

Section Three

General Regulations

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ADMISSION

Courses taught in English

Students who wish to enter in an undergraduate or postgraduate coursework program enrol through one of the Teaching Bodies of the Sydney College of Divinity. Every admission application to these awards is forwarded by the Teaching Body to the Student Administration Committee for approval under guidelines set down by the Academic Board.

Applications for admission to the research degree programs are sent to the Director of Research in the Office of the Dean, and are processed by the Research Committee under guidelines set down by the Academic Board.

For undergraduate courses, normal entry is determined on the basis of academic merit – a completed Higher School Certificate (HSC), or equivalent, and the Australian Tertiary Admission Rank (ATAR) or equivalent (University Admission Index (UAI), Tertiary Entrance Rank (TER), Overall Position (OP), Grade Point Average (GPA)), as well as an appropriate IELTS score for overseas students.

For postgraduate courses, normal entry is determined on the basis of completed accredited undergraduate and/or postgraduate study and GPA, depending on the course being considered, as well as an appropriate IELTS score for overseas students.

The entry details for each of the SCD courses taught in English are set out in the following table.

Course being Entered	Entry Requirements
Diploma of Theology AQF level 5	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 20, with English Proficiency ¹, or ▪ Special Entry ² admission with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

<p>Diploma of Ministry AQF level 5</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 20, with English Proficiency ¹, or ▪ Special Entry ² admission with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Diploma of Christian Studies AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 21, with English Proficiency ¹, or ▪ Special Entry ² admission with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Associate Degree of Christian Thought and Practice AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (eg, OP = or <16) , with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 21, with English Proficiency ¹, or ▪ Special Entry ² admission with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

<p>Bachelor of Ministry AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (eg, OP = or <16) , with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 21, with English Proficiency ¹, or ▪ Special Entry ²admission, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Bachelor of Theology AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (eg, OP = or <16) , with English Proficiency ¹; or ▪ Mature Age ² admission for those who have reached the age of 21, with English Proficiency ¹, or ▪ Special Entry ²admission, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Bachelor of Ministry (Honours) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a AQF Level 7 award in ministry or equivalent within the previous five years and with a grade point average of at least 2.7 in the coursework and at least 3.0 in the area of specialisation, with English Proficiency ¹; or ▪ hold an equivalent qualification from a university or other tertiary institution, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time

	<p>courses and cannot complete such courses by more than 33.3% distance or online learning.</p>
<p>Bachelor of Theology (Honours) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a AQF Level 7 award in the discipline of theology within the previous five years and with a grade point average of at least 2.7 in the coursework and at least 3.0 in the area of specialisation, with English Proficiency ¹; or ▪ hold an equivalent qualification from a university or other tertiary institution, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Certificate in Arts AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency ¹, or ▪ Professional entry ⁴ admission, with English proficiency ¹. ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Certificate in Theological Studies AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency ¹, or ▪ Professional entry ⁴ admission, with English proficiency ¹. ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Certificate in Leadership AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency ¹

	<ul style="list-style-type: none"> ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Certificate in Theological Education AQF level 8	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency ¹ AND ▪ Have current or previous experience as a theological educator in the tertiary sector ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Arts AQF level 8	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Theological Studies AQF level 8	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Leadership AQF level 8	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency ¹

	<ul style="list-style-type: none"> ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Arts AQF level 9</p>	<ul style="list-style-type: none"> ▪ Category 1- 1 years MA : Satisfactory completion of an accredited AQF level 8 award in the discipline of theology /ministry from an Australian tertiary institution or equivalent, with English Proficiency ¹ or ▪ Category 2- 1.5 years MA : Satisfactory completion of an accredited 3 year AQF level 7 award in the discipline of theology / ministry from an Australian tertiary institution or equivalent, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Theological Studies AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited AQF level 8 award (Graduate Certificate) from an Australian tertiary institution in the discipline of Theology or Ministry or equivalent, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Leadership AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited AQF level 8 award (Graduate Certificate) from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Divinity</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or

<p>AQF level 9</p>	<p>equivalent in any discipline, with English Proficiency ¹, and if</p> <ul style="list-style-type: none"> ▪ Hold an SCD Graduate Certificate in Arts: to receive the award the student is required to complete a further 180 credit points (20 units), and hand back the GradCertArts upon graduation; or ▪ Hold an SCD Graduate Diploma of Arts: to receive the award the student is required to complete a further 144 credit points (16 units), and hand back the GradDipArts upon graduation; or ▪ Hold an SCD Master of Arts (72 /108 credit points): to receive the award the student is required to complete a further 144/108 credit points, and hand back the MA upon graduation ▪ Hold an SCD BTh and receive a credit of 54 credit points allocated to level 8500 units with a maximum of 18 credit points in any discipline. ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Theology AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited 3 year AQF level 7 award in the discipline of theology from an Australian tertiary institution or equivalent, with English Proficiency ¹ or ▪ Satisfactory completion of an SCD Master of Arts and take up the same specialisation in the MTh which was undertaken in the MA program and meet the pre-requisites for any coursework units in the MTh. ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

<p>Master of Philosophy AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a four year Bachelor (Honours) with results at Class II, Division 1 or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency ¹; ▪ In all cases, the prior studies should include sufficient preparation to undertake the proposed research in a theologically related area. ▪ In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; ▪ Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Ministry AQF level 10</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a four year BTh(Hons) degree with results at Class II or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Satisfactory completion of a Graduate Diploma with a GPA of 2.8+ and one 18 cpt research unit at High Credit level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Qualification from another university or tertiary

	<p>institution deemed to be equivalent to or higher than those above, with English Proficiency ¹; and</p> <ul style="list-style-type: none"> ▪ Shall have at least four years full-time, or equivalent part-time, certified experience of ministry. ▪ In all cases, prior studies should include sufficient preparation to undertake the proposed coursework and research related to Christian Life and Ministry. ▪ In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; ▪ Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Philosophy AQF level 10</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a four year BTh(Hons) degree with results at Class II, Division I or better, from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency ¹; ▪ In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theologically related area.

	<ul style="list-style-type: none"> ▪ In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; ▪ Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Theology AQF level 10</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of a four year BTh(Hons) degree with results at Class II, Division I or better, from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency ¹; or ▪ Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency ¹; ▪ In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theologically related area. ▪ In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work. ▪ Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be by such examination or other work as determined by the Sydney College of Divinity;

	<ul style="list-style-type: none"> ▪ In addition, Overseas students ³ must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
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¹ English Language Proficiency

This policy applies to all students, except those entering Australia to study on a student visa. These students are Overseas Students ³ and requirements are listed below.

If students have undertaken their previous studies in an overseas country, they may have to provide proof of proficiency in English to gain entry into a Sydney College of Divinity award.

Students **do not** have to provide proof of proficiency in English if they have:

- completed an accredited award in English at one AQF level below the award that they are seeking admission into; or
- have successfully completed senior secondary study in English; or
- have successfully completed at least one year of full-time university study in English in the field of Humanities.

Students **must** provide proof of proficiency in English if they have undertaken all their **qualifications in a language other than English.**

Those students who have not completed previous studies in English may demonstrate proficiency in English by completing an IELTS test (or equivalent). The test results required for admission are as follows:

Award	IELTS Result
Diploma of Theology* Diploma of Ministry	6.0 or greater overall, with no score less than 5.5 in each band of the test. Provisional admission may be granted for an overall score of 5.5 with no score less than 5.5 in each band. All course units must be passed in the first 2 semesters of enrolment for the provisional status to be removed. If this requirement is not met the admission is cancelled.
Diploma of Christian Studies	6.5 or greater overall, with no score less than 6.0 in each band of the test.

Associate Degree of Christian Thought and Practice Bachelor of Theology Bachelor of Ministry	Provisional admission may be granted for an overall score of 6.0 with no score less than 6.0 in each band. All course units must be passed in the first 2 semesters of enrolment for the provisional status to be removed. If this requirement is not met the admission is cancelled.
BTh (Hons), BMin (Hons) and all Postgraduate Awards	7.0 or greater in all bands of the test.

* An alternative English proficiency for the Diploma of Theology is a Certificate of Completion for the Advanced Level English for Theology from Australian Onsong International College.

² Special Entry

A student may be admitted to a course on the basis of Special Entry. Such students might be:

- a) persons who have not yet reached mature age and who did not do the HSC or failed to meet the UAI or ATAR level. For example, a person under 20 years of age who did not do the HSC but has completed a trade certificate or equivalent;
- b) persons who have been educationally disadvantaged due to:
 - i) socio-economic reasons such as low-family income or poor living conditions;
 - ii) language difficulties;
 - iii) learning difficulties;
 - iv) disrupted schooling;
 - v) physical disability;
 - vi) serious family illness;
 - vii) excessive family responsibility;
 - viii) geographical isolation of home and/or school and lack of support, time or facilities for study at home or school.
- c) persons of Aboriginal or Torres Strait Islander descent who have not followed the normal HSC entry path;

- d) persons who were home schooled and show evidence of being able to manage tertiary study;
- e) students awaiting an IELTS result;
- f) persons who have completed a prescribed program of non-award study (4 units) and passed all units.

All Special Entry admissions are provisional.

- **Admission Procedures for Provisional Entry**

Admission to any SCD undergraduate course on the basis of **Mature Age** or **Special Entry** or the entry into the Master of Arts by way of a **Vocational Graduate Certificate** is a provisional admission, and requires special procedures:

- a) Students with provisional status shall be required to complete a 'Qualifying Period', whilst being permitted to enrol provisionally for the award.
- b) The 'Qualifying Period' may be undertaken full or part-time and the number of years spent in completing it shall be counted towards the maximum term for completion of the award.
- c) The 'Qualifying Period' shall consist of the successful completion of a 1/3 of the units that make up the award.
- d) The maximum time allowed for the completion of the 'Qualifying Period' shall be three years.
- e) Upon the successful completion of 1/3 of the units that make up the award, the provisional status of enrolment will be lifted.

³ **Overseas Students** (*Students who are entering Australia to study on a student visa. This does not include students who are residing outside of Australia during their course of study*)

a) The SCD welcomes overseas students but admission to the SCD is governed by the requirements of the Australian Government, the SCD requirements (as set out above) and a Member Institution's own regulations.

b) Once the overseas student makes application, the student's academic qualifications are matched against the entry criteria to confirm their potential admission. This is done by the Academic Committee within the Member Institution and then

approved by the Student Administration Committee of the SCD. Student's previous academic qualifications are evaluated with the help of AEI Country Education Profiles (CEP) online data. The students English language proficiency is determined by an IELTS test (or equivalent).

c) Overseas students may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. All courses available to overseas students have units available by distance and / or on-line learning.

d) All relevant documents must be submitted with the application, as applications which are inadequately documented cannot be considered.

e) When enrolling in SCD courses in English language:

- i) students are expected to be proficient in English;
- ii) assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;
- iii) students who gained their qualifications for admission to any of the SCD's awards up to the level of Master (coursework) in a language other than English, must accompany their application for admission with an IELTS (or equivalent) result normally of 6.0 or better for Diploma, 6.5 or better for Bachelor and 7.0 or better for coursework postgraduate courses – see the table presented in the English Proficiency¹ section for a more detailed explanation of the IELTS requirements including provisional admission;
- iv) students who gained their qualifications for admission to any of the SCD's postgraduate awards from the level of research Master in a language other than English, must accompany their application for admission with an IELTS (or equivalent) result of normally not less than 7.0 in all bands of the test;
- v) applicants already in Australia who are required to take an English test shall be advised;

f) All Member Institutions are required to observe the English language requirements as spelt out in sub-Rule (e) (iii) and (iv).

g) The information contained in this policy is communicated to the overseas student at the point of initial contact. Hard copy is included in the application package sent to the prospective student prior to them making application.

