

SCD HANDBOOK REGULATIONS

- (1) The Office of the Dean shall produce annually a Handbook that shall outline all information necessary for students to understand the College and its courses.
- (2) The Handbook shall include at least:
 - (a) a list of the officers of the College;
 - (b) a table of contents;
 - (c) a list of the undergraduate awards offered;
 - (d) a list of the postgraduate awards offered;
 - (e) a summary articulation of programs and progression;
 - (f) the administration and enrolment procedures;
 - (g) summary information on the Member Institutions of the College;
 - (h) the principal dates for the year;
 - (i) a list of the membership of the various boards and committees of the College;
 - (j) a list of the academic staff of the College by subject area;
 - (k) the regulations on academic dress;
 - (l) information on scholarships offered by the College;
 - (m) the policy statement on lending from libraries;
 - (n) the schedule of fees;
 - (o) the general academic regulations;
 - (p) descriptions of all undergraduate awards;
 - (q) an overview of the postgraduate awards offered;
 - (r) a list of the subject areas of study;
 - (s) the rationale for each subject area;
 - (t) the coding system.
- (3) Each undergraduate award description shall include where applicable information about:
 - (a) the graduate profile and rationale;
 - (b) the admission requirements;
 - (c) the course structure;
 - (d) the method of assessment;
 - (e) any guidelines;
 - (f) the granting of credits;
 - (g) concurrent study;
 - (h) the articulation to further awards.
- (4) Each postgraduate award description shall include where applicable information about:
 - (a) the admission requirements;
 - (b) the duration of the course;
 - (c) the mode of delivery;
 - (d) the course structure;
 - (e) the method of assessment;
 - (f) fees;

- (g) explanatory notes;
 - (h) articulation to higher awards.
- (5) The committee and faculty lists shall be presented in the general handbook as follows:
- (a) Council: the President followed by other members in alphabetical order of their personal surnames.
 - (b) Committees of Council: the chairperson followed by other members in alphabetical order of their personal surnames
 - (c) Academic Board: the chairperson followed by other members in alphabetical order of their personal surnames.
 - (d) Academic Board Committees: the chairperson followed by other members in alphabetical order of their personal surnames.
- (6) For the expeditious preparation and accuracy of the Handbook:
- (a) each Member Institution shall:
 - (i) nominate a contact person to liaise with the Registrar;
 - (ii) provide on a single page:
 - a brief profile of the Member Institution;
 - any specific requirements for the awards taught;
 - library information;
 - contact persons;
 - (iii) provide a listing of all course units.
 - (b) an SCD Officer nominated by the Dean shall be responsible for:
 - (i) preparing the College meeting schedule;
 - (ii) updating the membership lists of College corporate bodies;
 - (iii) preparing the material from Member Institutions for printing;
- (8) Member Institutions shall be responsible for:
- (a) sending copies to Heads of Churches;
 - (b) distributing copies to staff and students.
- (9) The Handbook will be constantly updated, with the most recent version being that on the SCD website www.scd.edu.au