**Discontinuation of higher education program (or plan)**

Before completing this form, please read the ‘program discontinuations’ section of the [program and course approval processes](https://www.rmit.edu.au/content/dam/rmit/documents/about/policy/program-course/program-and-course-approval-processes.pdf).

This form is for:

* Registering the intent to discontinue a program/plan on the program lifecycle register (PLR) (Section A).
* Notifying Course and Program Administration (CPA) in the Academic Registrar’s Group and International Admissions of a program that is to be discontinued and inactivated (section A).
* Identifying whether the program has active students (section A) and, if so, preparing the transition plan for these (section B).
* Submitting the transition plan to be endorsed by College/campus committees and approved by the Deputy Vice Chancellor Education (DVCE) (section B).

You must complete section A, which must be approved by the college PVC or campus President for the discontinuation to proceed.

If you establish that the program/plan to be discontinued has active students (see questions 15-19), you must complete section B (transition plan), which must be approved by the DVCE.

**Submission of form:**

Send the approved discontinuation form (and Transition Plan and supporting documents if applicable) to your college/campus Academic Development or Academic Services Group. Please note your college office or secretariat will obtain the PLR ID.

**NOTE: This form is for discontinuation and inactivation of programs and plans only. To close a program for one intake for profile reasons, contact your College Admissions Manager.**

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| **SECTION A – DISCONTINUATION FORM** |
| **Contact details**  |
| 1. **Discontinuation coordinator**
 | *Person nominated by the School or College to manage the discontinuation* |
| 1. **School** *[PLR field]*
 | *School in which the program is based.* |
| 1. **College** *[PLR field]*
 | *College in which the program is based* |
| **Details of program to be discontinued** |
| 1. **Program code**
 |  |
| 1. **Program title** *[PLR field]*
 |  |
| 1. **Plan code(s)**
 |  |
| 1. **Plan title(s)**

(if different from program title) | *If more than one plan with different discontinuation requirements use a separate form for each plan.* |
| 1. **Rationale for discontinuation** *[PLR field]*
 | *This section provides background for drafting of communications to current and prospective students. Please explain the reasons for the discontinuation of the old program/plan and replacement by new program/plan if applicable.* |
| 1. **Program Life-cycle Register (PLR) ID number**
 | *Discontinuations of higher education programs/plans must be registered on the Program Life-cycle Register before they can be actioned. Please contact your college or campus office or secretariat to obtain a PLR ID* |
| 1. **CRICOS code**
 | Is this program and its plan(s) CRICOS registered? [ ]  Yes [ ]  No If yes, specify CRICOS Code(s): *Inactivation of a plan code or program code with no active students means any CRICOS registration will be cancelled.* |
| 1. **Campus / Location** *[PLR field]*
 | [ ]  Australian campus[ ]  Campus outside Australia[ ]  RMIT Online/OUA[ ]  Partner outside Australia  | *<Insert name of Australian campus>**<Insert name of campus outside Australia>**<Insert name of partner>* |
| [ ]  Partner or client[ ]  Workplace | **Name** |  |
| 1. **Accreditation**
 | Is this program accredited by an external body?[ ]  Yes [ ]  No If yes, name the external body or bodies that accredit this program/plan: |
| 1. **Discontinuation type**
 | Tick one only:[ ]  Discontinuation of whole program \*with / without replacement[ ]  Discontinuation of plan \*with / without replacement[ ]  Change of title\* only [ ]  Discontinuing offering at a partner outside Australia with\* / without replacement*\* Note: if replacing with new offering or change of title to existing program complete the Replacement program/plan detail in questions 26-29 below*. |
| 1. **Are you teaching out the program/plan?**
 |  [ ]  Yes [ ]  No *Note: All discontinued programs with active students must either be taught out or transitioned to the replacement program* |
| 1. **Are there active students in the program/plan?**
 | [ ]  Yes [ ]  No (go to question 18)*Active students are defined as any of the following:** *An enrolled student or an enrolled student in the process of transfer of program/plan.*
* *An enrolled student in the process of transferring to graduate from a higher program/plan into an intermediate exit award.*
* *An enrolled student in the process of completion in order to graduate.*
* *An enrolled student who is temporarily suspended for reasons of academic or general misconduct.*
* *An admitted domestic student who has deferred taking up their place.*
* *Any enrolled student on leave of absence.*

