

# Program Transition

**DATE:** 17 September 1999

**POLICY NO:** A-45.4

**AMENDMENTS:**

- AB Resolution 99/1/122
- Registrar - November 2000
- Director: Student and Academic Services – September 2004
- Director: Student and Academic Services – September 2006
- Director: Student and Academic Services – November 2008

**REFERENCE AUTHORITY:** Deputy Vice Chancellor: Academic

**CROSS-REFERENCES:**

- Coursework Program Approval Manual
- Education Services for Overseas Students (ESOS) Act 2000

**CONTENTS:**

- [Preamble](#)
- [Scope](#)
- [Definitions](#)
- [Policy](#)
- [Procedures](#)
- [Appendix A](#)

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## Preamble

From time to time the University may determine that courses and programs are to be withdrawn, replaced or significantly amended. This policy provides a framework for program transition resulting from such changes. It ensures that transition arrangements are planned and implemented, and that students who are currently enrolled in the program are able to complete the award or an equivalent award with minimal disruption, and that the proposed changes are communicated to all students.

## Scope

The policy applies to all undergraduate and postgraduate coursework award programs which are to be withdrawn, replaced or significantly amended, and which have current enrolments.

## Definitions

**Program Transition** is the process whereby the University, as a result of an approved program change determines that a transition arrangement is required. [Appendix A](#) of this document describes the administrative arrangements that are required to effect program and student transition.

## Policy

1. Divisions will ensure that students who are currently enrolled in a program that is undergoing amendment, or is to be withdrawn or replaced, are not disadvantaged.
2. Divisions will ensure that the transition arrangements enable students to complete all professional requirements within the scheduled units of the program, or that student opportunities to complete an equivalent award or meet career objectives are not diminished.
3. Divisions will ensure that the transition arrangements enable international students to:
  - a. complete all requirements of the program within the duration of their existing student visa, subject to maintaining satisfactory academic progress, and
  - b. continue to be charged the fee in place at the commencement of their original program as set out in the letter of offer to the student, in accordance with the Education Services for Overseas Students (ESOS) Act 2000 (National Code 22).
4. Where a program is undergoing significant amendment or is withdrawn and replaced by a new program, all students in the current program will normally be transitioned to the new/amended program at the commencement of the year of its introduction. Where the transition arrangements are subject to professional accreditation requirements and students must complete the existing program, the arrangements as set out in clause 6 will apply.
5. Where program transition results in a shortfall of unit requirements for the new program, advanced standing or a maximum of 4.5 units can be awarded as 'transition credit', as determined by the Program Director.
6. Where an existing program is to be withdrawn and there is no replacement program, or where the length of the program is changed, or where there is a change in campus or location:
  - a. a timetable for the phase-out of the program will be established, as set out in the program approval documentation, which will allow for the normal progression of part-time students through the program, or
  - b. the division will be responsible for negotiating the transfer of the student's enrolment to a program which delivers an equivalent career and award outcome, at UniSA or an equivalent institution.
7. Students who are unable, unwilling, or who fail to complete the original program within the established phase-out period may choose to withdraw from the program or apply for internal transfer to another University program at the commencement of the academic year, in accordance with University policy *A-18: Selection and entry to programs*.

## Procedures

8. As part of the program development and approval process, the school will propose and the division will determine the conditions under which students will be transitioned to the new or amended program schedule, or the conditions under which students may complete the current program. (See [Appendix A](#))

9. Once Academic Board has approved the decision to withdraw, replace or significantly amend a program, the school is responsible for:
  - a. the development of a transition plan for each student (or group of students)
  - b. preparation of a communication plan, as specified in clause 10, for all students enrolled in the program
10. Following development of the transition and communication plan for each student, Campus Central will be responsible for implementing the plan and providing written<sup>1</sup> advice to students. The written advice will include:
  - a. the proposed date of the withdrawal, replacement or amendment of the program
  - b. the reason(s) for the program changes
  - c. an explanation of the effect on students enrolled at each year level of the program, including part-time students
  - d. an explanation of the transition arrangements for current full-time and part-time students, and
  - e. contact details for further information.

