**Teaching Out Provision Policy**

1. **Purpose**

To set out the Teaching Out Provision Policy at Fiji National University for discontinuance of Award Programmes.

1. **Scope**

This policy applies to all Award Programmes.

1. **Principle**

The University’s obligation is to have teaching out provisions for students to enable them to complete their programmes. This policy will enable FNU to meets its obligation to students to ensure student interest is protected in any phasing out of programmes and appropriate due diligence is employed in considering and implementing teaching out timelines.

1. **Legislation and Applicable Documents**
	1. University Academic and Student Regulation(UASR)
	2. Academic Quality Assurance Manual(AQAM)
	3. Portfolio Oversight Group Recommendations to Senate
2. **Acknowledgement and Reference**
	1. This policy is adopted from Australian Council for Educational Research(ACER), Teach Out Policy. An email has been sent to ACER for seeking clarify on Teach Out Policy.
	2. Reference:

ACER Academic Board (2018) Tech out policy. Available <https://www.acer.org/files/he/pp3123-teach-out-policy.pdf> (Accessed: March 17, 2021).

1. **Discontinuation of Programmes during Teaching Out Provision**

Programmes can enter Teaching Out provision mode on the basis of a decision by Senate through the established processes. Discontinuations must be approved by the Senate before students are formally notified of the discontinuation. No new students can be enrolled in a Programme, and arrangements are made to ensure that all existing enrolled students can either complete the Programme or provide transition to a mutually agreed Programme at no disadvantage to the student.

1. **Teaching Out Plan**

The College Deans must submit a teach out plan to the Portfolio Oversight Group, AQAC and Senate for approval of each discontinued Award Programme for all students enrolled in the programme. The teach out plan must include:

1. the date by which the Award Programme requirements must be completed in order to receive the specified Qualification from FNU;
2. the last study term and year in which each course required in the Programme will be offered;
3. the availability of closely related programmes offered by any campus which the student may wish to transfer to
4. the extent to which credit transfer work, substitution applies as per UASR.
5. special consideration to teach out timelines to the following group of students:
6. students with registered disabilities
7. students unable to return to Campus within the specified teach out period such as regional/international students with provisions for online mode where possible.
8. appropriate provisions in place to ensure Programme resourcing, Course outcomes and overall service and student support services to students is not reduced as part of any Teach Out process. This includes but is not limited to Library, IT and Student Support, Welfare services and
9. the normal duration and progress rules for the programme. This includes but is not limited to allowed number of failed units, allowed repeats in the academic programmes etc and factored in the teach out timelines
10. any special requirements such Industrial attachment and any other non- course requirements which may affect the teach-out timelines.
11. any special sponsor requirements and effect on teach out timelines

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1. **Student Progress during Teaching out Provision**
2. Students who do not make adequate progress on their academic plan within the teach out time will be advised to move into another major/minor/concentration.
3. Students are required to have ongoing contact with their academic/faculty advisors during this time to ensure that their academic plan is current and consistent with the projected course offerings.
4. If a student makes an unsatisfactory grade in a required course and the course will not be offered again, the student should work with his/her programme coordinator, and/or College Dean to arrive at a reasonable substitution as allowed by Senate.
5. A student finding himself/herself in an unusual circumstance, in which a student is unable to finish his/her qualification in the allowable time frame should consult the programme coordinator, and/or College Dean to ascertain if there is any manner in which the related programme can be completed.
6. No student may withdraw for any semester during the teach-out period and any leave whether approved or unapproved including disciplinary measures which result in suspension will not have an impact on Teach Out time extension.
7. FNU is under no obligation to ensure the programme can be completed after the Teach out time
8. **College Exam Board**

In exceptional cases where a College ceases to exist through the approved processes of University, then VC will through the senate determine the College Exam Board to handle and resolve all pending student grades, exams, progress and graduation issues.

1. **Notification to Students, Sponsors and Public**

The table below outlines the specific steps for notifying students, Sponsors and the public of the Teaching Out Provision timeline. For each specific activity, timeline to be decided and agreed at the Senate

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|   | **Action**  | **Responsibility**  | **Date for Completion** |
| **Teach Out Students - all students who have begun their studies and have completed at least a term of study** | Hold a meeting with students to explain processes and address any concerns.  | Dean  | TBD |
| Communicate the teach-out arrangements to all students affected detailing all available options for completion of the programme,  | Dean and Office of the Registrar | TBD |
| Nominate a contact person to deal with student enquiries about the process.  | Dean  | TBD |
| Establish a webpage for students with information about the Teach Out Policy. Refer to this page in all future correspondence with students, especially for re-enrolment information.  | Registrar and Director Marketing & Communication | TBD |
| Prepare and supply individual programmes plans including Audits for all students mapping their progression to completion within the designated teach-out period and submit to Office of the Registrar for tagging in Student Banner. | DeanOffice of Registrar  | TBD |
| Maintain the webpages for students with information about the Teach Out Policy. Refer to these webpages in all future correspondence with students, especially for re-enrolment information.  | Registrar, Dean and Director Marketing & Communication | TBD |
| Sponsor will be notified of the teach out plan  | Dean and Office of Registrar | TBD |
| **New Applicants for a term who have not begun their studies** | Develop a communication plan to advise any current applicants or students with offers for subsequent intake periods that the programme will no longer be offered, including information about alternative programme options that are available.  | Registrar and Director Marketing & Communication  | TBD |

1. **Awareness of Policy**

The Office of Registrar, Director Marketing and Communication and College will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.