

Raffles College of Design and Commerce

Guidelines to the 'Teach Out' Plan

Introduction

Raffles College of Design and Commerce is guided in its implementation of the Teach-Out Plan by the desire to:

- cause minimal disruption to students and their studies in all campuses;
- minimize the length of time taken to successfully complete studies without compromising the quality of the program and its delivery;
- centralise oversight and assessment processes at all campuses to assure that quality.

The College will also make every endeavour to enable students to complete a course in which they are enrolled.

Background

TEQSA defines teach out as,

"...a situation where no new students can be enrolled in a course of student, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course at no disadvantage to the student.

Role

These Guidelines underpin the College's Teach-Out Plan and provides operational and academic directions to academic and management staff in all sites of delivery to effectively manage a 'Teach-Out' process. The Guidelines are intended to assist in providing a smooth transition to students either to complete their course or to transfer to another higher education provider.

Factors

From the College's perspective, the major factors for planning and implementing a Teach Out process at any site includes:

1. augmenting opportunities for students to complete their course of study
2. investigating alternative campuses and the logistics of student transfer
3. investigating alternative courses,
4. investigating alternative higher education providers,
5. ensuring effective communication with administrative and academic staff where courses are to be taught out
6. ensuring effective communication with students where courses are to be taught out, including the provision of a range of study options
7. ensuring efficient management of services, support and advice for students and staff including the appropriate streamlining of institutional processes
8. maintaining course integrity including the achievement of learning outcomes and course compliance during the teach-out period

Recommended Process

Raffles College of Design and Commerce has identified the following processes and procedures that must be implemented as soon as possible prior to the commencement of a teach-out process.

To ensure that 'Teach Out' is managed effectively, Raffles College of Design and Commerce will:

- Determine the impact of the Teach-Out Plan on various student cohorts in all sites of delivery
- Determine the most effective and practical strategy for each student cohort at all sites of delivery
- Identify affected currently enrolled students at all sites of delivery
- Advise current students of their options at all sites of delivery
- Seek the approval of the College's governing bodies before the implementation of the Teach-Out Plan
- Advise teachers and administrative staff all sites of delivery of the measures they are required to take under the provisions of the Teach-Out Plan
- Amend all relevant online and printed course and enrolment related material so that there is a consistency of information available to students at all sites of delivery
- Facilitate student transfers or exit qualifications and all other provisions that affect students under the provisions of the is Teach-Out Plan including the provision of advice about course fees, enrolments, timetables, student support and other student administration matters
- Effect the teach out of all students concerned by the anticipated completion date, ensure all marks and grades are moderated and approved by the Academic Board and that students are, as appropriate, readied for graduation
- Once teach-out is complete, remove any remaining references to the discontinued courses from the Associate College websites.

Determine final intake period

The timing to discontinue a course will impact how quickly student intake can be ceased. Intakes into a course should be ceased at the earliest possible time. Where possible, students and staff at all sites of delivery should be warned of the intention to move courses into a teach-out mode.

Determine anticipated completion dates

Review all existing enrolments per year level and/ or campus as relevant and based on this cohort and the mapping of the delivery of the Teach Out period, determine relative completion dates that could (and could not) be achieved using an accelerated delivery.

Subject mapping and scheduling of delivery across the Teach Out period

It is essential to map subject delivery requirements across the 'Teach Out' period. A map of current and planned subjects to be completed and when, within the teach-out period they are to be delivered should be constructed as soon as possible to demonstrate when students will be able to complete subjects in an existing course.

Discontinuance of delivery of a course at a campus

If it has been decided to discontinue a course at a specific College, students may be offered the option to apply to transfer to another Raffles College or to another higher education provider. Such options may not always be feasible for some students.

A checklist outlining course and campus transfer actions and responsibilities is set out in **Appendix 1**.

Appendix1: Responsibilities and Actions for Course or Campus Transfers

Action	Responsibility	Date
Approval required both internal and external		
Gain approval from RCDC College Council and Academic Board and Transnational Management Committee for the requirement to discontinue a course. This may include ceasing to deliver at a campus or the cessation of a course at all campuses.	RCDC	
Associate College responsible for the course delivery to be informed by the Principal of RCDC to discontinue.	RCDC	
Inform TEQSA of the intention to Teach Out a course and the completion of the TEQSA Teach Out process.	RCDC	
Student transition arrangements		
Develop time lines and articulation arrangements for students	RCDC and Associate Colleges	
Develop a communication plan to advise any current applicants or students with offers for subsequent intake periods that the course will no longer be offered, including information about alternative course options.	RCDC and Associate Colleges	
Appropriate communications with all student cohorts explaining the course 'Teach Out' arrangements and detailing all available options for students.	RCDC Liaison Officer at the Associate Colleges	
A letter should be sent to all students explaining the course 'Teach Out' arrangements and detailing all available options for students.	RCDC Liaison Officer at the Associate Colleges	
Nomination of a contact person within each Associate College to deal with student enquiries about the process	RCDC Liaison Officer at the Associate Colleges	
Transition arrangements established for each student cohort to ensure they are streamed into the designated option/s effectively	RCDC Liaison Officer at the Associate Colleges	
Prepare and provide individual course plans for all student cohorts mapping their progression to completion within the nominated course 'Teach Out' period.	RCDC Liaison Officer at the Associate Colleges	

Prepare and provide individual course plans for all student cohorts mapping their progression to completion within the nominated course 'Teach Out' period.	RCDC Liaison Officer at the Associate Colleges	
Internal course closure arrangements		
Ensure website information is updated to ensure no new applications are accepted into the course for each Associated College involved in the discontinuation including RCDC	Associate Colleges and RCDC	
Establish a website for students with information about the course 'Teach Out'. This website is to include individual course plans for all student cohorts mapping their progression to completion within the nominated course 'Teach Out' period. All correspondence with students should refer to this site.	RCDC Liaison Officer at the Associate Colleges and RCDC where appropriate	
Ensure there is communication with managers, teachers, multi-campus steering committees and all internal support services such as the Library, Information Technology, Student Support Services and student administration in regard to the service delivery requirements with course 'Teach Out' arrangements	RCDC, RCDC Transnational Education Committee, Associate Colleges, RCDC Liaison Officer at the Associate Colleges.	
Ensure those responsible for the issuance of transcripts, testamurs and other student correspondence are informed of course 'Teach Out' arrangements.	RCDC	
Action - ongoing		
Maintain until the end of the teach-out period the website mentioned above for students with information about the 'Teach Out'.	RCDC and Associate Colleges	
Review the course planning at the end of the term before teach-out begins and at a mid-way point through the teach-out period to ensure students are streaming into courses as arranged in the individual course plans.	RCDC	
Provide a report to the College Council and the Academic Board upon the final student moving out of a discontinued course.	RCDC	
Other actions as required		
Managing student and staff complaints through	RCDC and Associate	

Version Control

Version	Date of Approval	Approved By
1.0	27 Nov 2015	Academic Board