled in the teach-out course regular reminders of the maximum allowable time and course teach-out completion date.

(25) If a student in a teach-out period experiences difficulty following their teach-out plan and study schedule, or if they believe they may not be able to follow it, they must contact their course coordinator for advice within five days of receiving the plan or communication.

(26) Progress of teach-out plans will be monitored by the Faculty Learning and Teaching Committee and reported to the Academic Programs Committee biannually.

(27) Students who do not successfully complete units according to their teach-out study plan may be formally reviewed according to the Higher Education Academic Progression Policy and Procedure.

International Student Process

(28) The International Compliance Coordinator will review all notifications to international students prior to sending and, if necessary, contact international students to address any potential impacts on their student visas.

(29) International students on a student visa will not be transitioned to a new course version that requires a new course code until a new Confirmation of Enrolment (CoE) is issued by CDU Global.

(30) The International Compliance Coordinator will review the teachout study plan of all impacted international students and contact them as needed to address visa implications.

Completion of Teach-Out Period

(31) The Faculty Learning and Teaching Committee will have a Course Teachout Monitoring Plan to review course enrolments and student progression after each semester.

(32) One semester prior to completion of the course teach-out period, the Faculty, with support from Student Communications, will contact students to confirm the course teach-out date and remind them that they will be unable to enrol in further teaching periods.

(33) If a student will be unable to complete their course within the teach-out period, the Faculty, in partnership with Student Communications, will consider two potential courses of action depending on the student’s eligibility and specific circumstances:

a. Facilitate the student’s transfer to the new course version.
b. Investigate an alternative exit award for the student.

(34) If a student is eligible for an exit award, Graduations will process and complete the award within 5-10 business days of confirming the student’s completion of alternate exit requirements.

(35) If a student does not have enough credit points or has not met the unit requirements to receive an exit award, they must request a Course Transfer to the new course version, which will be processed by Enrolments within 5-10

business days after the student's grades are finalised.

Section 5 - Non-Compliance

(36) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(37) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(38) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	16th August 2024
Review Date	16th August 2027
Approval Authority	Academic Board
Approval Date	16th August 2024
Expiry Date	Not Applicable
Responsible Executive	Louise King Provost
Implementation Officer	Lisa-Marie Stones Director Student and Academic Services
Enquiries Contact	Lisa-Marie Stones Director Student and Academic Services Students

Glossary Terms and Definitions

"Confirmation of Enrolment (CoE)" - Defined by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 as a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called 'governance documents' and are often referred to as 'policy' or 'University policy'.