A copy of the advice will be kept in the student's file.

11. Where students are required to complete the current program, an individual study program for each student will be negotiated between the student and the Program Director. The Program Director will provide a copy to Campus Central, or in the case of transnational students, the relevant transnational administration office, for the student file.
12. Students who are unable to complete the program within the phase-out timetable, including students who take leave-of-absence from a program, will be required to renegotiate their study program with the Program Director. In some cases this may result in the students transferring to another program at the same level.
13. Students who are transitioned to another program will be recorded as continuing students for the purposes of Commonwealth Support, Fee-Help or domestic or international tuition fees.
14. Schools will identify those students who, as a result of transition, will fall short of the scheduled program unit requirements. Students may be granted transition credit for the number of units needed to fill the shortfall, as stated in clause 5.

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<sup>1</sup> Communication by email from the University to all students or large groups of students is considered to be equivalent to written communication sent by post (see [Guidelines on Electronic Communication with students](#))

## Appendix A: Administrative arrangements for program transition

Amendment	Transition	Administrative Arrangements
Changes to the curriculum as a result of minor or Group 1 major program amendments.	Transition arrangements must be articulated in the program approval documentation. Students move progressively to the new curriculum as determined by the school, as part of the phase-in of the program amendment.	<p>No program or plan change is required.</p> <p>The school must establish a table of equivalent courses and inform students of the changes to the program.</p> <p>Campus Central should be informed by the school or Divisional Academic Services of any amendments and table of equivalent courses.</p>
Change in program or specialisation name.	Continuing students enrolled in the program after the cut-off date for the program name change will automatically receive the new program title at the completion of the requirements of the award.	<p>The school identifies the date from which the new program or specialisation name will apply (normally 1<sup>st</sup> January in the year following the approval process).</p> <p>A new program name or plan name is created in the student record system against the existing program code, and is effective dated as per the program approval documentation.</p> <p>Campus Central informs students of the change in program or specialisation name.</p> <p>Campus Central processes a plan change on the records of continuing students, effective dated as per the start date of the new program or specialisation name.</p>
A program is withdrawn and a replacement program is scheduled for delivery.	<p>Transition arrangements for all continuing students must be articulated in the program approval documentation, and a phase-out timetable included if required.</p> <p>Ideally all continuing students should be transitioned into the replacement program at the commencement of that program. Where this is not to occur, justification for alternative arrangements should be provided in the program approval documentation.</p>	<p>The school:</p> <ul style="list-style-type: none"> <li>▪ establishes a phase-out process for the old program</li> <li>▪ establishes a table of equivalent courses in the new program</li> <li>▪ informs Campus Central that a program is being withdrawn, and the commencement date of the new program (usually 1<sup>st</sup> Jan)</li> </ul> <p>Campus Central processes the program change for continuing students transferring to the replacement program.</p>

<p>A program is scheduled for withdrawal and there is no replacement program.</p>	<p>A phase-out timetable is established which would allow for the normal progression of part-time students through the program.</p>	<p>The school prepares options for students who are unable to complete the current program before the end-date. Student may choose to transfer to a new program, or withdraw from their current program.</p> <p>Campus Central informs current students and students on leave that the program is to be withdrawn and advises students of their options, as determined by the school.</p>
<p>The length of a program is changed.</p>	<p>A phase-out timetable is established which would allow for the normal progression of part-time students through the existing program.</p>	<p>The school:</p> <ul style="list-style-type: none"> <li>▪ establishes a phase-out timetable which would allow for the normal progress of part-time students through the existing program;</li> <li>▪ invites students to apply for the new program</li> </ul> <p>Campus Central processes a program change for students who opt for the new program.</p>
<p>A program moves to another Campus (program code change).</p>	<p>Continuing students must be transferred to the new program code (effective 1<sup>st</sup> January).</p>	<p>Campus Central processes a program change in the student record system for continuing students.</p>