

## UNIT AND COURSE TEACH-OUT POLICY

Reference: POL-049  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: March 2026  
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<b>Purpose</b>	The purpose of this policy is to ensure that all BPP Institute students are able to continue their course of study in the event that BPP Institute plans to discontinue a unit or course. The policy also provides direction in the event that BPP Institute is unable to continue providing a specific course.
<b>Scope</b>	This policy applies to all BPP Institute academic staff and students.
<b>Policy Principles</b>	<p><b>1. General</b></p> <p>1.1. BPP Institute recognises its obligations to safeguard against the occurrence of unit or course discontinuation.</p> <p>1.2. BPP Institute will ensure, to the best of its ability, that all students enrolling in a course of study will have the opportunity to complete that unit or course prior to any planned discontinuation.</p> <p><b>2. Unit Discontinuation</b></p> <p>2.1. In the case of a unit discontinuation the following will apply:</p> <ul style="list-style-type: none"><li>a. A course review or external referencing/benchmarking will be required to inform decisions regarding the closure of any units deemed as inappropriate, outdated or no longer supporting the discipline;</li><li>b. A proposal to discontinue a core unit will be presented to the Course Advisory Committee for approval;</li><li>c. If the unit scheduled for closure is not a core unit for any course, alternative electives will be offered to students;</li><li>d. All units which have not been offered for a period of 12 months may be discontinued at the discretion of the Dean;</li><li>e. If the unit scheduled for closure is a core unit, students will be informed as to when the last instance of the unit will be offered, given 12 months notice and notified in writing of alternative arrangements;</li><li>f. Alternative arrangements could include replacing the core unit being removed with another new core unit or, in the case where professional accreditation is not likely to be negatively impacted, replacing the core unit being removed with a similar-level elective unit;</li><li>g. A change in name or code but where the content and learning outcomes remain largely unchanged does not constitute discontinuation;</li><li>h. Where relevant, the Dean or delegate will liaise with any relevant professional bodies to confirm that a unit deletion will not place any professional course accreditation at risk;</li></ul>

- i. In the event that a student fails a core unit in the scheduled last instance of the unit, the student will be granted a supplementary assessment. If the student is still below the minimum requirement of 50% for the unit following the supplementary assessment, the student will be required to enrol in one of the alternative units.

### **3. Course Discontinuation**

- 3.1. In the case of course discontinuation the following will apply:
  - a. A proposal to discontinue a course will be recommended by the Academic Board to the Board of Directors for approval;
  - b. Following approval by the Board of Directors, the Chief Executive Officer will notify the Tertiary Education Quality and Standards Agency (TEQSA) (in writing) no later than 14 days after the day the decision was made to discontinue the course;
  - c. All students will be given the opportunity to choose to complete their current course or transfer into an alternative course provided by BPP Institute of similar Australian Qualification Framework (AQF) standing and be given appropriate exemptions based on their satisfactory prior learning in their current course;
  - d. Students wishing to complete their current course will be provided with a revised study plan that will ensure they have the opportunity to complete all required units within their course prior to the course closure and within the duration specified in their Confirmation of Enrolment;
  - e. In the event that BPP Institute is unable to offer specific core units within the course to be discontinued, students may be permitted to enrol in equivalent units at an alternative provider outside the scope of existing BPP Institute policies (see Cross Institutional Enrolment Policy and Procedure). Permission for such enrolment will be determined by the Chief Executive Officer;
  - f. BPP Institute will develop a Student Transition and Teach-out Plan when the decision to cease offering the course has been made;
  - g. Students will be given at least 12 months notice (in writing) prior to the planned discontinuation of any course, or as soon as possible after the decision has been made.

### **4. Cancellation of a BPP Institute Course**

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	<p>4.1. Cancellation of any course which BPP Institute has agreed to deliver to students may be a provider default. BPP Institute's Tuition Protection Service Policy and Procedure outlines how BPP Institute will ensure that students are able to either:</p> <ol style="list-style-type: none"><li>complete their studies at another BPP Institute course;</li><li>complete their studies with another education provider; or</li><li>receive a refund of their unspent tuition fees.</li></ol> <p><b>5. Student Complaints and Appeals</b></p> <p>In all cases of unit or course discontinuation, students will have the opportunity to make use of the Student Complaints and Appeals Policy and processes to ensure their specific considerations can be handled appropriately.</p>
<b>Related Documents</b>	<p>Admissions Policy Admissions Procedure Advanced Standing Policy Advanced Standing Procedure Cross Institutional Enrolment Policy Cross Institutional Enrolment Procedure Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure Governance Charter Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Tuition Protection Service Policy Tuition Protection Service Procedure</p>
<b><i>For Administrative Use Only</i></b>	
<b>Responsible Officer</b>	Dean
<b>Contact Officer/s</b>	Dean
<b>Approved by</b>	Academic Board
<b>Definitions</b>	See <a href="#">BPP Institute's Glossary of Terms and Acronyms</a>

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### *Version History*

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>

