



Approval to Deliver Awards Policy

Approved by	Council
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Responsible Officer(s) and Committee(s)	Director of Academic Strategy Discipline Coordinators Committee
Related documents	Institutional Membership Policy Institutional Academic Moderation Policy Approval to Deliver Awards Procedures
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 a Member Institution (MI) may apply to gain approval to deliver awards and have them included in their award offerings and listed on the University College register: *Register of Award Delivery Authorisation*.

This policy also makes provision for a Member Institution to request to have awards removed from the University College register: *Register of Award Delivery Authorisation*.

2. Scope

This policy applies to all coursework awards, which are delivered by the Member Institutions (MIs) of the Sydney College of Divinity (University College).

3. Definitions

3.1 The Policy Document Glossary applies to this policy.

3.2 The following definitions also apply to this Policy.

Terminology	Definition
Approval to Deliver an Award	The process of quality assurance whereby Member Institutions initially provide evidence according to the criteria listed in the <i>Approval to Deliver Awards Procedure</i> .
Authorisation to Deliver an Award	The Member Institution record of accreditation for each award as listed in this Policy Schedule A and in the <i>Register of Award Delivery Authorisation</i> .

4. Statements and Objectives

Memorandum of Understanding

- 4.1 Every Member Institution (MI), when it becomes a part of the University College, signs a Memorandum of Understanding (MoU) with the University College that includes a list of the University College awards it is approved by the Council to deliver.
- 4.2 Council's determination is based on the due diligence and recommendation of the Institutional Membership Committee in respect of academic, institutional, and financial factors.
- 4.3 While the MI may choose not to deliver an award at any time by notifying in writing the Office of the Dean to formally remove an award it must seek and be granted approval to add more awards to the list via application as per the criteria listed in this Policy.
- 4.4 Once additional awards are approved from an academic point of view by Academic Board and the recommendation of Academic Board has been accepted by Council, alongside its own approval from an institutional and financial point of view the award will then be added to the University College register: *Register of Award Delivery Authorisation*.

Ongoing Capacity of the MI

- 4.5 Strategies to assure the ongoing capacity of the MI to deliver an awards at the standard expected by the University College (including the capacity for delivery of the award in its entirety), are set down in the MoU, which requires the MI to submit two key documents annually:
- 4.5.1 Reports for the previous academic year detailing the following:
- a. faculty, their teaching responsibilities, qualifications, status (full-time, part-time, sessional), and academic position occupied (for example, Principal, Academic Dean);
 - b. professional development activities for every accredited faculty member including sessional faculty, with indications of institutional expenditure on professional development;
 - c. student numbers by award level;
 - d. number of books in the MI's own library and number of accessions in the previous twelve months relevant to the teaching of University College awards, and/or details of any other library (libraries) made systematically available to students as a supplement to/substitute for the MI's own library;
 - e. student access to relevant IT;
 - f. administrative staff engaged in the delivery of the University College award(s) and responsibilities.
- 4.5.2 An annual report for the previous year consisting of the audited financial statements for the previous financial year (including the balance sheet), the budget for the current financial year, and statements regarding long-term financial plans once approved by the governing body of the Member Institution (to be examined by the University College Finance Committee).
- 4.6 In practice, the first requirement is met through submission of the Register of Teachers to the Coursework Committee each semester.
- 4.7 The ongoing capacity of the MI is assured also by the following regular exercises, whose outcomes are reported to Academic Board for any further action:
- a. Institutional Academic Moderation: every five years, by a mainly external panel
 - b. Discipline Moderation: one discipline each year, by an external panel
 - c. checks of the Course Unit Booklets: each semester, by the MI Academic Dean reporting to the Coursework Committee, with select checking by the Coursework Committee CUB verification.
 - d. Monitoring of all students' results: each semester, by the Coursework Committee.
- 4.8 The second requirement is met through submission of the MI's annual audited report when that becomes available. The Dean/CEO identifies any issues and reports the situation to the Finance Committee, which undertakes any appropriate further action.
- 4.9 In order to deliver either a new University College award or an existing University College award not previously listed in its MoU with the University College, the MI must have the approval of Academic Board from an academic point of view and of Council from an institutional and financial point of view.

- 4.10 The MI will seek these approvals via a letter to the Dean, setting out the proposal with regard to the matters specified in the *Approval to Deliver Awards Procedure*.
- 4.11 Academic Board and Council will consider the proposal, together with a report on the proposal from the Dean, from their respective points of view.
- 4.12 When the proposal has been fully approved, the Dean will arrange for the appropriate amendment to the University College register: *Register of Award Delivery Authorisation* and the relevant notifications to TEQSA.

