



# STUDENT CONTINUITY CONTINGENCY PLAN

## 1. Purpose

This Student Continuity Contingency Plan (SCC Plan) sets out Melbourne Institute of Technology's (MIT) approach towards the management of enrolled students who are unable to progress in a course of study due to circumstances beyond their control. MIT is committed to the implementation of specific actions to ensure that no student is unreasonably disadvantaged in the event that a course of study ceases to be delivered. The SCC Plan reflects MIT's commitment to effective risk mitigation and management strategies, to transparent and timely communication with students and to minimise disadvantage to students in the event MIT no longer delivers a course of study. The SCC Plan articulates the suite of actions to be taken by MIT to assist in the successful completion of current students or the transition of affected students to continue equivalent higher education studies.

## 2. Principle

This SCC Plan is underpinned by the principle that students are not unreasonably disadvantaged, including financially, by the discontinuance of a course of study.

## 3. Scope

This SCC Plan applies to all students enrolled in the following accredited higher education courses:

- Bachelor of Business
- Bachelor of Networking
- Bachelor of Engineering Technology
- Bachelor of Data Analytics
- Graduate Diploma of Networking
- Graduate Certificate in Data Analytics
- Graduate Certificate in Cyber Security and Networking
- Graduate Certificate in Information Technology
- Graduate Diploma of Accounting
- Master of Networking
- Master of Professional Accounting
- Master of Engineering (Telecommunications)
- Master of Data Analytics
- Master of Business Analytics
- Master of ICT Research

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- Master of Business Research
- Undergraduate Certificate in Cyber Security and Networking
- Undergraduate Certificate in Information Technology

## 4. Definitions

- **Teach out:** where no new students can be enrolled in a course of study, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study within two years or transition to a mutually agreed course at no disadvantage to the student.
- **Transition:** where currently enrolled students are assisted in the transfer to an equivalent course of study at another mutually agreed higher education provider.

## 5. Context

All registered Institutes of Higher Education in Australia are regulated by the Tertiary Education Standards and Quality Agency (TEQSA) in accordance with the Higher Education Standards Framework (2021) (Threshold Standards). As an Institute of Higher Education, MIT is committed to compliance with the Threshold Standards including to have effective strategies and plans to mitigate disadvantages to affected students in the event a course of study is discontinued (Standard 6.2.1i). This commitment is reflected in MIT's Risk Management Plan (Risk item 9). This SCC Plan also takes into account TEQSA guidance on 'teaching-out' a course sourced from: <http://www.teqsa.gov.au/for-providers/course-accreditation/teach-out>.

## 6. Application

This Plan applies as soon as MIT becomes aware that a course of study will be discontinued. This may occur in the following circumstances:

### 1. Provider Initiated Discontinuance

Following consideration and approval from the MIT Academic Board and the Board of Directors, MIT has decided that a course of study will no longer be offered. All enrolled students will be given the opportunity to complete their studies in 'teach out' mode within two years, or transition to an equivalent higher education course with the assistance of MIT. This SCC Plan ensures that students are not unreasonably disadvantaged in this event.

### 2. TEQSA Initiated Discontinuance

In the unlikely event that MIT is no longer able to deliver a course of study due to an adverse regulatory decision relating to the registration of MIT or the accreditation of a course of study, students will be given the opportunity to complete their studies in 'teach out' mode within two years if MIT is accredited to do so, or transition to an equivalent higher education course with the assistance of MIT. This SCC Plan ensures that students are not unreasonably disadvantaged in this event.

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### 3. Other circumstances leading to discontinuance

There may be other unforeseen circumstances which lead to the discontinuance of a course of study at MIT. These may relate to unlikely but possible events including professional accreditation requirements, financial viability and other critical incidents at MIT. In these unlikely circumstances MIT is committed to minimising potential disadvantage to affected students.

## 7. Teachout Arrangements

As soon as MIT becomes aware that a course will be discontinued, each student affected will be personally contacted. All details of the teach out period will be communicated including the reasons for discontinuance, the steps to be taken by MIT to mitigate disadvantage to affected students and the options for teach out or transition. The teach out period will normally be up to two years, or as required. MIT is committed to providing targeted and specialised support for those students in teach out mode to maintain a positive student experience and to enable completion of the qualification. Specific procedures for teach out are detailed in the MIT Teach Out and Course Transition Procedure.

## 8. Transition Arrangements

MIT maintains a register (Transition Register) which identifies courses with equivalent learning outcomes offered at the same qualification level from higher education institutions of good standing and located conveniently for students as far as is practicable. MIT ensures that students who choose to transfer to another course of study from this register will not be unreasonably disadvantaged and that the course has been mapped to ensure equivalent learning outcomes and graduate attributes. All affected students will be made aware of the register of identified equivalent courses. After consultation with affected students considering transition, MIT is committed to assisting students transition successfully to equivalent courses through support with:

- Course application forms and processes
- Applications for credit and recognition of prior learning
- Student visa and fee advice
- Personal advice including re-location and transport advice and if necessary referrals for specific advice such as housing or medical advice

Specific procedures for transfer of students to an equivalent course with another provider are detailed in the MIT Teach Out and Course Transition Procedure.

In the event that MIT is requested to be part of another provider's contingency plan similar to this SCC Plan, the consent of the Board must be obtained.

