



# Handbook

# 2012

AUSTRALIAN COLLEGE OF MINISTRIES

BOOTH COLLEGE

BROKEN BAY INSTITUTE

CATHOLIC INSTITUTE OF SYDNEY

EMMAUS BIBLE COLLEGE

NAZARENE THEOLOGICAL COLLEGE

NSW COLLEGE OF CLINICAL PASTORAL EDUCATION

ST ANDREW'S GREEK ORTHODOX THEOLOGICAL COLLEGE

**OFFICE OF THE DEAN  
SYDNEY COLLEGE OF DIVINITY**

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**The College is approved as a Higher Education Provider under the Higher Education  
Support Act 2003  
ABN: 39 002 653 036**

## 2012 - CALENDAR

<b>February</b>	<b>Th 02</b>	Audit Committee	12.00 pm	NAB
	<b>M 06</b> - <b>T 07</b>	Planning Conference for Members of Council and Academic Board with Principals	M 9.00am – 5.00pm, Tu 9.00am - 5pm	Congress Hall 140 Elizabeth Street CBD
	<b>M 06</b>	Academic Board	11.00 am – 12.30 am	Congress Hall 140 Elizabeth Street CBD
	<b>M 13</b>	Student Administration Committee	10.00 am	CIS
	<b>M 13</b>	Professional Development Committee	12.00 pm – 1.30 pm	CIS
	<b>M 13</b>	Discipline Coordinators	2.00 pm	CIS
	<b>W 15</b>	Libraries Committee	12.00 pm	SCD
	<b>M 20</b>	Research Committee	10.00 am	SCD
	<b>M 20</b>	Learning & Teaching Committee	11.30 am – 1.00 pm	SCD
	<b>M 20</b>	Academic Standards Committee	2.00 pm	SCD
	<b>W 22</b>	Council	6.30 pm	SCD
	<b>F 24</b>	Orientation of new DMin students	12.30 pm - 4.30pm	SCD
	<b>M 27</b>	Distance Education Committee	11am	SCD
	<b>M 27</b>	DMin Committee	2.00pm	CIS
	<b>Tu 28</b>	Audit Committee (if needed)	12.00 pm	NAB
<b>March</b>	<b>M 05</b>	Professional Development Day Session 1: Online Learning & Teaching Session 2.1: New Faculty Induction Session 2.2 Procedures into Practice (Experienced Staff)	10.45-1.00 1.45-4.00 1.45-4.00	Booth
	<b>Th 08</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>F 09</b>	Research Degree Workshop	10.00 am-4.00 pm	SCD
	<b>M 12</b>	Student Administration Committee	10.00 am	CIS
	<b>M 12</b>	Academic Board	11.00 am	CIS
	<b>M 12</b>	1. HEPCAT Report due to SCD office 2. Register of Teachers, SCD Committee Members & Other Academic Leaders due to SCD office		SCD

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	<b>M 12</b>	Languages Other than English Committee	2.00 pm	SCD
	<b>W 14</b>	Libraries Committee	12.00 pm	CIS
	<b>W 14</b>	Annual General Meeting	6.30 pm	SCD
	<b>M 19</b>	Principals' Fellowship Meeting	10.00 am – 1.00 pm	Booth
	<b>M 19</b>	Professional Development Committee	11.30 am – 1.00 pm	SCD
	<b>M 19</b>	Academic Standards Committee – Monitoring of Final Results for Graduating Students	2.00 pm	SCD
	<b>M 19</b>	Introduction to Research Supervision	2.00 pm - 4.00 pm	CIS
	<b>M 26</b>	Research Committee	10.00 am	SCD
	<b>M 26</b>	Distance Education Committee	12.00 pm	SCD
	<b>M 26</b>	Proposed list of Graduands Names due to SCD Office		SCD
	<b>Th 29</b>	Research Seminar	6.00pm - 8.00 pm	CIS
	<b>F 30</b>	Annual report on MIs except for financials due to SCD office		SCD
<b>April</b>	<b>M 02</b>	Academic Board – receives results for Graduating students	11.00 am	CIS
	<b>M 02</b>	Discipline Coordinators	2.00 pm	CIS
	<b>M 02</b>	Student Administration Committee (Transcripts)	10.00 am	CIS
	<b>F 06</b>	<b>PUBLIC HOLIDAY - GOOD FRIDAY</b>		
	<b>M 09</b>	<b>PUBLIC HOLIDAY - EASTER MONDAY</b>		
	<b>Th 12</b>	Names of Graduands attending Graduation due to SCD Office		SCD
<b>Greek Easter</b>	<b>M 16</b>	Academic Standards Committee	2.00 pm	SCD
	<b>M 16</b>	HEPCAT Report due to SCD office		SCD
	<b>T 17</b>	Risk Management Committee	12.00 pm	SCD
	<b>T 17</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>W 18</b>	Libraries Committee	12.00 pm	SCD
	<b>T 24</b>	Audit Committee	12.00 pm	SCD
	<b>W 25</b>	<b>PUBLIC HOLIDAY – ANZAC DAY</b>		
	<b>Th 26</b>	MI Attendees for Graduation due to SCD Office		SCD
	<b>M 30</b>	Annual MI financial report due to SCD office		SCD

