SYDNEY COLLEGE OF DIVINITY
Excellence in theological education

NEW MEMBER INSTITUTION ADMISSION REGULATIONS

Application Process

(1) The Applicant Institution shall make informal inquiries to the College through the Dean, who will:
   (a) inform the Applicant Institution of the procedures and documentation required in a formal application;
   (b) if it seems useful, request a member of a Member Institution to offer specific advice on course structure.

(2) The Dean will be the person with whom the Applicant Institution communicates at all stages of the process.

(3) When formal application is made the Dean will:
   (a) notify the College Council;
   (b) pass all documentation to the chairperson of the Institutional Membership Committee which will manage the application.

(4) The Institutional Membership Committee will:
   (a) supply the Applicant Institution with a document containing all the guidelines and explaining the procedures required during the application process;
   (b) at the appropriate time form an opinion about the capacity of the Applicant Institution to function as a member of the College by;
      (i) assessing the resources of the Applicant Institution;
      (ii) visiting the Applicant Institution and inspecting the plant;
      (iii) meeting with the principal and key or all academic staff;
      (iv) viewing any further documentation requested by the Committee to be available;
      (v) considering the report of the Libraries Committee;
      (vi) meeting to consider the application and review the documentation;
   (c) prepare a recommendation on the application.

(5) The College Council or Standing Committee of Council will consider the recommendation and conclude whether the application should be allowed to proceed.

(6) If the decision of Council or Standing Committee of Council is to allow the application to proceed;
   (a) the Institutional Membership Committee will arrange for the Applicant Institution to participate in a workshop on:
      (i) writing Outcomes in the style of the College;
      (ii) other aspects of course documentation;
   (b) the Applicant Institution will then proceed to prepare a full submission including fully developed course outlines for consideration by the Academic Standards Working Party;

(c) the Academic Standards Working Party made up of three (3) members of the Academic Standards Committee will:
  (i) assess the course structure and subject units of the Applicant Institution;
  (ii) report directly to the Institutional Membership Committee;
(d) the Libraries representative will:
  (i) visit the Applicant Institution and meet with its librarian;
  (ii) report to the Institutional Membership Committee on the collection, budget, management of the library and collections, the scope of student services provided and the professional development needs of library staff;
(e) the Institutional Membership Committee shall then report to Council, which report shall contain:
  (i) its own findings and a recommendation and conditions, if necessary, based on all three reports;
  (ii) as attachments the full reports of both the Academic Standards Working Party and the Libraries Committee representative;
(f) the College Council shall make its decision on the basis of the full report;
(g) the Dean shall communicate the decision of the Council and any further matters to the Applicant Institution;
(h) the Dean shall be an observer without voting rights to the first and final meeting of the Institutional Membership Committee in the application for membership process of any institution.

(7) If the decision of Council or Standing Committee of Council is not to allow the application to proceed;
(a) the report of the Institutional Membership Committee will identify the areas in which the application was found wanting;
(b) the Institutional Membership Committee may offer advice to the Applicant Institution;
(c) the Applicant Institution is not precluded from re-applying at a later date.

Academic Standards Working Party

(1) The members of the Academic Standards Working Party shall each receive a copy of the Appellant Institution's submission with Consultants' Reports.

(2) The Working Party shall discuss the submission and make recommendations on the extent to which the documentation accords with College requirements with regard to course structure, individual units and staffing.

(3) The chairperson of the Working Party shall make a report to the Institutional Membership Committee.

(4) The Working Party may be called upon to reconvene by the Institutional Membership Committee to examine the Appellant Institute's response to any recommendations and report back.

Post-admission Process

(1) The successful Applicant Institution may be admitted to the College as either a Member Institution, an Associate Member Institution or a Provisional Member Institution.

(2) Where necessary a mentor may be appointed by the Council for the new Member Institution.

(3) The mentor shall be responsible to and take guidance from the Institutional Membership Committee.

(4) The role of the mentor shall be to:
- (a) sit on the Academic Board of the new Member Institution;
- (b) participate in the process of staff recruitment;
- (c) sit on the course development committee or its equivalent;
- (d) report to the Institutional Membership Committee every six months for the duration of the period set for mentoring by the Council.

(5) For Provisional Members the Institutional Membership Committee shall:
- (a) commission and receive reports on progress towards meeting conditions;
- (b) commission and receive mentor's reports each semester;
- (c) receive copies of routine moderation reports in subject areas carried out by the Academic Standards Committee;
- (d) receive a copy of the report of the external institutional moderation to be carried out during the period of Provisional Membership;
- (e) refer matters to other College committees as appropriate;
- (f) conduct a full review including library evaluation of each Provisional Member in the final year of Provisional Membership.