4 Professional Entry into Graduate Certificate in Arts with a professional concentration

a) Students not possessing an undergraduate degree meeting the normal entry requirements may seek provisional admission into a Graduate Certificate in Arts (with a professional concentration) via Professional Entry. Normally the professional experience and expertise of the potential student will align with the professional concentration in the prospective Graduate Certificate in Arts they are seeking to enter thus providing a rationale for approval but not without consideration of the level of experience required as set out in the requirements below.

This entry requires the student to:

- possess a minimum of 5 years relevant work experience in the **senior leadership role**, consistent with the *Typical Progression Pathways* outlines below or
- possess a minimum of 8 years relevant work experience in a range of leadership roles from **associate leader to senior team leader** or
- possess a minimum of 10 years relevant work experience in an **associate leader role** and be over the age of 30

All applications should be made on the Standard Admissions Form and include a current CV of the student and be supported by testimonials from the applicant's professional peers, demonstrating recognition of the applicant's senior leadership capacities and responsibilities. The application is then evaluated by both the Member Institution Registrar and Academic Dean before submitting it to the SSAC, via the Academic Registrar, for approval.

If entry is approved, the student then enrolls in a single 8500 (entry) level Graduate Certificate unit – either B85XX or T85XX or another 8500 level unit if the student has completed the equivalent to those introductions - and if this unit is completed successfully at a credit level or above may be granted normal entry into the Graduate Certificate in Arts (with a professional concentration) following an interview with the Dean of Graduate Studies or the College Registrar. The unit completed is part of the

student's Graduate Certificate in Arts program. The remaining three units must all be completed successfully. To progress to the MA all units must be passed and the completed Graduate Certificate in Arts must have a GPA of at least 2.0.

b) A completed MA that was entered via a professional entry Graduate Certificate is not a pathway to the MTh.

c) Students not studying full-time will normally be required to maintain some concurrent, ongoing involvement in a leadership position.

Typical Progression Pathways: Relevant work experience in a senior leadership role will be determined by the Student Support and Administration Committee (SSAC) of the SCD, and (subject to the above requirements) will include:

- i) Full-time church or para-church ministry in the senior leadership position.
- ii) Senior leadership experience in non-government, not-for-profit, community-based and related organisations which act to further the social and/or cultural outworkings of the gospel.
- iii) Christian business people who are fulfilling positions of responsibility including team and industry leadership
- iv) Other relevant senior leadership experience consistent with, and deemed by SSAC to be equivalent to, the above

Overseas University Qualifications

The equivalence of Overseas University and Tertiary Institution qualifications is determined by the Student Administration Committee and Research Committee using the AEI Country Education Profile (CEP - NOOSR) on-line data as provided by the Australian Government.

Course Quotas

Any Member Institution may impose a quota in a unit that it teaches on its own campus towards a SCD course, or in a course that is taught exclusively on that campus. Such a need, when it arises, would be due to restricted resources: e.g. classroom space, staff workload, avenues for field placement, etc. In such cases selection into the unit or course at a particular Member Institution would be determined on the basis of academic merit. However, students who do not gain entry to a particular Member Institution, would be advised by the Registrar of similar units of study or courses that were available at other SCD Member Institutions where quotas did not apply.

Restrictions on Admission

There are no quotas placed on entry into Postgraduate Research Degree candidature. However, students are only permitted to enrol formally once a thesis topic has been approved and appropriate Supervisors have been found.

The SCD is firmly committed to a strong research culture for both its staff and for its students. Currently there are 6 research awards – BMin(Hons), BTh(Hons), MPhil, DMin, PhD and ThD.

Admission Process

Undergraduate and coursework postgraduate students enroll directly with the SCD Member Institutions using the standard SCD Admission form. Research degree students enroll directly with the SCD using the standard SCD Admission form. Prior to enrolment and before tuition fees are paid, students are informed of their rights and obligations including –

- All changes and proposed changes to their course of study over the duration of their course
- Policies, arrangements and potential eligibility for credit for prior learning
- Policies on tuition protection and refund of charges

Courses taught in Korean

For undergraduate courses, normal entry is determined on the basis of academic merit measured by satisfactory graduation from High School in Korea at a level that would gain admission to a university, as well as Korean language proficiency.

For post graduate courses, normal entry is determined on the basis of completed accredited undergraduate and/or postgraduate study and GPA depending on the course being considered as well as Korean language proficiency.

This Enrolment Policy is implemented by the Student Administration Committee under these guidelines approved by the SCD Academic Board.

The entry requirements for each of the SCD courses in Korean are set out in the following table.

Course being Entered	Entry Requirements
Diploma of Ministry (Korean)	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea, with Korean Proficiency¹, or

<p>AQF level 5</p>	<ul style="list-style-type: none"> ▪ Mature Age ² admission for those who have reached the age of 20, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹
<p>Diploma of Christian Studies (Korean) AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Associate Degree of Christian Thought and Practice (Korean) AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea at a level that would gain admission to a university, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Bachelor of Theology (Korean) AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea at a level that would gain admission to a university, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time

	<p>courses and cannot complete such courses by more than 33.3% distance or online learning.</p>
<p>Bachelor of Theology (Honours)(Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of the Sydney College of Divinity BTh (Korean) degree within the last five years and with a grade point average of at least 2.7 in the coursework and at least 3.0 in the area of specialisation, with Korean Proficiency¹, or ▪ hold an equivalent qualification from a university or other tertiary institution, with Korean Proficiency¹ ▪ In addition, Overseas students³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Certificate in Arts (Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹, or ▪ hold, from a University or other tertiary institution qualifications approved by Student Administration Committee as equivalent to a three year degree, with Korean Proficiency¹ or ▪ Professional entry⁴ admission with Korean Proficiency¹. ▪ In addition, Overseas students³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Diploma of Arts (Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹. ▪ In addition, Overseas students³ must be at least 18 years of age, and may only enrol in full time

	<p>courses and cannot complete such courses by more than 33.3% distance or online learning.</p>
<p>Master of Arts (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Category 1- 1 years MA : Satisfactory completion of an accredited AQF level 8 award in the discipline of theology from an Australian tertiary institution or equivalent, with Korean Proficiency ¹ or ▪ Category 2- 1.5 years MA : Satisfactory completion of an accredited 3 year AQF level 7 award in the discipline of theology from an Australian tertiary institution or equivalent, with Korean Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Divinity (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹ or ▪ Hold an SCD Graduate Certificate in Arts (Korean): to receive the award the student is required to complete a further 180 credit points (20 units), and hand back the GradCertArts (Korean) upon graduation; or ▪ Hold an SCD Graduate Diploma of Arts (Korean): to receive the award the student is required to complete a further 144 credit points (16 units), and hand back the GradDipArts (Korean) upon graduation; or ▪ Hold an SCD Master of Arts (Korean)(72 /108 credit point): to receive the award the student is

	<p>required to complete a further 144 /108 credit points, and hand back the MA (Korean) upon graduation; or</p> <ul style="list-style-type: none"> ▪ Hold an SCD BTh (Korean) and receive a credit of 54 credit points allocated to level 8500 units with a maximum of 18 credit points in any discipline. ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Theology (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited Bachelor of Theology or equivalent, with Korean Proficiency¹ or ▪ Satisfactory completion of an SCD Master of Arts (Korean) and take up the same specialisation in the MTh which was undertaken in the MA program and meet the pre-requisites for any coursework units in the MTh. ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. ▪

¹ Korean Language Proficiency

Adequate Korean language proficiency is:

- a) Satisfactory graduation from High School in Korea at a level that would gain admission into a Korean university, or
- b) Successful completion of an award from an accredited Korean University in the Korean language, or
- c) Have proficiency in the Korean language equivalent to level 5, for entry into Undergraduate programs and level 6 for entry into Postgraduate programs, on the 6 level Yonsei University Korean language Test

² Special Entry

A student may be admitted to a course on the basis of Special Entry. Such students might be:

- a) persons who have not yet reached mature age and who did not complete a satisfactory graduation from High School in Korea at a level that would gain admission into a university but has completed a trade certificate or equivalent;
- b) persons who have been educationally disadvantaged due to:
 - i) socio-economic reasons such as low-family income or poor living conditions;
 - ii) language difficulties;
 - iii) learning difficulties;
 - iv) disrupted schooling;
 - v) physical disability;
 - vi) serious family illness;
 - vii) excessive family responsibility;
 - viii) geographical isolation of home and/or school and lack of support, time or facilities for study at home or school.
- f) persons who have completed a prescribed program of non-award study (4 units) and passed all units.

All Special Entry admissions are provisional.

▪ ***Admission Procedures for Provisional Entry***

Admission to any SCD undergraduate course on the basis of **Mature Age** or **Special Entry** is a provisional admission, and requires special procedures:

- a) Students with provisional status shall be required to complete a 'Qualifying Period', whilst being permitted to enrol provisionally for the award.
- b) The 'Qualifying Period' may be undertaken full or part-time and the number of years spent in completing it shall be counted towards the maximum term for completion of the award.
- c) The 'Qualifying Period' shall consist of the successful completion of a 1/3 of the units that make up the award.

- d) The maximum time allowed for the completion of the 'Qualifying Period' shall be three years.
- e) Upon the successful completion of 1/3 of the units that make up the award, the provisional status of enrolment will be lifted.

³ **Overseas Students** (*Students who are entering Australia to study on a student visa. This does not include students who are residing outside of Australia during their course of study*)

a) The SCD welcomes overseas students but admission to the SCD is governed by the requirements of the Australian Government, the SCD requirements (as set out above).

b) Once the overseas student makes application, the student's academic qualifications are matched against the entry criteria to confirm their potential admission. This is done by the Sydney College of Divinity Registrar of the Korean Program and then approved by the Student Administration Committee of the SCD. Student's previous academic qualifications are evaluated using the AEI Country Education Profiles (CEP) online data.

c) Overseas students may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. All courses available to overseas students have units available by distance and / or on-line learning.

d) All relevant documents must be submitted with the application, as applications which are inadequately documented cannot be considered.

e) When enrolling in SCD courses in Korean language:

- i) students are expected to be proficient in Korean;
- ii) assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;

f) The information contained in this policy is communicated to the overseas student at the point of initial contact. Hard copy is included in the application package sent to the prospective student prior to them making application.

4 Professional Entry into Graduate Certificate in Arts with a professional concentration

a) Students not possessing an undergraduate degree meeting the normal entry requirements may seek provisional admission into a Graduate Certificate in Arts (with a professional concentration) via Professional Entry. Normally the professional experience and expertise of the potential student will align with the professional concentration in the prospective Graduate Certificate in Arts they are seeking to enter thus providing a rationale for approval but not without consideration of the level of experience required as set out in the requirements below

This entry requires the student to:

- possess a minimum of 5 years relevant work experience in the **senior leadership role**, consistent with the *Typical Progression Pathways* outlines below or
- possess a minimum of 8 years relevant work experience in a range of leadership roles from **associate leader to senior team leader** or
- possess a minimum of 10 years relevant work experience in an **associate leader role** and be over the age of 30

All applications should be made on the Standard Admissions Form and include a current CV of the student and be supported by testimonials from the applicant's professional peers, demonstrating recognition of the applicant's senior leadership capacities and responsibilities. The application is then evaluated by both the Member Institution Registrar and Academic Dean before submitting it to the SSAC, via the Academic Registrar, for approval.