*To identify all active students, run the IExplore ‘List by Program’ report with the following parameters: program/plan code, program ‘active’ and ‘LOA’ statuses.**If international students in Australia are involved, RMIT is obliged by ESOS legislation to provide students with a new offer or the option of a full refund of any future tuition fees. Substantial financial penalties apply for failure to do this.* |
| 1. **Are students either currently enrolled or on leave of absence in the following categories active in the program/plan?**
 | [ ]  Domestic students [ ]  International Students studying at an RMIT Australian campus [ ]  RMIT students at a partner institution[ ]  RMIT students in a dual award concurrently enrolled in another institution[ ]  RMIT students at a campus outside Australia [ ]  RMIT Online/OUA students |
| 1. **Current enrolment data (Including LOA and deferred)**
 | **Number of Domestic students:****Number of International students:** |
| 1. **Applicants**

*Does the program being discontinued have applications for future intakes?* | **Domestic** [ ]  Yes [ ]  NoIf yes, list number of students

|  |  |  |
| --- | --- | --- |
|  | Number of students with Accepted Offers | Number of students with Offers (full and conditional) |
| Domestic  |  |  |

*Contact your College Admissions Manager to find out how to obtain this information.***International**  [ ]  Yes [ ]  NoIf yes, list number of students

|  |  |  |
| --- | --- | --- |
|  | Number of students with Accepted Offers | Number of students with Offers (full and conditional) |
| INTON |  |  |

*Contact International Admissions (**amm.jones@rmit.edu.au* *or* *lefan.qiu@rmit.edu.au**) to find out how to obtain this information.**Note: Future intake data will include current RMIT students with a package offer and deferred applicants.*  |
| 1. **Have applicants accepted an advanced standing place for the program being discontinued?**
 | [ ]  Yes [ ]  No If yes, will this be honoured by the replacement program?[ ]  Yes [ ]  No *Note: If no, this may result in claims of compensation from students which Schools are responsible for paying.* |
| 1. **Is this program/plan part of a sequence or nested program?**
 | Is this program part of a nested intermediate award set?[ ]  No[ ]  Yes – this program is the highest program in a nested sequence[ ]  Yes – this program is nested below a higher program, and is an exit-only program[ ]  Yes – this program is nested below a higher program, and this program allows entryIf yes, list affected program /plan codes and titles:*Where a discontinued program code or plan code is the parent of one or more nested intermediate award programs/plans, these need to be considered in the transition planning questions in the later sections of this form.* |
| 1. **Is this program/plan part of a double degree, or a dual award program?**
 | Is the discontinued program / plan also part of a double degree program?[ ]  No[ ]  Yes – this requires consultation with the other Program (Plan) Managers, Deans/Heads of School, and College learning and teaching staff.If yes, list affected program /plan codes and titles:*Where a discontinued program or plan code is a component of a double degree, the double degree program is also affected.* |
| 1. **Does this program have a current articulation agreement with another RMIT program? Or an external articulation or advanced standing agreement?**
 | [ ]  No[ ]  YesIf yes, list details:RMIT affected program /plan codes and titles:External Institution details:*If replacing the discontinued program, ensure that articulation or pathway agreements have been renegotiated with the replacement program. Existing agreements will be honoured until a new agreement has been approved.* |
| 1. **Teaching period and year of last intake for commencing students.** *[PLR field]*
 | Teaching period: Year:*Refer to table of teaching periods at the end of this form.* |
| 1. **What profile target is set for the first affected intake?**