Reviewed: Nov 2011

	<b>M 30</b>	Research Committee	10.00 am	SCD
<b>May</b>	<b>W 02</b>	Council - Approve Graduands for Graduating	6.30 pm	SCD
	<b>M 07</b>	Academic Board	11.00 am	CIS
	<b>M 07</b>	Student Administration Committee	10.00 am	CIS
	<b>M 07</b>	Languages Other than English Committee	2.00 pm	SCD
	<b>T 08</b>	Research Seminar	6.00pm - 8.00 pm	CIS
	<b>W 09</b>	Council – email meeting for approval of Graduands - not needed if approved at previous Council Meeting		E-Mail
	<b>Sa 12</b>	SCD Graduation Sydney	11.00am – 1.00pm	Great Hall Uni of Sydney
	<b>M 14</b>	Professional Development Day Session 1: Online Learning & Teaching Session 2: Research & Scholarship	10.45-1.00 1.45-4.00	Booth
	<b>M 14</b>	HEPCAT Report due to SCD Office		SCD
	<b>W 16</b>	Libraries Committee	12.00 pm	CIS
	<b>M 21</b>	Research Committee	10.00 am	SCD
	<b>M 21</b>	Learning & Teaching Committee	11.30 am – 1.00 pm	SCD
	<b>M 21</b>	Academic Standards Committee	2.00 pm	SCD
	<b>M 28</b>	Principals' Fellowship Meeting	10.00 am – 1.00 pm	ACOM
	<b>M 28</b>	Distance Education Committee	12.30 pm	SCD
	<b>M 28</b>	DMin Committee	2.00 pm	CIS
	<b>T 29</b>	Risk Management Sub-Committee	10.30 am	SCD
<b>June</b>	<b>F 01</b>	Auckland Graduation	5.00 pm	St Columba Centre
	<b>M 04</b>	Professional Development Committee	9.30-10.45 am	CIS
	<b>M 04</b>	Academic Board	11.00 am	CIS
	<b>T 05</b>	Audit Committee	12.00 noon	SCD
	<b>Th 07</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>F 08</b>	SCD Professional Development Seminar	10.00 am – 3.00 pm	Brisbane
	<b>M 11</b>	<b>PUBLIC HOLIDAY – QUEEN'S BIRTHDAY</b>		

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	<b>W 13</b>	Libraries Committee	12.00 pm	SCD
	<b>W 13</b>	Council	6.30 pm	SCD
	<b>M 18</b>	Student Administration Committee	10.00 am	CIS
	<b>M 18</b>	Academic Standards Committee	2.00 pm	SCD
<b>July</b>	<b>M 09</b>	Learning & Teaching Committee	11.30 am – 1.00 pm	SCD
	<b>M 09</b>	Academic Standards Committee – monitoring of Semester 1 results	2.00pm	SCD
	<b>Sa 14</b>	Libraries Committee Workshop with ANZTLA	TBA	Sancta Sophia College, Univ of Sydney
	<b>M 16</b>	Academic Board - receives results for Semester 1	11.00 am	CIS
	<b>M 16</b>	Discipline coordinators	2.00 pm	CIS
	<b>M 23</b>	Student Administration Committee	10.00 am	CIS
	<b>M 23</b>	Research Committee	10.00 am	SCD
	<b>M 23</b>	Research Supervision Workshop	2.00 pm - 4.00 pm	CIS
	<b>Tu 24</b>	Audit Committee	12.00 noon	NAB
	<b>F 27</b>	SCD Professional Development Seminar	10.00 am – 3.00 pm	Perth
	<b>M 30</b>	Distance Education Committee	11am	SCD
<b>August</b>	<b>M 06</b>	Languages Other than English Committee	2.00 pm	SCD
	<b>Tu 07</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>M 13</b>	Student Administration Committee	10.00 am	CIS
	<b>M 13</b>	<ol style="list-style-type: none"> <li>1. HEPCAT Report due to SCD office</li> <li>2. Register of Teachers, SCD Committee Members &amp; Other Academic Leaders due to SCD office</li> </ol>		SCD
	<b>M 13</b>	DMin Committee	2.00pm	CIS
	<b>W 15</b>	Libraries Committee	12.00 pm	CIS
	<b>M 20</b>	Principals' Fellowship	10.00 am – 1.00 pm	NTC
	<b>M 20</b>	Research Committee	10.00 am	SCD
	<b>M 20</b>	Professional Development Committee	11.30 am – 1.00 pm	SCD

