

Approval to Develop and Deliver New Korean Awards Policy

Approved by	Academic Board
Approval date	24/04/2023
Previous approval date(s)	21/11/2018, 05/11/2018
Date for Review	2028
Responsible Officer(s) and Committee(s)	Director of Academic Strategy Discipline Coordinators Committee
Related documents	SCD Constitution Institutional Academic Moderation Policy
Higher Education Standards (2021)	3.2. Staffing 5.3. Monitoring, Review and Improvement 5.4. Delivery with Other Parties 6.1. Corporate Governance 6.3. Academic Governance
National Code (2018)	Standard 11.1

1. Purpose

The purpose of this policy is to outline the process by which Sydney Korean Theological College (SKT) may apply to gain approval to deliver new awards and have these awards included in their list of award offerings.

2. Scope

This policy pertains to the Korean-medium coursework awards, which are delivered by the Sydney College of Divinity (SCD) Sydney Korean Theological College (SKT). SCD's English-medium courses are covered by a separate policy and procedures. Unlike the Member Institutions of SCD, SKT is not a separate entity: rather, it is fully owned and operated by SCD and managed by the Office of the Dean, with the day-to-day running of SKT delegated to the Principal of SKT.

3. Definitions

The Policy Document Glossary applies to this policy.

4. Statements and Objectives

- 4.1 The ongoing capacity of SKT to deliver the Korean-medium awards of SCD is quality-assured through the following regular events:
- a. The Register of Teachers: submitted each semester to the Coursework Committee, as part of the Course Unit Booklet (CUB) Verification process in order to identify issues to be addressed.
 - b. Institutional Academic Moderation: conducted every five years by a mainly external panel.
 - c. Discipline Moderation: one discipline moderated each year by an external panel.
 - d. Course Unit Booklets: checked each semester by the SKT Principal (or delegate), who reports to the Coursework Committee, with select checking by the Coursework Committee CUB Verification.
 - e. Monitoring of all students' results: undertaken each semester by the Coursework Committee
- 4.2 The development of new awards in Korean medium will occur in conjunction with consideration of the capacity of SKT to deliver them, and no new Korean-medium award will be approved unless the capacity of SKT to deliver it within one or two semesters is considered adequate.
- 4.3 All Korean awards will be translations of English-medium awards, their Regulations and relevant Course Unit Outlines.
- 4.4 In the process of translation, only minor variations to the Course Unit Outlines will be permitted, notably, the inclusion of suitable Representative References to replace any included in the English version that are not available in Korean.
- 4.5 The development and delivery of a new SCD award in Korean medium must approved by Academic Board from an academic point of view and by Council from an institutional and financial point of view.
- 4.6 The Principal of SKT will seek these approvals via a letter to the Dean, setting out details of the proposal as specified under Procedures below.
- 4.7 Academic Board and Council will consider the proposal, together with a report on the proposal from the Dean, from their respective points of view.
- 4.8 When the proposal has been fully approved, the Dean will make the relevant notifications to TEQSA.

5. Related Procedures and Forms

Procedure	
Appendix 1	Approval to Develop and Deliver New Korean Awards Procedure

Procedure: Approval to Develop and Deliver New Korean Awards

1. Purpose

The purpose of this procedure is to outline the implementation of the Approval to Develop and Deliver New Korean Awards Policy

2. Procedure

- 2.1 The Principal of SKT will apply to the Dean in writing seeking approval to develop and deliver the new awards(s). The letter of application will include the following information:
 - a. The new award(s) for which approval is sought
 - b. Plans for the translation of the Regulations and Course Unit Outlines of the relevant English-medium award(s) on which the new Korean award(s) will be based, including translators and timeline for translation
 - c. Expected market and relation to enrolments in current awards
 - d. Campus(es) concerned and campus capacity
 - e. Intended delivery mode(s): face-to-face/online/blended
 - f. Costs and budget
 - g. Accredited teachers concerned, and any new or planned teachers for new study areas/levels
 - h. Domestic students only/domestic and overseas students (if the latter hold overseas student visas, CRICOS approval must be sought)
 - i. Student support, especially any additional support needed
 - j. Library adequacy
- 2.2 The Dean will prepare a report on the appropriateness and viability of the proposal. In preparing the report, the Dean will seek advice as follows:
 - a. Re 2.1(b), 2.1(e), and 2.1(g): Director of Academic Strategy: appropriateness of translation plans, current delivery practices, teacher accreditations, and overall academic capacity (with particular reference to the Faculty Register and Discipline Moderations)
 - b. Re 2.1(c) and 2.1(f): Dean/CEO: business and budget factors
 - c. Re 2.1(h) and 2.1(i): Academic Registrar: current CRICOS approval and student facilities and supports.
- 2.3 The Dean will have or directly obtain information regarding:
 - a. Current delivery approval re courses and campuses: 2.1(a) and 2.1(d)
 - b. Learning resources: 2.1(g)
- 2.4 If the proposal has substantial financial implications, the Dean and Dean/CEO will consult the Audit Committee.

- 2.5 The Dean will bring the report, together with the MI's proposal, to Academic Board for approval from an academic point of view and to Council for approval from an institutional and financial point of view.
- 2.6 The Chair of Academic Board will report its approval of the new award(s) and SKT's academic readiness to Council.
- 2.7 Council will note the Academic Board report and consider the institutional and financial aspects of the Dean's report and any advice from the Audit Committee and decide whether delivery of the award(s) may proceed.
- 2.8 If delivery of the award(s) concerned involves partnership with an external institution, either in Australia or overseas, Council will consider the application also in relation to inter-institutional factors.
- 2.9 Upon the granting of approval of the award(s) and intended delivery by Council, the Dean will inform the Principal of SKT of the outcome and arrange for the appropriate notifications to TEQSA.