**(In EFTSL)** | Domestic: INTON:*Contact your College Profile Manager to find out how to obtain this information.* |
| 1. **Date on which program/plan is to be made inactive**
 | Date:*The date when the program will be made inactive. By this date students must have completed the program or will be transferred to a replacement program/plan.* |

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| **Replacement program / plan detail** |
| 1. **Replacement program/plan code and program/plan title**
 | Will this program/plan be replaced by:[ ]  An existing, approved program/plan[ ]  A new program/plan that is currently in the program approval processCode:Title: |
| 1. **CRICOS code of replacement program/plan**
 | Will the replacement program/plan be offered to international onshore students?[ ]  Yes [ ]  No Have you applied for CRICOS registration for the replacement program?[ ]  Yes [ ]  No If yes provide CRICOS code if known:*Note: If no, a replacement program must have CRICOS registration before it can be offered to international students. You must seek immediate advice from Compliance Risk and Regulation through emailing* *cricos@rmit.edu.au* |
| 1. **Teaching period and year of replacement program/plan introduction**
 | Teaching period: Year:*Refer to table of teaching periods on page 5 of this form.* |
| 1. **Replacement program accreditation**
 | Is the replacement program subject to accreditation?[ ]  Yes [ ]  No If yes, has accreditation of the replacement program occurred?[ ]  Yes [ ]  No If no, immediate action is required to secure accreditation. This discontinuation process cannot proceed until the replacement program has secured accreditation. |
| **Discontinuation and transition plan**Note: If there are active students in the program a transition plan needs to be developed, attached to this form and approved by DVCE before the discontinuation can proceed. Complete Section B of this form. |
| 1. **Endorsement and Approval**
 |
| Endorsement:Dean/Head of School | Name:  Signature:  Date: |
| Endorsement (only required where discontinuation includes an offering at an RMIT partner)RMIT manager responsible for partner relationship (if a partner outside Australia, this is the Associate Director, Global Performance and Operations) | Name:  Signature:  Date: |
| Approval:College Pro Vice-Chancellor or Campus President | Name:  Signature:  Date: |

**Acronyms**

ARG Academic Registrar’s Group

CPA Course and Program Administration

DVCE Deputy Vice Chancellor Education

LOA Leave of absence

OUA Open Universities Australia

PLR Program Lifecycle Register

SAMS Student Administration Management System

**Teaching periods**

|  |  |  |
| --- | --- | --- |
| **Prefix with last 2 digits of the year (e.g., 2018)** | **Term codes ending in** | **Type** |
| 18 | 05 | TAFE/PREP Term 1 |
| 18 | 45 | TAFE/PREP Term 2 |
| 18 | 10 | HE Semester 1 |
| 18 | 50 | HE Semester 2 |
| 18 | 80 | HE Spring (Sep – Dec) |
| 18 | 00 | HE Summer (Jan – Mar) |
| 18 | 06 | OUA PGRD Session 1 |
| 18 | 66 | OUA PGRD Session 2 |
| 18 | 96 | OUA PGRD Session 3 |
| 18 | 07 | OUA UGRD Study Period 1  |
| 18 | 37 | OUA UGRD Study Period 2 |
| 18 | 77 | OUA UGRD Study Period 3 |
| 18 | 97 | OUA UGRD Study Period 4 |
| 18 | 20 | OFFSHORE Quarter 1 |
| 18 | 30 | OFFSHORE Quarter 2 |
| 18 | 60 | OFFSHORE Quarter 3 |
| 18 | 70 | OFFSHORE Quarter 4 |
| 18 | 91 | RMIT VIETNAM Trimester 1 |
| 18 | 92 | RMIT VIETNAM Trimester 2 |
| 18 | 93 | RMIT VIETNAM Trimester 3 |

