

UNIVERSITY OF MELBOURNE

UNDERGRADUATE PROGRAMS COMMITTEE POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE

Guidelines for the Submission of Proposals for Discontinuation of 1st year Intake in a Course, or Suspension of Major/Specialty in a Course

Introduction

These guidelines apply to the discontinuation 1st year intake for any course of study as listed in Regulation 5.4.R1, and to suspension of any stream (or 'specialty' or 'major') defined within the structure of such a course. The discontinuation of intake to courses or suspension of streams must be approved by Council on the advice of Academic Board and Undergraduate Programs Committee/ Postgraduate Coursework Programs Committee. In considering proposals for discontinuation or suspension, Academic Board will consider in particular the plans for the phasing out of the course or stream and the impact on the students concerned. In general, the aim should be to maintain the quality and academic integrity of the student experience during the discontinuation process.

Principles for Discontinuation of 1st year intake to Course/Stream Suspension

1. In cases where intake to a course is to be discontinued completely, or the course is to be restructured to the extent that some discrete streams or majors are to be discontinued and students will be unable to transfer to comparable streams or majors, the course discontinuation process will apply, and phasing out plans must be submitted and approved.
2. Students enrolled in a course or stream, or in receipt of an active offer of admission to the course, should not be disadvantaged by the phasing out process and should be able to complete a program of study that satisfies the objectives of the course in the time normally taken to complete such course/streams. Students who make satisfactory progress will be able to complete any course that is discontinued, including all compulsory elements, and any requirements necessary for professional accreditation.
3. Where a course is to be renamed but there are to be no substantive changes to the range of streams or to the course objectives, there will be no phasing out and the discontinuation process will not apply.
4. Students who are already on approved leave from a course that is to be phased out should be able to return to complete the course, provided they re-enrol no later than the end of the period of approved leave. Any leave approved after the discontinuation process has commenced should be negotiated with the student on the basis that a return to the course in which the student was enrolled may not be possible.
5. In some cases, it is understood that it may be necessary to vary the range of subjects available to students who are completing courses or streams that are to be discontinued. In such cases, a sufficient range of subjects should be made available to preserve the integrity of the course/stream concerned as reflected in its objectives. In particular, the core elements of the course/stream must be available to completing students, though there may be some variation to or restriction on the range of electives. Faculties may need to adjust discontinuation plans over the period of discontinuation to ensure they make available those subjects that continuing students will need to complete their programs.
6. All students enrolled in a course/stream or in receipt of an active offer of admission to a course that is to be phased out must be notified of the plans for discontinuation and the expected timetable for phasing out and must be advised of any planned changes in the overall study options that will be available to them. Students must be notified

either before the end of semester two in the year preceding the commencement of the phase-out process, or before the normal time for enrolment, whichever is the earlier. It is expected that Faculties would make available individual course counselling for those students who need advice on their individual completion pathway.

7. Discontinuation proposals must be approved by Council before students are formally notified of them.

Submission of Course Discontinuation Proposals

In completing course discontinuation forms, please note the following:

1. A separate form should be submitted for each course or stream, and for each double degree program of which that course or stream constitutes a part.
2. In the case of cross-faculty double degrees, both faculties must approve the discontinuation and must submit required information concerning their respective components within a combined discontinuation plan.
3. A phase-out timetable should be submitted for each course or stream, indicating the core and elective elements that will be offered over the period of phasing-out. The plan should indicate how the integrity of the course/stream will be maintained and its objectives met during the phase-out process.