## 9. Tuition Protection

In the unlikely event that MIT discontinues a course of study in which a student is enrolled, and depending on the reasons for the discontinuance, the student is entitled to (where applicable):

- Completion of the course of study in 'teach out' mode

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- Transition to an equivalent course of study with another higher education provider where possible. The student will not be required to pay that provider any additional student contribution or tuition fee for any replacement units.
- A refund of up-front payments for any unit of study that the student commences but does not complete solely because of MIT ceasing to offer that unit. For the avoidance of doubt, a student is not eligible for a refund in respect of a unit which the student has failed.

The Commonwealth Government's Tuition Protection Scheme (TPS) protects fees paid in advance by international and domestic students. Further details on the TPS are available at [www.tps.gov.au](http://www.tps.gov.au)

Steps	Who is responsible?	Comments
1. Approve/endorse the course or courses to be discontinued	Board of Directors	Regardless of the reason for the discontinuance (MIT initiated; TEQSA initiated or other) the Board of Directors approves or endorses discontinuance.
2. Communication to all Board members and MIT Staff	Group General Manager	GGM disseminates communication outlining the Board of Directors decision and provides brief to staff that includes the course/s of study to be discontinued, the reasons for the discontinuance and confirms whether the course will go into 'teach-out' mode and timelines for teach out; or if the course will cease to be delivered and timelines.
3. Mapping of equivalent courses in the Transition Register is validated.	Head of School and Executive Dean (ED)	The Transition Register is updated where necessary to ensure all equivalent courses identified as suitable for transition are current and valid.
4. Notify TEQSA (if provider initiated discontinuance)	Group General Manager	Notification to TEQSA advising of decision not to renew or discontinue a course of study and the proposed teach out period.  Information to TEQSA should include options available to students including teach out, transition to equivalent course as identified in the Transition Register or transition to another MIT course to supersede the course of study.
5. Notify TPS regarding tuition protection.	Group General Manager	Notification TPS must occur within three days of the decision where necessary.  Instructions of notification to the Secretary and TPS Director can found at the following link:  <a href="https://tps.gov.au/StaticContent/Get/ProviderInformation">https://tps.gov.au/StaticContent/Get/ProviderInformation</a>

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Steps	Who is responsible?	Comments
6. Written communication to all students with active and suspended enrolments in the affected courses.	Group General Manager	<p>Written communication should include the following information where relevant:</p> <ul style="list-style-type: none"> <li>• Decision</li> <li>• The reasons for the decision</li> <li>• The options for students (teach-out, transition, refund)</li> <li>• Details of transition register of equivalent courses or MIT superseded courses</li> <li>• Details of tuition protection</li> <li>• The date of final intake for enrolments</li> <li>• Support for students</li> <li>• Dedicated website link with information for affected students</li> <li>• The name and email of the nominated contact with any queries</li> </ul> <p>The nominated contact should be available to students for one-on-one consultations and other queries as they arise. The nominated contact should seek legal advice where necessary.</p>
7. Enrolments and admissions are ceased.	Registrar	All admissions processes are ceased for the course of study according to the decision timeline outlined by BOD communication.
8. Meeting with student administration staff, marketing and admissions, academic staff and all student support staff.	Group General Manager	<p>Meeting to outline approach to student support during teach out and/or transition and establishment of dedicated website information, individual student plans and student support for affected students.</p> <p>Support for transitioning students is identified and will include application process, RPL and credit, fees, visa, personal support services or referral.</p> <p>Meeting will reinforce the need to mitigate any disadvantage or burden to affected students.</p>
9. Marketing materials on the MIT website is updated to reflect accreditation status of affected courses.	Marketing Manager	Marketing materials includes all information submitted to agents and to third parties.

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Steps	Who is responsible?	Comments
10. Schedule Student Consultation Forum.	Group General Manager	Depending on the number of students affected, the GGM may schedule a student consultation forum to disseminate information and respond to student concerns.  The nominated contact managing student enquiries will be present.
11. Schedule one-on-one student consultations for all affected students.	Nominated contact	Consultations with the nominated contact will provide information to students on the options available to them, identify any potential disadvantages, develop a support plan to mitigate disadvantage for teach out or transition, and assign responsibility for all necessary support functions.  Depending on whether the student will complete in teach out mode or transition, meetings with relevant MIT staff will be scheduled.
12. Student support sessions for affected students.	Support staff	Support sessions will be held with affected individual students or as a group, as is needed, to outline all support services available to them.
13. Provide all information and updates to students in relation to the course discontinuance.	Nominated contact	Draft, develop and update all information relevant to the course and arrange for the upload to a dedicated space on the MIT website for students to access.  Where necessary arrange written communication via email to students in relation to information about the course discontinuance and manage communication with students in a timely and supportive manner.
14. Ensure compliance and accreditation status is valid and maintained during teach out period.	GGM	If the course in teach-out mode requires external accreditation from TEQSA or professional accreditation bodies during the teach out period, notification and clarification about re-accreditation process to relevant body is required.

## 10. Responsibilities

- Board of Directors has responsibility for the maintenance and review of this SCC Plan.
- Specific responsibilities are designated throughout the SCC Plan.

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## 11. Implementation

The SCC Plan is to be implemented by MIT in the event of course discontinuance. All relevant activities and responsibilities articulate in this SCC Plan will be overseen by the Group General Manager as soon as discontinuance is approved or endorsed.