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| **SECTION B – TRANSITION PLAN****Instruction:** The transition plan must be approved by the DVCE before the discontinuation can proceed. Submit Section B only with an Academic Board cover sheet and other relevant documentation as outlined in the [discontinuation process](https://www.rmit.edu.au/content/dam/rmit/documents/about/policy/program-course/program-and-course-approval-processes.pdf). Use relevant information from Section A of this form to complete the transition plan and attach samples of letters to students. The program proposal checklist can be downloaded from the [program and course forms](https://www.rmit.edu.au/about/governance-and-management/governance/policies/program-course-policy/forms) page for further guidelines on the academic case for DVCE approval of the discontinuation transition plan.  |
| 1. **Program code and title of program being discontinued**
 | Code:Title:  |
| 1. **Discontinuation type**
 | Tick one only[ ]  Discontinuation of whole program \*with / without replacement[ ]  Discontinuation of plan \*with / without replacement[ ]  Discontinuing offering at a partner outside Australia with\* / without replacement[ ]  Change of title\* only*Note: if replacing with new offering or change of title to existing program complete the replacement program/ plan detail section below.* |
| 1. **Insert replacement program code and title if relevant**
 | Code:Title: |
| 1. **Arrangements for students**
 | [ ]  Teach out End date:[ ]  Transfer to replacement program |
| 1. **Description of the consultation with students that has occurred.**
 |  |
| 1. **If some students will be allowed to complete the old program/plan, the rationale for allowing this**
 |  |
| **Program guide content**  |
| 1. **Transition statement**

*For the program/plan being discontinued.* | *The text that will appear in the transition plan section of the program guide for the program/plan being discontinued* |
| 1. **Transition statement**

*If students are being transferred to replacement program*  | *The text that will appear in the transition plan section of the program guide for the replacement program/plan to inform students who are transferring from discontinued program.* |
| 1. **Articulation and pathways section**
 | *The text that will appear in the articulation and pathways section of the program guide for the replacement program.**Note: existing articulation and pathways agreements will be honoured until a new agreement has been negotiated and approved.* |

**Include table showing the relationship between courses in the discontinued program/plan and the new program/plan. This table should also be included in the Transition plan section of the relevant program guide.**

*Example map*

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| Transition Map – same or equivalent courses |
| Year or Semester | Old course/s no longer offered | Credit Points | New or amended course | Credit Points |
| Year 2 | BUIL1249 Construction Enterprise (title change) | 12 | BUIL1249 Construction & Business Enterprise (title change) | 12 |
| Year 3 | BUSM4331 Research Methods for Project Management | 12 | BUIL1305 Research Methods for the Built Environment (NEW) | 12` |
| Year 4 | BUSM4331 Research Methods for Project Management | 12 | BUIL1306 Research Practice 1 (NEW) | 12 |
| Year 4 | Project Management Research | 12 | BUIL1307 Research Practice 2 (NEW) | 12 |

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| **Letter(s) to current students and applicants** (Transition letter templates can be downloaded from the [program and course forms](https://www.rmit.edu.au/about/governance-and-management/governance/policies/program-course-policy/forms) page). |
| 1. **Teaching out**
 | [ ]  Letters to active students including those on leave of absence (both domestic and international) *See attachment A*[ ]  Letters to domestic Australian applicants (not yet offered, and offered – including those who have deferred their offer) Including information on replacement or alterative programs.*See attachment D**Please note: International Admissions will write letters to international applicants for study in Australia: there is no need to include these letters with the transition plan.* |
| **OR** |
| 1. **Transferring students to replacement programs**
 | [ ]  Letter to active domestic students*See attachment B*[ ]  Letter to active international students*See attachment C*[ ]  Letters to domestic Australian applicants (not yet offered, and offered – including those who have deferred their offer) Including information on replacement or alterative programs.*See attachment D**Please note: International Admissions will write letters to* international applicants *for study in Australia: there is no need to include these letters with the transition plan.* |

**Attachment A**

**Teaching out**

**Letters to active students including LOA (both domestic and international)**

**Attachment B**

**Transferring students to replacement programs – active Domestic students**

**Attachment C**

**Transferring students to replacement programs – active International students**

**Attachment D**

**Teaching out or transferring students - domestic Australian applicants**