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	<b>M 20</b>	Academic Standards Committee	2.00 pm	SCD
	<b>T 21</b>	Risk Management Sub-Committee	10.30 am	SCD
	<b>M 27</b>	Strategic Planning Day	9.00 am – 5.00 pm	Congress Hall 140 Elizabeth Street CBD
	<b>Tu 28</b>	Audit Committee	12.00 noon	NAB
<b>September</b>	<b>M 03</b>	Academic Board	11.00 am	CIS
	<b>M 03</b>	Discipline Coordinators	11.00 am	CIS
	<b>Th 06</b>	Research Seminar	6.00pm - 8.00pm	CIS
	<b>F 07</b>	Professional Development Day Session 1: Online Learning & Teaching Session 2: Learning & Teaching	10.45-1.00 1.45-4.00	Booth
	<b>M 10</b>	Student Administration Committee	10.00 am	CIS
	<b>W 12</b>	Libraries Committee	12.00 pm	SCD
	<b>W 12</b>	Council	6.30 pm	SCD
	<b>M 17</b>	Research Committee	10.00 am	SCD
	<b>M 17</b>	Academic Standards Committee	2.00pm	SCD
	<b>F 21</b>	MIIs to advise 2012 Fee Schedule DEEWR Report- Schedule of Modules & Fees 2012		SCD
	<b>M 24</b>	Distance Education Committee	11am	SCD
	<b>F 28-Sa 29</b>	St Andrew's Patristic Symposium	2 DAYS	SAGOTC
<b>October</b>	<b>M 01</b>	<b>PUBLIC HOLIDAY – LABOUR DAY</b>		
	<b>F 05 Su 07</b>	Biennial Conference in Philosophy, Religion and Culture	3 DAYS	CIS
	<b>M 08</b>	Professional Development Committee	9.30-10.45 am	CIS
	<b>M 08</b>	Academic Board	11.00 am	CIS
	<b>M 08</b>	Learning & Teaching Committee	2.00 pm – 3.30 pm	SCD
	<b>T 09</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>M 15</b>	Student Administration Committee	10.00 am	CIS
	<b>M 15</b>	Academic Standards Committee	2.00 pm	SCD
	<b>M 15</b>	Principals' Fellowship Meeting	10.00 am - 1.00 pm	CIS

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	<b>M 15</b>	HEPCAT Report due to SCD Office		SCD
	<b>W 17</b>	Libraries Committee	12.00 pm	CIS
	<b>M 22</b>	Research Committee	10.00 am	SCD
	<b>M 22</b>	Professional Development Day : Issues in Higher Education	1.00 pm – 4.00pm	Booth
	<b>T 30</b>	Risk Management Sub-Committee	10.30 pm	SCD
	<b>T 30</b>	Languages Other than English Committee	2.00 pm	SCD
<b>November</b>	<b>M 05</b>	Academic Board	11.00 am	CIS
	<b>W 07</b>	Audit Committee	12.00 Noon	NAB
	<b>Th 08</b>	Research Seminar	6.00 pm - 8.00 pm	CIS
	<b>M 12</b>	Distance Education Committee	11am	SCD
	<b>W 14</b>	Libraries Committee	TBA	SCD
	<b>W 14</b>	Council	6.30 pm	SCD
	<b>M 19</b>	Student Administration Committee	10.00 am	CIS
	<b>M 19</b>	Research Committee	10.00 am	SCD
	<b>M 26</b>	DMin Committee	2.00 pm	CIS
	<b>T 27</b>	Risk Management Sub-Committee	10.30 am	SCD
<b>December</b>	<b>Th 06</b>	Academic Standards Committee – Monitoring of Semester 2 Results	2.00 pm	SCD
	<b>M 10</b>	Academic Board - receives results for Semester 2	11.00 am	CIS

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Current Membership:

Sydney College of Divinity Council

Audit Committee

Academic Board

Academic Positions Classification and Promotions Committee

Academic Positions Classification and Promotions Appeals Committee

Academic Standards Committee

Distance Education Committee

Doctor of Ministry Committee

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The Handbook will be constantly updated, with the most recent version being that on the SCD website [www.scd.edu.au](http://www.scd.edu.au)