

COURSE DISCONTINUATION POLICY

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References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s): Standards 1-4 and 7

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1 Context

This policy outlines the process that UBSS follows when it is necessary to discontinue a course of study.

2 Scope

2.1 Rationale

To ensure that courses are relevant for students, are cost-effective, and meet regulatory requirements, UBSS must have a clearly specified policy and set of procedures for discontinuing courses.

2.2 Legislative Context

- The Higher Education Support Act (HESA) 2003
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- The Educational Services for Overseas Students Act (ESOS) 2000

3 Definitions

Item	Definition
Criteria for Discontinuation	<p>Criteria for Discontinuation refers to the criteria that the GCA Board uses when considering whether or not to discontinue a course. The criteria are determined by the GCA Board and may include, but are not limited to, a decline in demand and intake numbers, high attrition rates, poor completion rates, changes in market need and cost ineffectiveness.</p> <p>The authority to discontinue a course of study rests with the GCA Board on the recommendation of the Academic Senate.</p>

Item	Definition
Course of Study	<p>A Course of Study is an award offered by UBSS that:</p> <ul style="list-style-type: none"> Meets the AQF guidelines for courses offered at the designated levels; Is accredited by TEQSA; and Appears on the CRICOS register of approved courses. <p>UBSS has:</p> <p>Three courses in the Postgraduate Business Program, namely:</p> <ul style="list-style-type: none"> • Master of Business Administration (MBA) • Graduate Diploma of Business • Graduate Certificate of Business <p>Three courses in the Undergraduate Business Program, namely:</p> <ul style="list-style-type: none"> • Bachelor of Business • Associate Degree of Business • Diploma of Business <p>Three courses in the Undergraduate Accounting Program, namely:</p> <ul style="list-style-type: none"> • Bachelor of Accounting • Associate Degree of Accounting • Diploma of Accounting

4 Application of Discontinuation Policy

In the event that the GCA Board decides to discontinue a course of study, the following procedures will apply to current and prospective students:

4.1 Current Students

Students currently enrolled in a course that is to be discontinued by UBSS are provided with three options:

To remain enrolled in the discontinued course, with the course being taught-out until all enrolled students complete the course. Affected students must complete within their CoE period, and maintain full-time enrolment during the remainder of the course;

To transfer to another UBSS course and receive Credit Transfer for relevant subjects undertaken in the discontinued course;



To transfer to another provider. Students choosing this option must ensure that they meet the conditions outlined in the *GCA Transfer between Registered Providers Policy*.

4.2 Prospective students

No students will be admitted to the course in the trimesters that follow the decision of the GCA Board. This requires that GCA:

- Updates the national CRICOS register; Updates the federal PRISMS database;
- Updates UBSS and GCA promotional materials and website;
- Advises agents who admit students to courses on behalf of UBSS.

In the event that a prospective student has accepted a formal offer into a UBSS course that has been discontinued before the above actions can be completed, the affected student and their agent are contacted by GCA and formally advised of the course discontinuation. This advice includes the reasons why the course is being discontinued and a recommendation for further action, such as admittance to another UBSS course (where the student meets the entry and visa requirements) or withdrawal from UBSS and application to another provider. Prospective students who decide to withdraw from UBSS may be entitled to a refund of any funds paid in accordance with the *GCA International Students Refunds Policy*.

Eligible students may transfer to a lower nested award (where available) and in turn exit early.

International students will require a change to CoE irrespective of transfer or early exit.

4.3 Provider Default

In the case where provider (UBSS/GCA) default is the reason for the discontinuation or suspension of a course, the reasons for discontinuation and/or suspension will be assessed and actioned against UBSS's Risk and Opportunity Management Policy and Plan. Affected students are given prompt communication about the issue, and have recourse to the GCA Transfer between Registered Providers Policy and any applicable arrangements outlined in the UBSS Tuition Assurance Policy.

UBSS will provide detailed communication to students, agents, staff and all stakeholders regarding plans to or processes associated with discontinuation of a program.

5 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
v12	Amendment to course discontinuation (Section 3)	November 2017	Professor Greg Whateley
v12	Amendment to prospective students (Section 4.2)	November 2017	Professor Greg Whateley
v12	Amendment to provider default	November 2017	Professor Greg Whateley
V12.1	Change of review date	June 2018	Jotsana Roopram
V13	Refreshed and next review date provided	August 2019	Professor Ian Bofinger
V14	Change of review date Added correct citations for ESOS Act, HESA Act and the National Code	March 2021	Anurag Kanwar