If entry is approved, the student then enrolls in a single 8500 (entry) level Graduate Certificate unit – either B85XX or T85XX or another 8500 level unit if the student has completed the equivalent to those introductions - and if this unit is completed successfully at a credit level or above may be granted normal entry into the Graduate Certificate in Arts (with a professional concentration) following an interview with the Dean of Graduate Studies or the College Registrar. The unit completed is part of the student's Graduate Certificate in Arts program. The remaining three units must all be completed successfully. To progress to the MA all units must be passed and the completed Graduate Certificate in Arts must have a GPA of at least 2.0.

b) A completed MA that was entered via a professional entry Graduate Certificate is not a pathway to the MTh.

c) Students not studying full-time will normally be required to maintain some concurrent, ongoing involvement in a leadership position.

Typical Progression Pathways: Relevant work experience in a senior leadership role will be determined by the Student Support and Administration Committee (SSAC) of the SCD, and (subject to the above requirements) will include:

- v) Full-time church or para-church ministry in the senior leadership position.
- vi) Senior leadership experience in non-government, not-for-profit, community-based and related organisations which act to further the social and/or cultural outworkings of the gospel.
- vii) Christian business people who are fulfilling positions of responsibility including team and industry leadership
- viii) Other relevant senior leadership experience consistent with, and deemed by SSAC to be equivalent to, the above.

Overseas University Qualifications

The equivalence of Overseas University and Tertiary Institution qualifications is determined by the Student Administration Committee using the AEI Country Education Profile (CEP - NOOSR) on-line data as provided by the Australian Government.

Admission Process

Undergraduate and coursework postgraduate students enroll directly with the SCD Member Institutions using the standard SCD Admission form. Research degree students enroll directly with the SCD using the standard SCD Admission form. Prior to enrolment and before tuition fees are paid, students are informed of their rights and obligations including –

- All changes and proposed changes to their course of study over the duration of their course
- Policies, arrangements and potential eligibility for credit for prior learning
- Policies on tuition protection and refund of charges

SCHEDULE OF UNITS OF STUDY

The Academic Board prescribes a Schedule of Units of Study approved as qualifying units for each program. The Schedule of Units of Study specifies for each unit details of the level, the number of credit points, the duration and the conditions which a candidate must satisfy to be eligible to enrol.

PROGRAM OF STUDY

A student's program of study in each year is subject to the approval of the Academic Board of the Teaching Body in which she or he is registered for that year. A program of study consists of units selected from the Schedule of Units of Study. A candidate may be permitted to change the program of study during the year, subject to the approval of the Academic Board of the Teaching Body in which the candidate is registered.

PREREQUISITE STUDIES

A candidate may not enrol in a unit offered by a Teaching Body unless the conditions for enrolment specified in the Schedule of Units of Study are satisfied or the Academic Board of the Teaching Body providing the unit has granted permission for enrolment.

ENROLMENT

This is completed each year with the understanding that the student's enrolment is continuous unless there is a written request for a deferment or leave of absence.

The Sydney College of Divinity does not discriminate on the grounds of race, age, gender, or denomination. Nevertheless, Teaching Bodies have the right to set legitimate prerequisites for particular courses. (For example, within the traditions represented in the Sydney College of Divinity some courses might demand candidacy for ordination as a prerequisite.) Teaching Bodies have the right to maintain their cultural and theological stance as part of the ethos of the Sydney College of Divinity.

A student may appeal through the Dean of the Sydney College of Divinity. For procedures see the section below on Grievance Procedures.

No student may be enrolled concurrently in any other award within the College or that of any other tertiary institution, unless approval has been granted by the Academic Board. Students may take a limited number of units concurrently in another tertiary institution with the approval of the Academic Board of the Sydney College of Divinity. Approval will only normally be given where there is no similar unit available within the College and the unit is seen to be a desirable extension of the student's program of studies.

STUDENT IDENTITY CARD

All new students are to be issued with a photo-identity card, which is to be carried by the student and shown on request. The card should be presented when applying for transport concessions and borrowing books from a Teaching Body library of the College which is not the Teaching Body in which the candidate is enrolled.

A student who loses his or her identity card is required to contact the Teaching Body where he or she is enrolled, complete an application for a new card, and pay the replacement charge where applicable. The number on the card is the student's SCD student number and should be quoted on all correspondence with the Teaching Body and the College.

EXCLUSION FROM ENROLMENT

A Student may only attempt any unit twice.

ATTENDANCE

To complete a unit, a student must have been present for at least 80% of all prescribed activities, regardless of the mode of delivery.

Overseas students must satisfy Australian government progress requirements.

WITHDRAWAL & REFUND POLICY

A student may withdraw from a unit or course at any time in a semester during their course of study, however, the student needs to be aware of the consequences of such an action.

Students may withdraw from units without academic penalty only if notice of withdrawal is submitted in writing to the Registrar by 4.00 pm on the Census Date applicable to the unit in question.

If withdrawal occurs in writing up to 4.00 pm on the Census Date the tuition fee will be refunded in full. A written request to the Registrar in the case of exceptional circumstances (see below) may waive the withdrawal fee. The refund will be paid to the student within four weeks of the date of withdrawal.

If a student withdraws after the Census Date of the unit in question, a Fail grade will be given and tuition fees will not be refunded. If there are exceptional circumstances around this withdrawal a written request needs to be sent to the Registrar seeking a refund and detailing the exceptional circumstances. A full or pro-rata refund may be made in such cases.

A written request for withdrawal due to exceptional circumstances may be accepted as grounds for a total or partial refund of fees subject to the student providing acceptable documentary evidence in support of their claim. Exceptional circumstances may include:

- Inability to obtain a student visa
- Illness or disability
- Failure to meet English language requirements for admission

- Death of the student or a close family member (parent, sibling, spouse, child)

NON-COMPLIANCE WITH UNIT REQUIREMENTS

If a student has not fulfilled attendance requirements or completed assessment tasks the Academic Board of the Teaching Body may exclude the student from further participation in the unit and from attendance at any examination for the unit. Where the student is not excluded the Academic Board of the Sydney College of Divinity may take up a recommendation from the Academic Board of the Teaching Body to permit the student to meet the requirements for satisfactory completion of the unit by a specified date.

TYPES OF COURSE UNITS

Definitions of SCD Modes of Study

While it is common for multiple (blended) methods of delivery and types of technology to be utilised in teaching a single unit, the following definitions are helpful in categorising units for the purpose of interpreting student feedback and analysing particular demographics.

Where multiple methods of teaching and learning are employed in a single unit, mode of delivery can be assigned according to the way in which ***the majority of teaching and learning is facilitated***.

1. Face-to-face

This applies when ***most of the teaching and learning occurs synchronously in real time***, in a physical teaching space. The lecturer may be either physically or virtually present. Students may be either physically or virtually present.

This may include weekly classes, extensive or intensive offerings and online live streaming. Teaching and learning resources may be delivered either electronically or printed.

2. Distance

This applies when ***most of the teaching and learning occurs asynchronously (independently)***. Students and lecturers may meet and interact at times, either in virtual spaces or face-to-face, formally or informally, as a part of the students' coursework.

This may include online courses involving periodical virtual classroom sessions or short residential intensives. Teaching and learning resources may be delivered either electronically or printed.

As required under the *ESOS Act*, the SCD will permit overseas students to be taught by distance mode only up to 25% of their total program with at least one face-to-face unit in each of the teaching periods.

Types of Units

Within these modes, there are various types of units:

- Regular
- Intensive
- Extensive
- Independent guided study
- Research Project
- Research Essay

Regular

Those units which are delivered face-to-face and require weekly attendance throughout a semester.

Intensive

The usual semester-length course unit is offered over a one or two week period, either during term or in the summer and/or winter academic breaks. It is still a semester course and the student has the same time-frame of a normal semester-long program to complete assessment tasks. Faculty are available for consultation following the intensive.

Extensive

The usual semester-length course unit is offered over a number of days spread across a semester, e.g. five individual days (say, Mondays) or two to three weekends. It is still a semester course and the student has the same time-frame of a normal semester-long program to complete assessment tasks. Faculty are available for consultation following the extensive.

Independent Study mode

When a unit, from the SCD Schedule of Units of Study, is not offered in the semester in which the candidate wishes to take it, the candidate, by arrangement with the lecturer, may study the unit in independent reading mode. It is essentially a reading course with some individual, face-to-face contact with the lecturer arranged for mutually convenient times. Fewer students now pursue units by independent study mode because of the large number of units available by distance and online.

Independent Guided Study mode

This course unit enables students with initiative and creativity to pursue ideas and areas of interest in the subject area. It affords the student an opportunity to continue to develop independent research and study skills. The student, in consultation with the Teaching Body Registrar/Academic Dean, arranges with a suitably qualified supervisor/lecturer a course unit outline including content, outcomes, assessment and reading list and completes the unit in the normal timeframe. The IGS should not be confused with units studied as *Independent Study mode* (see above). Up to 18 credit points may be taken in this mode.

Research Project

The Research Project builds on the theological background, capacity and interests of a student and enables her or him to pursue broad research, often of a survey nature, into an area or topic within a discipline or across disciplines. This research cannot usually be done within the structures of individual coursework units or the focused study of a particular topic.

Research Essay

The Research Essay is worth 18 credit points and is 10,000 - 12,000 words in length. The student is assisted in the preparation of the essay by a supervisor appointed by the Teaching Body in which the student is enrolled. Approval for the research long essay topic is obtained from the Research Committee and, where applicable, may require clearance by the Ethics Committee. The Research Essay is examined by two examiners one of whom is normally from outside the Teaching Body where the student is enrolled. The supervisor is not eligible to be an examiner.

DEMAND HOURS

Demand Hours are the time to which each student is notionally committed. In the case of full-time students this is 44 hours per week. For each 9 credit point unit a typical break down is:

- 3 timetabled hours/week (time spent at lecturers, tutorials, engaged with online or other learning package, clinical or other placements)
- 8 hours/week devoted to assessable (4 hours) & non-assessable (4 hours) tasks
- 11 hours total workload/week
- 143 hours per 13 week semester

Demand hours for assessment tasks in the undergraduate program are notionally allocated on the basis of

- 12 demand hours per 1000 words

- 6 demand hours per 1 hour examination
- 12 demand hours per 15 mins of oral exam/class presentation

Demand hours in graduate programs are notionally allocated on the basis of

- 8 demand hours per 1000 words
- 8 demand hours per 15 mins oral exam/class presentation

PROGRAM OF STUDY

Students choose their units from the SCD Schedule of Units of Study for the program in which they are enrolled, taking into account the required pre-requisites, the timetable and other circumstances. Students who do not meet the pre-requisites may apply to the Academic Board to have these waived.

To satisfactorily complete a unit and gain the credit points offered a student shall:

- (a) attend at least 80% of classes;
- (b) complete the required essays, exercises and practical work, and sit for any tests and examinations; and
- (c) reach a satisfactory level of achievement in the required essays, exercises, practical work, tests and examinations as may be determined by the Academic Board of the Teaching Body in which the unit is provided.

In circumstance where a student is prevented by unavoidable disruption from satisfying the requirements of the unit, he or she can approach the Registrar of the Teaching Body to request that the Academic Board of the Teaching Body in which the unit is provided take into account such disruption when assessing the candidate's performance.

ASSESSMENT

Assessment of student performance in any unit is continuous or progressive and is determined at the end of the semester in which the unit is completed. The grade for that unit is based on the total marks gained. A grade is final when it has been approved by the Academic Board of the Sydney College of Divinity.

