



Sydney College of Divinity
A federation of leaders in theological education

POLICY AND PROCEDURES MANUAL

TABLE OF CONTENTS

LIST OF UPDATES TO POLICIES AND PROCEDURES
ACADEMIC FACULTY ACCREDITATION
Introduction to Academic Faculty Accreditation
Procedures for the Accreditation of Academic Staff
Accreditation of Academic Staff: Application Form
ACADEMIC FACULTY CLASSIFICATION
Introduction to Academic Faculty Classification
Procedures for the Classification of Academic Staff
Descriptors Levels A to E
General Standards and Specific Duties: Levels A to E
Classification of Academic Staff: Curriculum Vitae Proforma
ACADEMIC PRIZES AND SCHOLARSHIPS
Introduction to Academic Prizes and Scholarships
The Award from the New South Wales Council for Christians and Jews in Biblical Hebrew
The Beth Blackall Prize
The Brian Murray Prize
The Dianne Feeney Scholarship
ACADEMIC PROGRAM REGULATIONS
Introduction to Academic Program Regulations
Accreditation of Course Units
Consultant's Report: individual course unit outline
Consultant's Report: suite of course unit outlines
Moderation Policy: Disciplines
Moderation Procedures: Disciplines

Moderation Flowchart: Disciplines
Moderation Procedures: Library moderation
Moderation Policy: Member Institutions
Moderation Procedures: Member Institutions
Moderation Flowchart: Member Institutions
Student Results Procedures
ADMISSION
Introduction to Admission
Admission Procedures in General
Admission Procedures
Cross-Institution Study Form
SCD Application for Admission form: all awards
Supplementary Application Form: admission to the BTh(Hons)
Supplementary Application Form: admission to candidature for higher degrees by research: MA (Hons), MTh (Hons), PhD, DMin, ThD
ADVERTISING POLICY
ANTI-DISCRIMINATION POLICY
APPEALS
CONFIDENTIALITY AND DISCLOSURE - DIRECTORS
CONSTITUTIONAL BODIES AND COMMITTEES OF THE COLLEGE
Council
Audit Committee
Institutional Membership Committee
Academic Board
Academic Positions Classification Committee
Academic Standards Committee
Distance Education Committee
External Advisory Committee
External Moderation Panel
Human Research Ethics Committee
Libraries Committee
Professional Development Committee
Promotions Committee and Promotions Appeal Committee
Research Committee
Student Administration Committee
Learning and Teaching Committee
CREDIT
Guidelines for Credit for Previous Study

Guidelines for Recognition of Prior Learning (RPL)
Recognition of Prior Learning – Credit Summary & Evidence Template
Portability
Procedures for Application for Credit
Application for Credit
CRITICAL INCIDENT POLICY
CURRICULUM MATTERS
Curriculum Policy
Role of Discipline Coordinators
Role of Course Unit Coordinators
DISTANCE EDUCATION POLICY
ETHICS IN RESEARCH
Introduction to Ethics in Research
Guidelines Ethical Review of Research Involving Human Subjects
Ethical Clearance for Research Involving Human Subjects Application Form
Sample Information Sheet to Participants
Ethics Committee Procedures
FEES
Refund and Withdrawal Policy
GRADING STUDENT PERFORMANCE
Introduction to Grading Student Performance
Grading criteria
Guidelines for the implementation of grading criteria
Calculating grade point average (GPA)
Categorisation of student performance
GRADUATION
Introduction to Graduation
Graduation Procedures
Graduation Regulations
GRIEVANCE POLICIES AND PROCEDURES
HANDBOOK REGULATIONS
SCD Handbook Regulations
2009 Handbook Table of Contents
HONOURS AND FELLOWSHIPS
Honorary Doctorates

Fellows of the Sydney College of Divinity
INTERNATIONAL POLICY
LIBRARY
Library Policy
Library Regulations
MARKETING POLICY
MEMBERSHIP OF THE SYDNEY COLLEGE OF DIVINITY
Membership Guidelines and Application Procedures
New Member Institution Admission Regulations
Membership Policy
Memorandum of Understanding
Change of Status of a Member Institution
Special Review of a Member Institution
MULTI-STREAMING POLICY
NON-COMPLIANCE WITH SCD ACADEMIC POLICIES
POLICYMAKING POLICY
PROFESSIONAL DEVELOPMENT POLICY
Professional Development – Academic Staff
Professional Development – Dean’s Office Staff
PROMOTIONS POLICY
Descriptors for Academic Classification of Staff: Levels A to E
General Standard and Specific Duties: Levels A to E
Academic Staff Promotions: Levels B to D
Academic Staff Promotion: Level E
Application Guidelines: Levels B to D
Application Guidelines: Level E
RECORD-KEEPING POLICY
REGISTER OF SUPERVISORS
Supervisors and Associate Supervisors - Policy
Register of Supervisors in the SCD
REGISTERED TEACHING SITES POLICY
REPORTS TO COMMONWEALTH AND STATE GOVERNMENTS

RESEARCH ACTIVE IN THE SYDNEY COLLEGE OF DIVINITY
RESEARCH AND PROFESSIONAL ACTIVITIES REPORT
Introduction to the Research and Professional Activities Report
Report Proforma
Report Proforma: instructions and sample
Proforma and Evidence of Research A1 BOOKS
Proforma and Evidence of Research B1 CHAPTER IN A BOOK
Proforma and Evidence of Research C1 JOURNAL ARTICLE
Proforma and Evidence of Research E1 CONFERENCE PAPER
RESEARCH AWARDS
Introduction to the Research Awards
Criteria for the examination of a BTh(Hons) thesis
Criteria for the examination of an MA(Hons) or MTh(Hons) thesis
Criteria for the examination of a PhD or ThD thesis
Criteria for the examination of a DMin thesis
Examiner's Grade Sheet
RESEARCH ESSAYS IN COURSEWORK AWARDS
Introduction to Research Essays in Coursework Awards
Research Essay Guidelines
Research Essay Proposal Proforma
Research Essay Checklist and Pathway
Research Essay Assessment Criteria and Reporting Guidelines
RESEARCH QUALIFYING ESSAYS
Introduction to Qualifying Essay Units
Qualifying Essay Units RA796Z & RT796Z
Qualifying Essay Guidelines
Qualifying Essay Proposal Proforma
Qualifying Essay Checklist and Pathway
Qualifying Essay Assessment Criteria and Reporting Guidelines
STAFF GRIEVANCE POLICY AND PROCEDURES
STUDENT DISABILITY POLICY
STUDENT FEEDBACK POLICIES AND PROCEDURES
STUDENT ID CODING PROCEDURES
STUDENT RESULTS - MONITORING

STUDENT SUPPORT AND WELFARE POLICY
TEACHING AND LEARNING ENHANCEMENT PLAN
Policy on Evaluation of Teaching and Learning
Teaching and Learning Enhancement Plan 2007-2012
Student Feedback Unit Form (SFUS)
Student Feedback on Teaching Survey (SFTS)
TUITION ASSURANCE SCHEME