

Accreditation of Course Units Procedure

Approved by	Academic Board
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Previous approval date(s)	03/05/2021, 07/12/2020, 06/05/2013
Date for Review	2025
Responsible Officer(s) and Committee(s)	Director of Academic Strategy Discipline Coordinators Committee
Related documents	
Higher Education Standards (2021)	
National Code (2018)	

1. Purpose

All accredited course unit outlines are included in a master document kept by the Director of Academic Strategy and made available to the Academic Deans of Teaching Bodies. From time to time, these units require major revision or new units are required. These regulations govern the process by which course units are accredited.

2. Scope

Establishing a Case

When units require major revision or new units are required, the Academic Dean of an SCD teaching body will

- a. prepare a one-page case that establishes the need
- b. submit the case to the appropriate Discipline Coordinator who will either endorse the case or request further details of the need.

Upon endorsing the case, the Discipline Coordinator will inform the SCD Director of Academic Strategy, who will communicate the proposal with the Academic Deans of all Teaching Bodies, to allow collaborative development if desired; AND the proposer will prepare a draft course unit outline using the procedures described below.

3. Definitions

The Policy Document Glossary applies to this procedure.

4. Statements and Objectives

Revision or Development Process

1. The proposer prepares a draft outline of proposed course units using the Course Unit Outline template.
 - a. Course unit outlines may be presented either individually or as a suite
 - b. A suite of course unit outlines include a number of course units demonstrating a reasonable coherence in subject matter and /or disciplinary approach pertinent to a particular award
 - c. A unit may be developed at a single award level, or at multiple award levels (e.g. to suit the needs of BTh; MDiv; MA). If multiple levels are required separate CUOs need to be developed at the beginning of the process to enable evaluation by the External Consultant. Such multiple-level units must include clear discrimination of Learning Outcomes and associated learning and assessment activities suitable for the various levels.
 - d. Discrete advanced units will be necessary at the Postgraduate level (e.g. for MTh)
2. The teaching body that supported the case appoints a Consultant to review the draft Course Unit Outline or proposed suite of Course Unit Outlines. The Consultant will
 - a. be external to the SCD
 - b. normally be qualified at the doctoral level or equivalent
 - c. have recognised academic and/or professional expertise in the subject area or discipline of the proposed course unit or suite.
3. The teaching body shall provide the appointed Consultant with the following documents
 - a. An SCD Consultant's Report on Quality of Course Unit Outlines form
 - b. Overview of the Discipline and Subdiscipline that relate to these units, and/ or
 - c. The SCD Curriculum Policy
 - d. Regulations for the courses in which the units will be taught, in order to facilitate comparison between the Unit Learning Outcomes and the Course Learning Outcomes of the relevant SCD awards
 - e. SCD Course Unit Outline template
 - f. Assessment Procedures
 - g. A list of all SCD course units in the subject area of the proposed course unit
 - h. A rationale for the proposed course unit
4. Upon receipt of the completed Consultant's Report form, the teaching body shall, through the SCD Director of Academic Strategy, forward to the Discipline Coordinators Committee
 - a. the original draft of the proposed Course Unit Outline or the proposed suite together with the rationale sent to the Consultant
 - b. a copy of the completed Consultant's Report
 - c. a response to the Consultant's Report recommendations;
 - d. and the final Course Unit Outline, or proposed suite of Course Unit Outlines.

The documentation should reach the Director of Academic Strategy at least seven (7) days prior to the next meeting of the Discipline Coordinators Committee.

5. The Discipline Coordinators Committee shall make a recommendation to the Academic Board when it is satisfied that the proposed course unit or suite meets the standard for accreditation.

Coding System

The SCD identifies course units using a six (6)-character alphanumeric code that consists of one letter, four numbers, and an additional letter. As an example, the unit Introduction to Biblical Studies (coded for Australian College of Christian Studies) is B5010E.

The **first letter** indicates the subdiscipline area as follows:

Subdiscipline	Code
Humanities	A
Biblical Studies	B
Counselling	C
Theological Education	D
Christian Ethics	E
Church History	H
Worship & Liturgy	L
Mission	M
Pastoral Theology	P
Christian Spirituality	S
Theology	T
Philosophy	W

The **first number** indicates the AQF level at which the unit is taught:

- 5 Diploma
- 6 Advanced Diploma/ Associate Degree
- 7 Bachelor
- 8 Bachelor Honours, Graduate Certificate, Graduate Diploma
- 9 Masters

The **second number** indicates the level within the course, whether Foundational (1), or Advanced (2). Thus, Diploma units: 51

Advanced Diploma/Associate Degree:

- 61 Foundation units
- 62 Advanced units

Bachelor degrees:

- 71 Foundation units
- 72 Advanced units

Honours, Graduate Certificate, Graduate Diploma of Arts, and Masters degrees:

- 81 Foundation units
- 92 Advanced units

The **third and fourth numbers** indicate content of the unit within its subject area (See Course Unit Outline Template for details).

The **second letter** (at the end of the code) indicates the Teaching body at which it is offered

- A = St. Andrew's Greek Orthodox Theological College
- B = Nazarene Theological College
- C = Australian College of Ministries
- D = St Cyril's Theological College
- E = Australian College of Christian Studies
- H = NSW College of Clinical Pastoral Education
- I = North American Institute of Indigenous Studies (NAIITS)
- N = Nisibis Assyrian Theological College
- P = Planetshakers College
- S = Catholic Institute of Sydney
- Y = SCD Korean School of Theology
- Z = Sydney College of Divinity (Research)

Disciplines, Subdisciplines, and Majors

The SCD framework for disciplines, subdisciplines, majors and submajors is:

Discipline	Sub-disciplines	Majors / Submajors
Biblical Studies	1. Biblical Studies (B)	Biblical Studies
Christian Life & Ministry	2. Christian Spirituality (S) 3. Mission (M) 4. Pastoral Counselling (C) 5. Pastoral Theology (P)	Christian Spirituality Mission Pastoral Counselling Pastoral Theology Christian Life & Ministry [Discipline]
Humanities in Christian Tradition	6. Church History (H) 7. Philosophy (W) 8. Theological Education (D) <i>+ units coded A.</i>	Church History Philosophy Humanities [Discipline] Theological Education
Theology	9. Systematic Theology (T) 10. Worship & Liturgy (L) 11. Christian Ethics (E)	Systematic Theology Worship & Liturgy Christian Ethics Theology [Discipline]

Languages are labelled A, but they are managed in their related areas: Biblical Languages (Hebrew, Greek) within Biblical Studies; Ecclesiastical Languages (Arabic, Latin, Syriac) within Theology.

Units coded A are not included in any submajor or major.