Within the Sydney College of Divinity, the development of assessment packages is based on an understanding of demand hours derived from the following principles:

1. The educational model used is that of adult learning. Each class is a community of adult learners, lecturer and students together. The desired end is not simply to impart information to students but for them to develop into self-directed, self-motivated learners. Their own experience and learning is an essential ingredient in the learning process.

2. Students have only a limited amount of time that can be expended on a course unit. No course unit is entitled to more student time than any other unit for equivalent credit. (Clearly there is some latitude for units with a large praxis component.) Overall student loads per semester can make demands on only a set amount of time in a student's week.
3. Each course unit involves a range of educational tasks: lectures, reading, note taking, tutorials, presentations, essays etc. Assessment tasks make up only a percentage of learning tasks, and can therefore demand only a corresponding percentage of the time allocated to that unit.

EXTENSIONS OF TIME FOR COMPLETION OF ASSESSMENT TASKS

Students must submit all assignments by the due dates set by lecturers as published in the Course Unit Booklets.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

Example:

Student submits an assignment worth 50 marks 4 days late.

Total mark available=50

Penalty: 4 days late = 5% of 50x4 = 10 mark penalty

The student's original mark is 40.

Final mark =40-10=30

Grounds for Extension

An extension of an assignment's due date may be granted on the following grounds –

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation to the Teaching Body for authorising

and signing by the Lecturer / Registrar / Academic Secretary prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, to the Teaching Body setting out the extreme circumstances. The appropriate Teaching Body's committee will consider such an unusual extension and notify the student of the outcome in writing.

If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

This information is attached to all course unit guides given to SCD students

WEIGHTING OF ASSESSMENT TASKS

The overall length of assessment tasks are as follows for a 9 credit point unit:

- undergraduate programs (AQF Levels 5, 6, 7): 4,000 words or equivalent
- postgraduate programs (AQF Levels 8, 9): 5,000 words or equivalent

Assessment tasks, eg portfolios, that fall outside the items included in the grid require approval from the relevant Discipline Coordinator.

GRADING SYSTEM

PASS (P) 50-64%

The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic and has demonstrated sound knowledge /understanding /competencies /skills required for meeting topic outcomes and satisfactorily completing essential assessment exercises.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials, and demonstrated a good general level of familiarity with major academic debates, approaches, methodologies and conceptual tools.

CREDIT (C) 65-74%

The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic and additional work in wider areas relevant to the topic, and has demonstrated a sound level of knowledge /understanding /competencies /skills required for meeting topic outcomes and completing assessment exercises at a proficient standard.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials and have done wider reading, and demonstrated familiarity with and the ability to apply a range of major academic debates, approaches, methodologies and conceptual tools.

Students should have a reasonable opportunity of reaching this grade provided they have completed all course requirements, demonstrated proficiency in the full range of course objectives and shown considerable evidence of a sound capacity to work with the range of relevant subject matter.

DISTINCTION (D) 75-84%

The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated advanced knowledge /understanding /competencies /skills required for meeting topic outcomes and completing assessment exercises at a high standard.

The student would normally have attained an advanced knowledge of matter beyond that contained in set texts or reading materials and have done considerable wider reading, and have demonstrated a broad familiarity with and facility at applying a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect very high quality work which shows the student generally works at a level which is beyond the requirements of the assessment exercise and is developing a capacity for original and creative thinking.

HIGH DISTINCTION (H) 85-100%

The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated the acquisition of an advanced level of knowledge/understanding/ competencies/skills required for meeting topic outcomes and passing the range of topic elements at the highest level.

The student would normally have attained an in-depth knowledge of matter contained in set texts or reading materials and undertaken extensive wider reading beyond that which is required or expected. The student would have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and combining a knowledge of the subject matter of the topic with original and creative thinking.

The grade is reserved for recognition of the highest level of academic achievement expected of a student at a given topic level.

SATISFACTORY (S)

The grade will be awarded in a topic that is assessed only on a pass or fail basis, where a satisfactory level of performance and participation has been achieved. The grade may be awarded to reflect:

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- that the student has achieved mastery of the topic content; and
- that the student has satisfactorily completed topic requirements or contractual requirements where these form a prerequisite or condition of passing, or continuing with a program of study.

Satisfactory is awarded on a pass/fail basis and a score would not normally be assigned.

FAIL (N) 0-49%

The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in the topic or has failed to complete essential topic elements or required assessment tasks at an acceptable level, in accordance with topic objectives.

This grade also applies where there is evidence of gross errors, plagiarism or negligence in regard to the course requirements.

EXTENSION (E)

This grade may be given under extenuating circumstances, such as illness, accident, misadventure or any other serious problem which make it impossible for the student to complete assignment(s) by the end of the semester. An overall extension for a unit may be given when the student has completed at least one of the prescribed assessment tasks. The fact that several pieces of written work for different units are due within a short period is not a valid excuse for the granting of an extension. Students are expected to plan their study, employment and extracurricular activities so that they are able to submit work by the due date. Upon completion of the work any grade can be given. The date of completion is determined by the relevant lecturer, in light of the relevant SCD policy, normally within a month of the commencement of the following semester. The revised final grade will be submitted to the Coursework Committee with the results for the following semester.

For the purposes of monitoring, an 'Explanation of Grades' ProForma should be submitted. A student's request for an extension, in writing, should be available to the monitor.

INCOMPLETE (I)

This grade is used when normally one of the assessment tasks for a unit is incomplete. The student will have previously provided an explanation to the Teaching Body Academic Board in writing clearly stating the reasons that extra time is being sought. It will lead to no grade higher than a pass upon the completion of the work by the student. The date of completion will be determined by the relevant lecturer, in light of the relevant SCD policy, normally within a month of the commencement of the following semester. The revised final grade will be submitted to the Academic Standards Committee with the results for the following semester.

For the purposes of monitoring, an 'Explanation of Grades' ProForma together with student's request in writing needs to be attached.

UNAVAILABLE RESULTS (U)

This grade is given where grades are unavailable at the time of monitoring of results through no fault of the student. A covering letter by the Teaching Body explaining the reasons for U results must be submitted during the Semester Monitoring of Results.

WITHDRAWAL (W)

The Withdrawal grade is awarded where the student withdraws from a unit in accordance with the rules governing withdrawal.

SATISFACTORY PROGRESS (SP)

The Satisfactory Progress grade is used where a unit of study, requiring one piece of assessment (eg. Research Essay, Research Project), extends across more than one semester. This will automatically flag that no final result is due until a later semester, which will be an amended grade. This grade is also used when a research essay or thesis has been submitted for examination and the final result is still to be resolved. Coursework units that extend across more than one semester will be required to submit a grade for monitoring at the completion of the unit.

UNSATISFACTORY PROGRESS (UP)

The Unsatisfactory progress grade is used where a unit of study continues into the following semester and a student is judged to not be progressing satisfactorily. If a student receives this grade, he or she, in consultation with his or her lecturer/supervisor, will be required to submit a plan to the Academic Dean detailing how the student intends to complete the unit on time. The study plan must be received by the Academic Dean before the commencement of the following semester.

Table of Grade descriptors

The general description of each of the grades in the table below is the overarching statement of the principles that discriminate between each of the grades.

The subsidiary descriptions (*Reading, Knowledge of topic, Articulation of argument, Analytical and evaluative skills, Problem solving, Expression and presentation appropriate to the discipline, Oral presentation skills, Tutorial preparation, Participation and interaction with others*) amplify the general description. The subsidiary descriptions are guides to the general description. Student work at any grade will satisfy some of the subsidiary descriptions without necessarily satisfying all subsidiary descriptions.

	High Distinction (H)	Distinction (D)	Credit (C)	Pass (P)	Fail (N)
Percentage score	85-100%	75-84%	65-74%	50-64%	0-49%
General Description	Outstanding work that comprehensively attains the required outcome(s) showing superior knowledge, understanding, analysis, critical interpretation, presentation, and originality	Excellent work that substantially attains the required outcome(s) showing a high level of knowledge, understanding, analysis, critical interpretation, presentation, and some originality.	Work that soundly attains the required outcome(s) showing a good level of knowledge, understanding, analysis, presentation, and some evidence of critical interpretation.	Work that satisfactorily attains the required outcome(s), with adequate knowledge, understanding, analysis, and presentation.	Work that fails to attain the required outcome(s), lacking in basic knowledge, understanding, analysis, and presentation.
Subsidiary Descriptions					
Reading	Evidence of wide, relevant, and independent reading beyond core texts and materials	Evidence of relevant reading beyond core texts and materials	Evidence of sound understanding of core texts and materials	Evidence of having read core texts and materials	Inadequate evidence of having read any of the core texts and materials
Knowledge of topic	Outstanding factual and conceptual knowledge incorporating highly distinctive insight into deeper and more subtle aspects of the topic	Substantial factual and conceptual knowledge incorporating distinctive insight into deeper and more subtle aspects of the topic	Extensive factual and conceptual knowledge	Satisfactory factual and conceptual knowledge to serve as a basis for further study	Inadequate factual and conceptual knowledge
Articulation of argument	Sustained evidence of imagination, originality, and independent thought	Evidence of imagination, originality, and independent thought	Ability to construct well-reasoned and coherent argument based on discriminating use of evidence	Ability to construct sound argument based on evidence	Inability to construct coherent argument
Analytical and evaluative skills	Evidence of highly developed analytical and evaluative skills	Evidence of well-developed of analytical and evaluative skills	Evidence of developed analytical and evaluative skills	Evidence of analytical and evaluative skills	Insufficient evidence of analytical and evaluative skills

	High Distinction (H)	Distinction (D)	Credit (C)	Pass (P)	Fail (N)
Percentage score	85-100%	75-84%	65-74%	50-64%	0-49%
Problem solving	Ability to solve or resolve non-routine or very challenging problems	Ability to solve or resolve routine or challenging problems	Ability to use and apply fundamental concepts and skills to basic problems	Evidence of problem-solving skills	Insufficient evidence of problem-solving skills
Expression and presentation appropriate to the discipline	Highly developed skills in expression, presentation, and documentation appropriate to wider audiences	Well developed skills in expression, presentation, and documentation appropriate to the discipline and audience	Good skills in expression, presentation, and documentation	Adequate skills in expression, presentation, and documentation	Inadequate skills in expression, presentation, and documentation
Oral presentation skills	Highly developed skills in Delivery; Content; Structure; Use of Visual Aids Response to Questions	Well developed skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Good skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Adequate skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Inadequate skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions
Tutorial preparation, participation and interaction with others	Evidence of outstanding preparation, highly developed skills in making focused and constructive contributions to discussion, in listening to and responding to the contributions of fellow members of the group.	Evidence of thorough preparation, well developed skills in making a constructive contribution to discussion, in working well with other members of the group and in valuing their contributions	Evidence of sound preparation, good skills in actively contributing to discussion and in responding positively to the views of others	Evidence of adequate preparation, adequate skills in participating and in listening to others while relying on others to do most of the work.	Insufficient evidence of preparation, participation, and interaction with others

GRADE POINT AVERAGE

The grade point average is calculated as follows

$$\text{GPA} = (4H + 3D + 2C + 1P + 0N) \div E$$

where H is the number of credit points gained at H grade

D is the number of credit points gained at D grade

C is the number of credit points gained at C grade

P is the number of credit points gained at P grade

N is the number of credit points attempted but which earned an N grade

E is the total number of credit points attempted, excluding units with W and S.

