



University of
South Australia

Program Transition

POLICY NO: A-45.8

DATE: 17 September 1999

CURRENT AMENDMENT: February 2021

REFERENCE AUTHORITY: Provost and Chief Academic Officer

CROSS-REFERENCES:

- Program Approval Manual
- Education Services for Overseas Students, ESOS Act 2000 (National Code 2018)

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Preamble

Through the program review process detailed in *A-35A Quality assurance and improvement: programs, courses and teaching arrangements*, the University may determine that courses and programs are to be withdrawn, replaced or significantly amended.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. Proposed changes are to be communicated to all students.

Scope

The policy applies to all undergraduate and postgraduate coursework award programs that are to be withdrawn, replaced or significantly amended, and have current enrolments.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. Academic Units will ensure that students currently enrolled in a program that is undergoing amendment, or is to be withdrawn or replaced, are not disadvantaged.
2. Academic Units 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. Academic Units 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 2018).
4. Where a program is undergoing significant amendment, is moved to another campus, or is withdrawn and replaced by a new program, all students in the current program will normally be transitioned to the new/amended program at the commencement of the year of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:
 - a a timetable for the phasing out of the program will be established, as set out in the program proposal, allowing for the normal progression of part-time students through the program, or
 - b the Academic Unit will be responsible for negotiating the transfer of students' enrolments to a program that 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 phasing-out period may choose to withdraw from the program or apply for internal transfer to another University program at the commencement of the following academic year, in accordance with University policy *A-18: Selection and entry to programs*.
8. Students who are required to transition from one program to another will be recorded as continuing students for the purposes of student fees and loans reporting.

Procedures

9. As part of the program development and approval process the Academic Unit 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.](#)) In the case of programs run by the UniSA College, the College will be responsible for all transition arrangements.
10. Once Academic Board has approved the decision to withdraw, replace or significantly amend a program, the Academic Unit 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 11, for all students enrolled in the program

11. Following the development of the transition and communication plan for each student, Campus Central will be responsible for implementing the plan and providing written 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. a statement outlining the impact on a student's GPA, if applicable
 - e. an explanation of the transition arrangements for current full-time and part-time students, and
 - f. contact details for further information.

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

12. 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.
13. 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.
14. Academic Units 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.

Amendments:

- Academic Board 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
- Director: Student and Academic Services – August 2011
- Academic Board – September 2019
- Vice-Chancellor – December 2019
- Director: Student and Academic Services – February 2021

Appendix A: Administrative arrangements for program transition

Amendment	Transition	Administrative Arrangements
Changes to the curriculum as a result of program amendments.	Transition arrangements must be articulated in the program proposal. Students move progressively to the new curriculum as determined by the Academic Unit, as part of the phasing-in of the program amendment.	<p>No program or plan change is required.</p> <p>The Academic Unit must establish a table of equivalent courses and inform students of the changes to the program.</p> <p>The Academic Unit academic services must inform Campus Central of any amendments and provide a table of equivalent courses.</p>
Change in program or specialisation name	Continuing students enrolled into the program after the cut-off date for the program or specialisation name change will automatically receive the new program title at the completion of the requirements of the award.	<p>The Academic Unit identifies the date from when the new program or specialisation name will apply (normally 1st 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 proposal.</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 specialisation is withdrawn and a replacement specialisation is scheduled for delivery	<p>Transition arrangements for all continuing students must be articulated in the program proposal, and a phasing-out timetable included, if required.</p> <p>Ideally, continuing students should be transitioned into the replacement specialisation at the commencement of that specialisation. Where this is not to occur, justification for alternative arrangements should be provided in the program proposal.</p>	<p>The Academic Unit:</p> <ul style="list-style-type: none"> ▪ establishes a phasing-out process for the old specialisation ▪ establishes a table of equivalent courses in the new specialisation ▪ informs Campus Central that a specialisation is being withdrawn, and the commencement date of the new specialisation (usually 1st Jan) <p>Campus Central processes the plan change on the records of continuing students, effective-dated as</p>

Amendment	Transition	Administrative Arrangements
		per the start date of the new specialisation.
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 proposal, and a phasing-out timetable included, if required.</p> <p>Ideally, all continuing students should be transitioned into the replacement program at the commencement of this program. Where this is not to occur, justification for alternative arrangements should be provided in the program proposal.</p>	<p>The Academic Unit:</p> <ul style="list-style-type: none"> ▪ establishes a phasing-out process for the old program ▪ establishes a table of equivalent courses in the new program ▪ informs Campus Central that a program is being withdrawn, and the commencement date of the new program (usually 1st January) <p>Campus Central processes the program change for continuing students transferring into the replacement program.</p>
A specialisation is scheduled for withdrawal and there is no replacement specialisation.	A phasing-out timetable is established to allow for the normal progression of part-time students through the specialisation.	<p>The Academic Unit prepares options for students who are unable to complete the current specialisation before the end-date.</p> <p>Campus Central informs current students and students on leave that the specialisation is to be withdrawn and advises students of their options, as determined by the Academic Unit.</p>
A program is scheduled for withdrawal and there is no replacement program.	A phasing-out timetable is established to allow for the normal progression of part-time students through the program.	<p>The Academic Unit prepares options for students who are unable to complete the current program before the end-date. Students 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 Academic Unit.</p>
The length of a program is changed.	A phasing-out timetable is established to allow for the normal progression of part-time students through the existing program.	<p>The Academic Unit:</p> <ul style="list-style-type: none"> ▪ establishes a phasing-out timetable to allow for the normal progress of part-time students through the existing program; ▪ invites students to apply for the new program <p>Campus Central processes a program change for</p>

Amendment	Transition	Administrative Arrangements
		students who opt for the new program.
A program moves to another Campus (program code change).	Ideally, continuing students will be transferred to the new program code at the commencement of the move to the new campus.	Campus Central processes a program change in the student record system for all affected continuing students.