

REGISTERED TEACHING SITES: POLICIES AND PROCEDURES

Policy

All sites where Sydney College of Divinity awards are offered using modes of teaching that involve the face to face delivery of content are required to be registered with the state government department that deals with tertiary education. Teaching that takes place on a non-registered site cannot be accommodated within the awards of the Sydney College of Divinity.

Units that fall under this regulation are those that belong to the categories of Regular units, Intensive units and Extensive units, as defined by the College Handbook (Section 3 *General Regulations*, Types of course units).

A teaching site must be registered before it can be included in any form of advertisement.

The procedure for registration of a teaching site

Steps taken by the Member Institution

The Member Institution assesses that the site being nominated for registration meets the criteria for registration in that state. These criteria include appropriate teaching space and facilities, qualified lecturers teaching on the site, student services, administration, and library. The Office of the Dean provides support to access and interpret the criteria, along with examples of successful registration applications.

Steps taken by the Dean of the Sydney College of Divinity

After the Member Institution has satisfied the Dean that the details of the site are appropriate and meet the state criteria, the Dean informs the education department and seeks a site visit.

Steps taken after successful registration of the teaching site

Only when the site has been approved and registered is the Member Institution able to advertise the course units as offered on that site.

Once the site has been registered as a teaching site it is listed in the Sydney College of Divinity Handbook.

Special cases

In special cases where at short notice a registered teaching site is rendered unable to be used, the Dean is to be informed immediately of the problem with the site and of the alternative arrangements. The Dean will then inform the department immediately of the situation.