EXAMINATIONS

The conduct of examinations is determined by the Academic Board of the Teaching Body in which the unit is offered, which shall ensure that the time of the examination is notified in the calendar and adhered to.

Where a candidate

- a) is prevented by unavoidable disruption from attending an examination in a unit; or
- b) was affected immediately prior to such examination by unavoidable disruption which the candidate believes seriously prejudiced the performance of such examination; or
- c) is to a substantial degree affected by unavoidable disruption during the course of any such examination, and either during or immediately after such examination reports the facts to the supervisor in charge —

the candidate may as soon as practicable after such examination, and in any case not later than the day following the final day of the examination period, as notified in the examination timetable (or within such time as the Registrar of the Teaching Body may in special cases permit), report the circumstances in writing (supported by a medical certificate or other proper evidence) to the Registrar of the Teaching Body and request that they be taken into account when assessing the result of such examination. If a candidate is personally unable to take the action required in such case by this rule, some other person may take such action on the candidate's behalf.

The Teaching Body in which the unit was taught may apply to the Academic Board of the Sydney College of Divinity for permission for the student to sit a special examination conducted by that Teaching Body.

UNAVOIDABLE DISRUPTION

The Academic Board has adopted the following definition of unavoidable disruption, to be applied to the requirements to complete a unit, the provision of special examinations, the discontinuance of a unit and exclusion from a unit.

Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- a) could not have reasonably been anticipated, avoided or guarded against by the student *and*
- b) were beyond the student's control *and*
- c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work *and*
- d) interfered with the otherwise satisfactory fulfilment of unit or program requirements.

Circumstances routinely encountered by students would *not normally* be acceptable grounds for claiming unavoidable disruption to studies. Such matters include:

- a) routine demands of employment;
- b) routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student;
- c) difficulties adjusting to College life, to the self-discipline needed to study effectively, and the demands of academic work;
- d) stress or anxiety associated with examinations, required assignments or any aspect of academic work;
- e) routine need for financial support;
- f) demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

It must also be shown that the alleged disruption seriously interfered with the student's studies or exam performance to the extent that had it not occurred, he or she would in all likelihood have given a satisfactory performance.

The Academic Board will treat as unavoidable disruption cases where the student has been prevented from attending an examination for the following reasons:

- a) as a member of the armed forces involved in compulsory exercises;
- b) as a person in full-time employment required to be overseas by his or her employment;

- c) as a member of the emergency services including the medical profession;
- d) as a person representing Australia at an international sporting or cultural event.

APPEALS – COURSEWORK STUDENTS

A student may appeal against the result given in any item of assessment when that student believes that some error in grading has been made or when there are concerns about the grade awarded.

In the first instance the student shall raise this matter with the lecturer concerned. After this informal dialogue, if the student still believes there are grounds to appeal, the student may formally appeal to the Academic Board of their Teaching Body.

Where a student believes that the review procedures in the Teaching body have not been followed with regard to an appeal against a failed final grade, the student may appeal to the Academic Board of the College;

- a) this is the only ground on which an appeal can be made to the Academic Board;
- b) the appeal must be submitted in writing to the Dean within ten working days of receipt of the determinative outcome of the appeal from the Teaching Body;
- c) the student must provide the Dean with documented evidence that the regulations on Review and Appeals have not been complied with by the Teaching Body;
- d) the Academic Board will deal with the appeal at its discretion;
- e) the decision of the Academic Board will be final.

APPEALS – RESEARCH DEGREE CANDIDATES

Research degree candidates may appeal against a decision of the Academic Board:

- a) to terminate candidature;
- b) not to award the degree;
- c) not to allow re-submission.

A candidate may appeal on the grounds of:

- a) procedural irregularities;
- b) evidence of prejudice or bias.

The research degree program appeals process shall operate according to the following rules:

- a) a candidate shall notify an appeal in writing to the Dean of the College within 30 days of notification of the decision which is the subject of the appeal;
- b) on receipt of an appeal the Dean shall refer the matter to the Standing Committee of Council;
- c) on receipt of a formal notification of an appeal, the Standing Committee of Council shall establish an *ad hoc* Research Postgraduate Appeals Committee which shall:
 - 1. be composed of:
 - i. an independent chairperson, being a member of the College Council;
 - ii. the chairperson of the Academic Board;
 - iii. the Dean of the College;
 - iv. a postgraduate candidate.
 - 2. determine and report to the College Council on appeals by research degree candidates against a decision of the Academic Board:
 - i. to terminate candidature;
 - ii. not to award the degree;
 - iii. not to allow re-submission.
- d) the Appeals Committee shall meet within 21 days of having been appointed;
- e) the appellant shall have the right to present to the Appeals Committee any material deemed relevant to the appeal;
- f) the appellant may also exercise an option to appear before the committee in which case
 - i. the appellant may be accompanied by an advisor whose function shall be to support the appellant;
 - ii. the advisor shall not be permitted to act as advocate or spokesman;
- g) the decision of the Appeals Committee shall be final and shall be reported to the next meeting of the College Council.

CREDIT FOR PREVIOUS STUDY OR CONCURRENT STUDY

Credit may be granted in units, for comparable work completed or concurrently being undertaken at an approved level at any recognised tertiary institution, according to the SCD Credit Policy.

A student who was not a candidate for an award and who successfully completed one or more units from the Schedule of Units of Study may, with the approval of the Academic Board, be permitted to count that unit or units should the student subsequently be accepted into an award which includes those units.

Applications for credit are received by the Registrar of the Teaching Body in which a student is enrolled and processed by the Sydney College of Divinity Student Support and Administration Committee. Any documentation must include an authorised transcript of the studies undertaken and the official description of units completed at the other institutions.

A candidate may not count for credit towards any award a successfully completed unit which in the opinion of the Academic Board of the Teaching Body concerned, is a similar unit to one the student has already successfully completed for credit, whether at the College or any other tertiary provider

Students may also apply for credit under the principle of Recognition of Prior Learning.

RECOGNISED PRIOR LEARNING (RPL)

Recognition of prior learning is a form of assessment, which matches students' skills and knowledge with the outcomes of courses or units of courses in an accredited program. Applicants are responsible for demonstrating that the skills and knowledge they have obtained through work or life experience, match the outcomes of the units in the accredited program. An RPL application is made by following the SCD Application for Recognised Prior Learning process including completing the SCD RPL application form.

The Sydney College of Divinity Student Support and Administration Committee makes a judgment about the extent to which the applicant has demonstrated such a correlation.

QUALIFICATION FOR GRADUATION

Students expecting to qualify for graduation by the end of a year should ensure that their complete program of study will satisfy the rules for the award they are undertaking.

POLICY STATEMENT ON LENDING FROM LIBRARIES

1. Circulating Library materials may be borrowed by faculty and students of Sydney College of Divinity Teaching Body from any member library in accordance with the borrowing regulations of the lending library.
2. Member Libraries will maintain a current written statement of their policies in the public service areas along with the current statement of Sydney College of Divinity consortial policy. These policies apply equally to students and staff. The borrowing

of material by a patron will be construed as accepting the policies of the libraries they use.

3. Borrowers will be notified of overdue material by the library from which material was borrowed. If a patron does not respond to the first overdue notice, the patron's library will be notified. Upon notification, the patron's library will take steps to assist the recovery of borrowed materials or collection of monies owed. However, the borrower owing money or holding overdue materials is expected to settle the matter with the library which is owed materials or money.

The lending library will notify the borrower's home library when the matter has been settled. Copies of further communications between borrower and lending library will be sent to the patron's home library.

The failure to pay fines or return recalled material will result in the loss of the individual's borrowing privileges at all Sydney College of Divinity libraries. Examination results will not be credited to a student unless all books are returned, the cost of replacement and/or all fines paid. Specific action to be taken against offenders will be discussed at meetings of the Libraries Committee. If materials cannot be recovered the borrower's home library shall pay for the replacement cost.

ETHICS IN RESEARCH

All research involving human subjects must be carried out according to the Ethical Research Policy and requires the approval of either the Ethics Committee or the equivalent body within each of the Teaching Bodies. This policy includes research by academic staff, research candidates and students. The policy and application for approval forms are posted on the Sydney College of Divinity website.

HARASSMENT

All students and staff of the Sydney College of Divinity are expected to respect the rights of all other people for freedom from any form of harassment. The Sydney College of Divinity is committed under the principles and requirements of the NSW Anti-Discrimination Act 1977, and the Commonwealth Sex Discrimination Act 1984, to ensuring that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially and according to proper processes.

ACADEMIC MISCONDUCT: REGULATIONS FOR STUDENTS

The integrity of the academic processes of the Sydney College of Divinity requires that academic misconduct be identified, discouraged and disciplined when it occurs, because it interferes with the awarding of appropriate recognition of legitimate effort. This policy is concerned with academic misconduct on the part of current or previous students.

Alleged misconduct, academic or other, on the part of a faculty member or any other staff member may be addressed through the *Student Grievance Policy and Procedures*.

Academic misconduct includes, but is not limited to, the following:

- a) **PLAGIARISM:** Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.
- b) **CHEATING:** Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorized assistance at the computer terminal, or on field work. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorised collusion.
- c) **FRAUD:** Academic fraud is the falsification and fabrication of, or dishonesty in reporting, research results.
- d) **IMPROPER BEHAVIOUR:** Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or institutional facilities such as libraries.
- e) **MISREPRESENTATION:** Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study and falsely stating that thesis material has not been used in another thesis.
- f) **UNETHICAL BEHAVIOUR:** Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research; misuse of confidential information obtained in field education.

The question to be asked in relation to demonstrated academic misconduct will be whether the student is to be excluded from the course, suspended from the course, or otherwise penalized in a lesser way, to be determined with regard to proportion, for example, loss or reduction of marks for an item of assessment or for a whole unit.

The procedures for addressing complaints of academic misconduct are set out below.

General Procedures

Complaints may be made against:

- any person enrolled or previously enrolled in any SCD course, whether or not proceeding to an award;
- any person holding an award conferred by the SCD.

Complaints may be made by any person who has direct knowledge of academic misconduct.

A complaint must:

- identify the person against whom it is made;
- identify the nature of the misconduct complained of;
- provide appropriate evidence of the alleged misconduct, including the names of witnesses where appropriate.

Specific Procedures

Addressing complaints of academic misconduct on the part of students enrolled as follows:

(i) For Coursework in Teaching Bodies

The complaint should be made to the Academic Dean (and advise the Teaching Body Principal), who will undertake a preliminary enquiry into the matter. Both the person complaining and the person against whom the complaint is brought will be invited to speak with the Academic Dean separately.

The person against whom the complaint is brought may at this or any stage be assisted by another person acting as advocate.

If the matter is not resolved at this stage to the satisfaction of all concerned, the Academic Dean will convene a panel of three people to consider the matter including the Academic Dean and two other persons of appropriate seniority and experience, one or both of whom may be SCD faculty members from other Teaching Bodies or external academics. If the matter is not resolved at this stage, unless the person bringing the complaint has preferred to go directly to the SCD Dean at an earlier stage, the Academic Dean will bring the matter to the SCD Dean.

Upon receiving the complaint the SCD Dean will:

- a) acknowledge receipt of the complaint within seven days;
- b) examine the complaint to establish whether a *prima facie* case is established; in making such a determination the Dean will consider:
 - whether the behaviour complained about would, if established, constitute academic misconduct under this policy;
 - whether the evidence provided is sufficient to support the allegation;
- c) inform the complainant and the person against whom the complaint has been brought that no further action is proposed if it is considered that a *prima facie* case has not been established;
- d) refer the complaint to an Academic Misconduct Committee if it is considered that a *prima facie* case has been established and notify the person bringing the complaint that this has been done;

- e) notify the person against whom the complaint has been brought that the matter has been referred to an Academic Misconduct Committee, ensuring that the person receives clear details of the allegation and clear information about the procedures of the Academic Misconduct Committee and their implications;
- f) appoint an Academic Misconduct Committee of three persons of appropriate seniority and experience, one or two of whom may be SCD faculty members from other Teaching Bodies and at least one of whom will be an external academic, and none of whom will be a staff member in the Teaching Body in which the student is enrolled.

The Academic Misconduct Committee thus appointed will:

- a) elect a Chair from amongst the members;
- b) receive summary information from the SCD Dean but otherwise inform itself about the alleged misconduct in any way it thinks fit;
- c) give the person against whom the misconduct is alleged sufficient notice of its deliberations to allow the person to present a defence in writing and in person;
- d) if the circumstances warrant it, conduct an interview of the person against whom the misconduct is alleged, allowing the person to be accompanied by another person to act as advocate;
- e) having considered the evidence before it, will make its findings on the balance of probabilities: where the complaint is a grave one or likely to be attended by serious consequences, the Committee should be more clearly convinced of the misconduct than would be required in less serious kinds of case.

The Academic Misconduct Committee may:

- a) dismiss a complaint;
- b) find a complaint established and impose no penalty;
- c) find a complaint established and admonish the person;
- d) find a complaint established and order that the person forfeit marks in an assignment, fail a course unit or all the units in which the person is enrolled in a semester;
- e) find the complaint established and suspend the person from enrolling in the SCD for a period not exceeding two semesters: a person who is suspended may not enrol in the SCD for anything from which the person is suspended

while the suspension is in force; at the expiration of the suspension the person may re-enrol without further permission;

- f) find the complaint established and exclude the person from enrolment in the SCD for a period not less than four semesters: a person who is excluded may not enrol in the Sydney College of Divinity while the exclusion is in force; at the expiration of the period of exclusion the person may not re-enrol without the express permission of the Academic Board;
- g) find the complaint established and recommend to Council that a degree or other award conferred on the person be revoked and annulled;
- h) find the complaint established and impose a combination of the above penalties;
- i) notify the SCD Dean of the outcome.

The SCD Dean will then:

- a) if the complaint has been established, include a record of the incident in the person's file;
- b) if the Committee's order involves forfeiture of marks, failure in one or more course units, suspension of enrolment or exclusion from enrolment, ensure that the relevant results and/or bars to enrolment are enacted and inform Academic Board of the incident
- c) if the order involves a recommendation that a degree or other award conferred on the person be revoked and annulled, ensure that this recommendation is brought to Council for final determination, and enact Council's decision;
- d) ensure that the person is informed in writing of the final outcome.

(ii) For Coursework in the SCD Korean School of Theology

The complaint should be made to the Dean of Studies (Korean Program), who will undertake a preliminary enquiry into the matter. Both the person complaining and the person against whom the complaint is brought will be invited to speak with the Dean of Studies (Korean Program) separately.

The person against whom the complaint is brought may at this or any stage be assisted by another person acting as advocate.

If the matter is not resolved at this stage to the satisfaction of all concerned, the Dean of Studies (Korean Program) will convene a panel of three people to consider the matter including the Dean of Studies (Korean Program) and two other persons of appropriate seniority and experience, one or both of whom may be SCD faculty members from one of the SCD MIs or external academics. These two should include at least one person

fluent in both Korean and English. If the matter is not resolved at this stage, or unless the person bringing the complaint has preferred to go directly to the SCD Dean at an earlier stage, the Dean of Studies (Korean Program) will bring the matter to the SCD Dean.

Procedure then follows as for (i) above, with the proviso that, if an Academic Misconduct Committee is appointed, its members will include at least one person fluent in both Korean and English.

(iii) For Research Degrees in the SCD

The complaint should be made to the SCD Director of Research, who will undertake a preliminary enquiry into the matter. Both the person complaining and the person against whom the complaint is brought will be invited to speak with the Director of Research separately.

The person against whom the complaint is brought may at this or any stage be assisted by another person acting as advocate.

If the matter is not resolved at this stage to the satisfaction of all concerned, the Director of Research will convene a panel of three people to consider the matter including the Director of Research and two other persons of appropriate seniority and experience, one or both of whom may be SCD faculty members from one of the SCD MIs or external academics. If the matter is not resolved at this stage, or unless the person bringing the complaint has preferred to go directly to the SCD Dean at an earlier stage, the Director of Research will bring the matter to the SCD Dean.

Procedure then follows as for (i) above.

Appeals

A person against whom a complaint of misconduct has been established under these procedures or the procedures of a Teaching Body may appeal to the Academic Board within thirty days of receiving the decision of an Academic Misconduct Committee. If a person lodges an appeal, the implementation of any penalty will be stopped until the appeal is resolved.

The Chair of the Academic Board will, as required, appoint an Academic Misconduct Appeals Committee of three persons to hear appeals on matters of academic misconduct. The members of this Committee will be the Academic Board Chair and two other senior and experienced persons external to the SCD and its MIs.

The Academic Misconduct Appeals Committee thus appointed:

- a) may establish its own procedures, including the election of a Chair;
- b) must allow the appellant to present an appeal in writing and in person;

- c) must permit the person to be accompanied to any hearing by person acting as advocate;
- d) having considered the evidence before it, will make its findings on the balance of probabilities: where the complaint is a grave one or likely to be attended by serious consequences, the Committee should be more clearly convinced of the misconduct than would be required in less serious kinds of case;
- e) may affirm, vary or set aside the decision under appeal;
- f) will report its decision to:
 - the appellant;
 - the Chair of Academic Board, who will report the outcome of any misconduct appeal to the Academic Board and to Council; and
 - the Dean, who will be responsible for implementing the decision of the Committee.

Records and Communication

Records of the making and resolution of a complaint about academic misconduct will be kept in a separate file for each complaint. When a complaint is established, a note recording the nature of the complaint and any penalty imposed will be placed on the person's file. A person's academic transcript will not contain any reference to academic misconduct as the reason for a course result or other record.

In general, information about established complaints will be kept confidential.

The Dean is authorised to inform another educational institution of an established complaint of academic misconduct if the Dean considers it appropriate to do so. In the case of the revocation and annulment of a degree or other award, the Dean is authorised to make such public announcement as the Dean, on the advice of Council, may think appropriate in the circumstances of the case. Nothing in this paragraph prevents the transmission of information within the Sydney College of Divinity for the purpose of giving effect to these procedures.

STUDENT GRIEVANCE POLICY AND PROCEDURES OF THE SYDNEY COLLEGE OF DIVINITY

1. Purpose and Scope

The Sydney College of Divinity (SCD) is committed to living out its vision and values in establishing and maintaining a harmonious and supportive environment conducive to study and personal development. SCD has a responsibility under legislation to ensure that students are not subjected to discrimination, harassment, vilification, victimization, or other forms of unfairness. SCD recognizes that students may sometimes feel they have experienced disadvantage or distress and will ensure that grievances are

responded to promptly, in a consistent and transparent manner, with minimum stress and maximum protection for all concerned.

SCD's *Student Grievance Policy and Procedures* provides a mechanism for addressing grievances arising out of any kind of situation or process affecting the student, whether academic or non-academic. It applies to all students currently or previously enrolled in SCD courses delivered by the SCD teaching bodies or Research Degrees Program, regardless of the location of the campus at which the grievance has arisen, the student's place of residence, or the mode of study.

Definition: 'Teaching body' refers to any Member Institution (MI) and the SCD Korean School of Theology (KST).

This policy allows that some grievances may proceed from the level of the teaching body to that of SCD itself, if they have not been resolved within the teaching body, while other grievances may originate within SCD, including in the SCD Research Degrees Program (e.g. involving SCD governance or management, or any aspect of the Research Degrees Program). Students no longer enrolled in an SCD award and wishing to lodge a grievance retrospectively should direct their grievance to SCD itself.

Ultimate responsibility for oversight of the proper implementation of the *Student Grievance Policy and Procedures* is vested in the Council of SCD.

The SCD's *Student Grievance Policy and Procedures* is communicated to all SCD students, and to both academic and support staff. It is placed:

- on the SCD website;
- in the SCD *Handbook*;
- on each MI website; and
- in each MI *Handbook*.

Staff training in the procedures takes place with the induction of new staff in each of the SCD teaching bodies by the Head of the teaching body and in the Office of the Dean by the Dean. Periodic revisions of the procedures are communicated to all staff by the Dean, and appropriate professional development in the area is arranged by the Head of the teaching body or the Dean, as relevant.

Definitions:

- 'Head' in this policy refers to the MI Principal or the Dean of Students (Korean Program), the latter delegated by the Dean.
- 'Office of the Dean' refers to the head office of SCD, its management hub, in which are based the Dean; the Directors of Coursework, Research, Student Administration, and Finance; and various support staff. Staff at Director level or above may be assigned to roles related to Student Grievances.

The Head advises the SCD Director of Student Administration at the beginning of each year who will undertake the roles of Grievance Handler and Student Advocacy Officer for the year in that teaching body (for definitions of these roles see below at 2.2).

The Director of Student Administration holds a central record of the annual appointments, for communication as needed, and also keeps a record of grievances brought to SCD itself and their outcomes for at least seven years.

These procedures do not replace any other responsibilities that may arise under other Higher Education Provider policies or under statute law.

Any allegation of abuse of vulnerable persons or other unlawful acts must be reported at once to the Dean, who takes the appropriate further action.

No part of the grievance process requires any payment on the part of the student.

Note that some academic grievances require modifications to the general grievance process in that they involve decisions of the Academic Board and its committees. These are set out below at 3.6 and entail:

- 3.6.1 grievances regarding coursework assessment;
- 3.6.2 research student grievances regarding supervision, progress, candidature, and examination.

The *Guidelines for Students Raising a Grievance* document, appended to the policy itself, is a shorter text providing students with an introduction to the grievance process.

2. PERSONS AND Responsibilities in the grievance process

Any member of staff, whether employed by SCD or by an MI, may have a role in the formal grievance process, depending on the particular circumstances. The key persons and their responsibilities under this policy are as follows:

2.1.1 Heads of Teaching Bodies: MI Principals and the Dean of Studies (Korean Program)

The Heads appoint a Grievance Handler and Student Advocacy Officer from amongst their staff for grievances lodged with the teaching body and ensure that, for any student who does not find the appointed Grievance Handler or Student Advocacy Officer acceptable, an acceptable alternative is provided.

If a grievance is not resolved through discussion facilitated by the Grievance Handler, the Head will interview the student, make a decision, and communicate the decision to all parties involved in the process. If the student wishes to pursue the matter further, the Head directs the Grievance Handler to refer the student to the SCD Grievance Handler and ensures that a record of the grievance process is retained for at least seven years in the teaching body.

2.1.2 Dean

The Dean appoints a Grievance Handler and Student Advocacy Officer from amongst the SCD Directors based in the Office of the Dean for grievances lodged with SCD, including those concerning the Research Degrees Program, or referred to SCD by a teaching body and ensures that, for any student who does not find the appointed Student Advocacy Officer acceptable, an acceptable alternative is provided.

The Dean receives prompt notification of any allegation of abuse of vulnerable persons or other unlawful acts and takes the appropriate further action.

If a grievance is not resolved through discussion facilitated by the SCD Grievance Handler, the Dean appoints a Grievance Committee as set out under 3.4.2 and directs the Grievance Handler to communicate the outcome to the student. If the student wishes to pursue the matter further, the Dean either arranges for the External Grievance Officer to investigate and report on the matter (for domestic students) or refers the student to the Overseas Student Ombudsman (for overseas students).

The Dean is delegated by Council to bear overall responsibility for the grievance process and to report to Council the outcome of any grievance process involving the External Grievance Officer or the Overseas Student Ombudsman.

The Dean ensures that a record of the SCD grievance process is retained for at least seven years.

2.2.1 Grievance Handlers

The Grievance Handler is a staff member appointed by the Heads of the teaching bodies and by the Dean in respect of SCD, including its Research Degrees Program, to act as the initial go-to person for advice and information regarding the nature of the grievance process and the facilitator of the grievance process, as set out at 3.4.1 and 3.4.2, and is given appropriate training. If a grievance originates in a teaching body but is referred to SCD, the teaching body's Grievance Handler will relinquish his/her role and the SCD Grievance Handler will take up the role.

The Grievance Handler acts with promptness, courtesy, and impartiality towards all parties to the grievance. The duties of the Grievance Handler include:

- facilitating exchanges between complainant and respondent, and recording the results;
- documenting the overall process including decisions made or actions taken; and
- making appropriate referrals.

For a teaching body the Grievance Handler may be, for example, the Registrar. For SCD itself, including its Research Degrees Program, the Grievance Handler is regularly the Director of Student Administration.

2.2.2 Student Advocacy Officers

The Student Advocacy Officer is a staff member appointed by the Heads of the teaching bodies and by the Dean in respect of SCD, including its Research Degrees Program, to provide personal assistance and support for the student throughout the grievance process, as set out below at 3.4.1 and 3.4.2, and is given appropriate training.

This person's service is provided free of charge to the student.

The Student Advocacy Officer ensures that the student has full information about the process and appropriate advice as needed throughout the process, accompanies the student to meetings if requested by the student, and communicates with the student promptly, respectfully, and sensitively. The Student Advocacy Officer refrains from discussing details with anyone but the student unless the student requests otherwise, and is tasked solely with supporting the student to achieve a just and proper outcome.

In relevant circumstances, the Student Advocacy Officer refers the student to counselling or health services.

If a grievance originates in a teaching body but is referred to SCD, the teaching body's Student Advocacy Officer will relinquish his/her role and the SCD Student Advocacy Officer will take up the role.

For a teaching body, the Student Advocacy Officer may be, for example, a lecturer with pastoral experience. For SCD itself, including its Research Degrees Program, the Student Advocacy Officer may be the Director of Coursework or the Director of Research, depending on the circumstances.

2.2.3 Other Staff within Each Teaching Body and the Office of the Dean

If any Grievance Handler (2.2.1) or Student Advocacy Officer (2.2.2) is unacceptable to a student wishing to lodge a grievance, another staff member is appointed to this role by the Head of the teaching body or the Dean, as relevant, in consultation with the student.

2.3.1 External Grievance Officer

The External Grievance Officer is a person of demonstrable authority and experience in Higher Education, who is not otherwise employed by SCD or any MI. This person is appointed by the Dean to investigate grievances of domestic SCD students if these are not resolved through the normal processes set out below and is approached by the Dean in such circumstances.

At present (2014) this person is Rev Dr Mark Harding, Dean of the Australian College of Theology.

2.3.2 Overseas Students Ombudsman

The Overseas Students Ombudsman is a person appointed by the Government to investigate complaints about problems that overseas students may have with private education and training in Australia: <http://www.oso.gov.au/>.

3. Grievance Procedure

3.1 Before an Issue Becomes a Grievance

Students should, wherever possible, attempt to resolve concerns or difficulties directly with the person(s) concerned. Within the teaching bodies the Deans of Students and Student Counsellors are available to assist students at this level. In the Office of the Dean, the Director of Student Administration is available to offer general advice.

3.2 What is a Grievance?

A grievance is a written statement of concern, or complaint, presented to a person in authority within SCD or one of its teaching bodies that requires an action or a response from the institution concerned. A grievance may relate to any situation or process affecting the student, whether academic or non-academic, and may be against a person or persons within any teaching body or SCD itself.

The person designated 'Grievance Handler' is normally the first person to contact.

Definitions:

- the person bringing the grievance is referred to as 'the complainant';
- the person(s) against whom the grievance is made is referred to as 'the respondent(s)'.

A grievance is not part of the regular student feedback on course units and teaching, but rather a complaint about a personal situation, but a grievance is not to be used simply to express dissatisfaction. SCD will not normally act on anonymous complaints. Staff must, however, refer to the Dean all complaints, anonymous or otherwise, about abuse of vulnerable persons or other allegedly unlawful acts, and together they will inform the police as required by law.

SCD requires that records of grievances lodged and resolved within the teaching body to the satisfaction of the student be retained within the teaching body concerned for at least seven years, in case the complainant or any staff member should subsequently have reason to refer to the previous matter. At the same time, however, SCD regards a grievance resolved without referral to SCD itself as a matter that has not reached the level of a formal grievance on which SCD may be required to report to a Government authority. A record of any grievance lodged with SCD itself will be treated as a formal grievance and records will be retained for at least seven years.

General Principles for Staff in the Grievance Process

Staff assisting at any point in the grievance process should do everything in their power to ensure that the following principles are upheld:

- (a) **Confidentiality:** All parties have a basic obligation to maintain confidentiality. Generally fairness requires that the respondent knows who has lodged a grievance.
- (b) **Procedural Fairness:** Both the student complainant and the respondent must receive appropriate information, support, and assistance in resolving the grievance.
- (c) **Freedom from Unfair Repercussions or Victimization:** SCD will take all necessary steps to ensure that victimization does not occur. Any staff member who is shown to have victimized a student will be subject to appropriate disciplinary action.
- (d) **Sensitivity:** All grievances must be dealt with sensitively, and with care for all involved.
- (e) **Timeliness:** Assessment of a grievance must begin within ten working days of lodgement in accord with the process set out in this policy and be finalized as quickly as possible: undue delay in responding to a grievance may provide grounds for further complaint. The aim is to achieve resolution of a complaint within four weeks of the complaint being lodged. Both complainant and respondent should be kept informed of the progress of the complaint and advised if resolution of the matter is likely to extend beyond four weeks, in writing if requested.

3.4 Process

Under normal circumstances, a coursework student enrolled at a particular teaching body may be expected to lodge the grievance with that teaching body. The student may, however, believe (rightly or wrongly) that the matter will not receive appropriate attention from the teaching body. Any student may choose to lodge the grievance directly with SCD itself.

If a student who lodges a grievance at a teaching body is not satisfied with the outcome and wishes to pursue the matter further, the teaching body's Grievance Handler ensures that the student is referred to the SCD Grievance Handler and that all relevant information and documentary evidence is passed on to that person.

If the student remains unsatisfied following investigation by SCD itself and wishes to pursue the matter further, the Dean refers it to the External Grievance Officer (for domestic students) or refers the student to the Overseas Students Ombudsman (for overseas students).

At no point will either the complainant or the respondent be victimized or discriminated against. The student remains enrolled in his or her program whilst the grievance process is ongoing.

3.4.1 Lodgement of Grievance with the Teaching Body

The student should approach the designated Grievance Handler at the teaching body, but if that person is unacceptable the student may ask the Head of the teaching body to provide another staff member to carry out this function.

The Grievance Handler:

- obtains an informal initial account of the presenting problem from the student;
- makes sure the student has access to the SCD's *Student Grievance Policy and Procedures*;
- makes sure both the complainant and the respondent are aware that they may be supported/accompanied by a friend or family member throughout the process;
- provides the student with the *Student Grievance Notification Form* to fill out and receives the completed form, which the student may complete either independently or after seeking advice from the Student Advocacy Officer (as below);
- directs the student to the designated Student Advocacy Officer or, if that person is unacceptable to the student concerned, directs the student to the Head of the teaching body, who will, in consultation with the student, provide an alternative Student Advocacy Officer from amongst the staff of the teaching body. If no member of staff within the teaching body is acceptable to the student, the grievance is referred to SCD itself through the SCD Grievance Handler.

The Student Advocacy Officer meets with the student as soon as possible and ensures that the student:

- fully understands the overall process and his or her rights;
- feels reasonably comfortable discussing the matter in confidence with the Student Advocacy Officer;
- understands that the Student Advocacy Officer is not able knowingly to support falsehood;
- is able to articulate the particular issue of concern clearly;
- has assembled relevant information and evidence.

If necessary, the Student Advocacy Officer provides:

- advice on how to complete the *Student Grievance Notification Form*;
- any additional records or institutional information;
- referral to counselling or health services.

The Student Advocacy Officer arranges for the student to have ready contact and advice as needed throughout the process and accompanies the student to meetings if requested by the student. The presence of the Student Advocacy Officer does not preclude the presence, in addition, of a friend or family member. The Student Advocacy Officer refrains

from discussing details with anyone but the student, unless the student requests otherwise, and is tasked solely with supporting the student to achieve a just outcome.

The Grievance Handler:

- provides a copy of the completed *Student Grievance Notification Form* to the Head of the teaching body;
- facilitates discussion between the student and the respondent(s) with the aim of reaching an agreed outcome;
- completes the *Grievance Response Form* with the student and provides the student with a copy of the completed form;
- reports the outcome to the Head of the teaching body.

If the matter has been resolved to the student's satisfaction, the Head provides the student with a letter noting the conclusion of the grievance process and the outcome and directs the Grievance Handler to store the *Grievance Response Form* with relevant records for at least seven years. These records remain confidential, except that any party to the grievance will be allowed supervised access upon request.

If the matter has not been resolved, the Head of the teaching body will interview the student, make a decision and communicate the decision to all parties involved in the process.

If the student wishes to pursue the grievance further, the Grievance Handler refers it to the SCD Grievance Handler to be addressed by SCD itself.

3.4.2 Lodgement of Grievance with the SCD

A grievance may be lodged initially with the SCD without the steps set out at 3.4.1 above, in the case of research students or others who prefer to do so because of the nature of their grievance against the teaching body, or it may be referred to the SCD from a teaching body if it remains unresolved by the process set out at 3.4.1. In the latter case, after the SCD Grievance Officer receives the referral from the teaching body's Grievance Handler, the SCD's Grievance Handler and Student Advocacy Officer take over those roles from the teaching body.

The process in SCD largely mirrors that in the teaching body.

The SCD Grievance Handler:

- obtains an informal initial account of the presenting problem from the student;
- makes sure the student has access to the SCD's *Student Grievance Policy and Procedures*;
- makes sure both the complainant and the respondent are aware that they may be supported/accompanied by a friend or family member throughout the process;

- provides the student with the *Student Grievance Notification Form* to fill out and receives the completed form, which the student may complete either independently or after seeking advice from the Student Advocacy Officer (as below);
- directs the student to the designated Student Advocacy Officer or, if that person is unacceptable to the student concerned, directs the student to the Dean, who will, in consultation with the student, provide an alternative Student Advocacy Officer from amongst the SCD Directors.

The Student Advocacy Officer meets with the student as soon as possible and ensures that the student:

- fully understands the overall process and his or her rights;
- feels reasonably comfortable discussing the matter in confidence with the Student Advocacy Officer;
- understands that the Student Advocacy Officer is not able knowingly to support falsehood;
- is able to articulate the particular issue of concern clearly;
- has assembled relevant information and evidence.

If necessary, the Student Advocacy Officer provides:

- advice on how to complete the *Student Grievance Notification Form*;
- any additional records or institutional information;
- referral to counselling or health services.

The Student Advocacy Officer arranges for the student to have ready contact and advice as needed throughout the process and accompanies the student to meetings if requested by the student. The presence of the Student Advocacy Officer does not preclude the presence, in addition, of a friend or family member. The Student Advocacy Officer refrains from discussing details with anyone but the student, unless the student requests otherwise, and is tasked solely with supporting the student to achieve a just outcome.

The Grievance Handler:

- provides a copy of the completed *Student Grievance Notification Form* to the Dean;
- facilitates discussion between the student and the respondent(s) with the aim of reaching an agreed outcome;
- reports the outcome to the Dean.

If the matter has not been resolved, the Dean:

- appoints a Grievance Committee of two or three persons with relevant experience, external to the part of SCD in which the grievance arose with no

more than one employed in any part of SCD, to investigate and report on the matter as soon as possible but at least within four weeks;

- provides the Committee with relevant materials, including any further submission from the student;
- invites one person to chair and coordinate the report of the Committee;
- receives the report of the Committee;
- directs the Grievance Handler to communicate its contents to the student, including clear and comprehensive written advice about the outcome.

The Grievance Handler:

- provides clear and comprehensive written advice to the student about the outcome of the Committee's report;
- completes the *Grievance Response Form* with the student and provides the student with a copy of the completed form;
- informs the Dean of the student's response.

If, after either the facilitated discussion or the Grievance Committee process, the matter has been resolved to the student's satisfaction, the Dean provides the student with a letter noting the conclusion of the grievance process and the outcome and directs the SCD Grievance Handler to store the *Grievance Response Form* with relevant records in the Office of the Dean for at least seven years. These records remain confidential, except that (i) any party to the grievance will be allowed supervised access upon request, and (ii) SCD may be required to report the matter to a Government agency.

If the matter remains unresolved by the process outlined above and the student wishes to pursue it further, the Dean either arranges for the External Grievance Officer to investigate and report on the matter within four weeks (for domestic students) or refers the student to the Overseas Student Ombudsman (for overseas students). In the former case, the Dean reports the outcome of the External Grievance Officer's investigation to the student and to Council. In the latter case, the student receives a response from the Ombudsman. The Dean reports the process to Council, including the Ombudsman's response if that has been made known to the SCD. In either case, the Dean ensures that the *Grievance Notification and Response Forms* and other records are stored in the Office of the Dean for at least seven years, with the same conditions of confidentiality as above.

3.5 Possible Outcomes

Depending on the point at which the process is concluded, possible outcomes might be:

- the student, having received advice and support, addresses the matter directly with the respondent and an agreement is reached;
- a mutually acceptable resolution, such as modification of the issue, is reached through mediation at one or other level;

- the findings of the External Grievance Officer or the Overseas Students Ombudsman are implemented at the direction of the Dean;
- the student receives an apology and any fault on the part of the teaching body or SCD is addressed appropriately;
- the teaching body or SCD reviews its procedures with the aim of avoiding similar problems in the future while maintaining appropriate standards;
- the student gains a better understanding of the issue and accepts the position of the teaching body or SCD.

3.6 Special Cases within the Grievance Regulations

Some grievances require modifications to the general grievance process in that they involve decisions of the Academic Board and its committees. These are:

- grievances regarding coursework assessment;
- postgraduate research candidate grievances regarding supervision, progress, candidature, and examination.

3.6.1 Grievances Regarding Coursework Assessment

In the first instance a student may appeal to the lecturer concerned against the result given in any item of assessment when:

- the student believes that some error in grading has been made; or
- the student has concerns about the grade awarded.

This dialogue may proceed either informally or with the facilitation of the Grievance Handler and advice of the Student Advocacy Officer, using the *Student Grievance Notification Form*, as the student prefers. In the case of ongoing disagreement, the Head is notified and appoints a second examiner, either from the staff of the teaching body concerned or, by agreement, from other SCD faculty. The Head considers both the original and the second result and reaches a decision, which is communicated to the student. If the student wishes to pursue the matter further, the student may lodge a formal grievance as set out at 3.4.1, if this has not already been initiated, and appeal formally to the board of studies of his or her teaching body through the Head, who forwards both the original and the second results for the board's consideration. When the board has reached its decision and communicated it to the student, the Grievance Handler completes the *Grievance Response Form* with the student and forwards it to the Head. The board of studies of the teaching body may or may not include a member external to the teaching body.

A failed final grade in a course unit is the only ground on which an appeal can be made to the SCD Academic Board.

Where a student believes that the review procedures in the teaching body have not been properly followed with regard to an appeal against a failed final grade in a course

unit, the student may appeal to the SCD Academic Board through the Head of the teaching body. The Head requests the intervention of the SCD Academic Board through the Dean and provides it with the completed *Grievance Notification and Response Forms* and other relevant documentation, including both the original and the second results. Documentation must include the student's alleged evidence that proper review procedures have not been complied with by the teaching body.

The appeal must be submitted in writing to the Academic Board Chair within ten working days of receipt of the determinative outcome of the appeal to the teaching body.

The student remains enrolled whilst the grievance process is ongoing.

The decision of the Academic Board is final.

If the student does not accept the decision of Academic Board and wishes to pursue the matter further, the Dean will proceed as per the final paragraph in section 3.4.2.

3.6.2 Grievances Regarding Postgraduate Research Student Supervision, Progress, Candidature, and Examination

These grievances refer to:

- unsatisfactory supervision;
- disputes relating to satisfactory student progress;
- issues relating to candidature, including final extension; and
- the outcome of thesis examination.

3.6.2.1 Disputes Involving Supervision, Progress, or Final Extension

The student must make reasonable attempts to resolve the grievance through discussion with the supervisor(s) and the Director of Research, before entering into formal grievance procedures.

If the matter is resolved either informally or following the initial steps of the grievance process set out at 3.4.2, any changes to existing records must be considered and ratified by the Research Committee and, where relevant, reported by the Research Committee to Academic Board.

If there is no resolution and the student wishes to pursue the matter further, the student may lodge a formal grievance as set out at 3.4.2, if this has not already been initiated, and request the Dean to move to establish a Grievance Committee. In this case the Grievance Committee will be summoned to meet and make a recommendation within ten working days. It has three members: the Chair of Academic Board (Chair), a member of the Research Committee, and the Dean. The recommendation is notified to the student, the Research Committee, and Academic Board, which may either accept the Grievance Committee's report or decide differently. The Dean notifies the student

of the outcome. Whether the student accepts the decision of Academic Board or not, the SCD Grievance Handler completes the *Grievance Response Form* with the student and further actions are undertaken as set out at 3.4.2 above to address either situation.

The student remains enrolled whilst the grievance process is ongoing.

3.6.2.2 Disputes Involving the Outcome of Thesis Examination

The examination process for all four SCD research degrees is set out in the *Research Degrees Regulations* under item A.15 and repeated for the individual degrees at B.4.6, C.4.6, D.4.6, and E.4.6, respectively. In each case, if the Research Committee infers uncertainty from the examiners' reports overall, there is provision for the appointment of an additional examiner or an oral or written examination to guide the Research Committee's final recommendation and Academic Board's decision regarding the final outcome.

If the student does not accept the determination of Academic Board and wishes to pursue it further, the student may lodge a grievance with the Dean using the SCD *Student Grievance Notification Form*. Assuming the role of Grievance Handler in this situation, the Dean refers the student to the Student Advocacy Officer for support and arranges for the matter to be referred to the External Grievance Officer or the Overseas Student Ombudsman and brought to a conclusion as set out at 3.4.2.

GUIDELINES FOR STUDENTS LODGING A GRIEVANCE

If any student currently or previously enrolled in a Sydney College of Divinity (SCD) course feels that he or she has been subjected to discrimination, harassment, vilification, victimization, or other unfairness, the student may lodge a formal, written complaint about this in accordance with the SCD's *Student Grievance Policy and Procedures*, available through the SCD website at scd.edu.au and also through the websites of all SCD teaching bodies within SCD.

A formal complaint is known as a 'grievance'. The person making the complaint is the 'complainant' and the person(s) against whom the grievance is made is/are the 'respondent(s)'.

A formal complaint may be about an academic or a non-academic matter related to a student's personal experience. It is quite distinct from the regular student feedback on course units and teaching.

Some grievances may be lodged at a teaching body where the SCD coursework awards are delivered, while other grievances may be lodged with SCD itself as the responsible Higher Education Provider. Grievances lodged by research degree students are covered by the arrangements pertaining to the SCD level. It is possible for a grievance to be lodged initially with a teaching body and then be referred to SCD if it is not satisfactorily resolved within the teaching body.

SCD's *Student Grievance Policy and Procedures* applies to all students currently or previously enrolled in SCD courses regardless of the location of the campus at which the grievance has arisen, the student's place of residence, or the mode of study.

Ultimate responsibility for oversight of the proper implementation of the *Student Grievance Policy and Procedures* is vested in the SCD Council, which delegates oversight of the grievance process to the Dean. The process is carried out by designated persons (i) in each of the teaching bodies and/or (ii) in the Office of the Dean (for the SCD level). At both levels a person appointed as the Grievance Handler acts as the basic go-to person and facilitator of the process, and another person appointed as the Student Advocacy Officer is provided solely to assist the student in working through the process for a just outcome. The student has the right to an alternative Grievance Handler and/or Student Advocacy Officer if the person appointed is not acceptable for any reason. The student may, in addition, choose to be accompanied by a friend or family member throughout.

If a grievance is not resolved at the teaching body or SCD level, the matter is referred by SCD to an External Grievance Officer, for domestic students, and overseas students are referred directly to the Overseas Students Ombudsman.

The student is not asked to pay anything to anyone throughout the grievance process.

A student wishing to lodge a grievance, or simply to enquire about the process, should normally approach the person designated as the Grievance Handler in the place concerned, but may approach the Principal, Dean of Studies (Korean Program), or SCD Dean, as relevant, or any other member of staff to seek initial help.

STUDENT GRIEVANCE NOTIFICATION FORM

CONFIDENTIAL: TO THE GRIEVANCE HANDLER

NAME OF STUDENT LODGING THE GRIEVANCE:

CONTACT PHONE AND EMAIL:

Please describe the problem/issue in your own words, with as much detail as possible (e.g: names, dates, times, and actual incidents).

What would you like to see happen as a result of lodging this grievance?

STUDENT'S SIGNATURE: _____

DATE: ____/____/____
 - -

STUDENT GRIEVANCE RESPONSE FORM

RESPONSE FROM:

CONTACT DETAILS:

What steps have been taken to resolve the grievance at this stage?

What were the results of the actions?

GRIEVANCE HANDLER:

DATE:

PROBLEM ANALYSIS BY GRIEVANCE HANDLER:

Has the grievance been resolved?

YES Please complete the section below.

NO Refer matter to the next person as per Student Grievance Policy and Procedures.

I confirm that the grievance outlined above has been resolved to my satisfaction and that no further action is required.

STUDENT:

(name)

DATE: ____/____/____

(signature)

**GRIEVANCE
HANDLER:**

(name)

DATE: ____/____/____

(title)

(signature)

SAVING CLAUSE

Notwithstanding anything to the contrary herein contained, the Academic Board of the College may, in any exceptional case which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescriptions by these rules. Any such action by the Academic Board of the Sydney College of Divinity is to be reported forthwith to the Council.