5. Related Procedures and Forms

Schedule:	
Appendix 1	Approval to Deliver Awards Procedure
Appendix 2	Register of Award Delivery Authorisation



Appendix 1: Approval to Deliver Awards Procedure

1. Purpose

The purpose of this procedure is to outline the implementation of the Approval to Deliver Awards Policy.

2. Procedure

- 2.1 The MI will apply to the Dean in writing seeking approval to deliver the new award(s).
 - a. The letter of application will include the following information:
 - b. Award(s) for which approval to deliver is sought
 - c. Campus(es) concerned and campus capacity (any change of addition re facilities)
 - d. Intended delivery mode(s): face-to-face/online/blended
 - e. Accredited teachers concerned, and any new or planned teachers for new study areas/levels
 - f. Domestic students only/domestic and overseas students (if the latter hold overseas student visas, CRICOS approval must be sought)
 - g. Student support, especially any additional support needed
 - h. Library adequacy
 - i. A summary statement about the relation of this proposal to the overall strategic direction and capacities of the MI, including an estimate of expected costs and effects on enrolment numbers.
- 2.2 The Dean will prepare a report on the MI's readiness to deliver the new award(s).
- 2.3 In preparing the report, the Dean will seek advice as follows:
 - a. Re (c) and (d): Director of Academic Strategy and Director of Academic Coursework: current delivery practices, teacher accreditations, and overall academic capacity (e.g. re Discipline Moderations)
 - b. Re (e) and (f): Director of Student Services: current CRICOS approval and student facilities and supports
- 2.4 The Dean will have or directly obtain information regarding:
 - a. Current delivery approval re awards and campuses: (a) and (b)
 - b. Learning resources: (g)
 - c. MI financial resourcing capacity and strategic directions: (h)

- 2.5 If the MI's proposal might involve substantial changes to its financial capacity, the Dean may seek the advice of University College financial officers and together they may consult the Finance Committee.
- 2.6 The Dean will bring the report to Academic Board, together with the MI's proposal, for approval from an academic point of view.
- 2.7 The Chair of Academic Board will report its approval of the MI's academic readiness to Council.
- 2.8 Council will note the Academic Board report, consider the institutional and financial aspects of the Dean's report and any advice from the Finance Committee, and decide whether the delivery may proceed.
- 2.9 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.
- 2.10 Upon the granting of approval by Council, the award will then be added to the University College register: Register of Award Delivery Authorisation.
- 2.11 The Dean will notify TEQSA accordingly.

Appendix 2: Register of Award Delivery Authorisation

Key:

X = Member Institution is authorised for delivery of the award

C = Member Institution is registered for CRICOS delivery of the award

Australian College of Christian Studies

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Christian Studies (Korean) (CRICOS: 082723G)	5	XC
Diploma of Ministry (Korean) (CRICOS: 111032B)	5	XC
Bachelor of Theology (Korean) (CRICOS: 063705A)	7	XC
POSTGRADUATE (PG)		
Bachelor of Theology (Honours) (Korean) (CRICOS: 082722J)	8	XC
Graduate Certificate in Arts (Korean) (CRICOS: 082724G)	8	XC
Graduate Certificate in Leadership (Korean) (CRICOS: 112550E)	8	XC
Graduate Diploma of Arts (Korean) (CRICOS: 082725F)	8	XC
Master of Arts (Korean) (CRICOS: 082726E)	9	XC
Master of Divinity (Korean) (CRICOS: 082727D)	9	XC
Master of Theology (Korean) (CRICOS: 082728C)	9	XC

Australian College of Ministries

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Undergraduate Certificate in Ministry	5 -7	X
Undergraduate Certificate in Theology	5 -7	X
Diploma of Arts	5	X
Diploma of Christian Studies (CRICOS: 071257J)	5	X
Diploma of Leadership (CRICOS: 112549J)	5	X
Diploma of Ministry	5	X
Diploma of Theology	5	X
Advanced Diploma of Ministry	6	X
Associate Degree of Arts	6	X
Associate Degree of Counselling (CRICOS: 114817M)	6	X
Bachelor of Counselling (CRICOS: 114818K)	7	X
Bachelor of Ministry (CRICOS: 082719D)	7	X
Bachelor of Arts	7	X
Bachelor of Theology (CRICOS: 063703C)	7	X
POSTGRADUATE (PG)		
Bachelor of Ministry (Honours)	8	X
Bachelor of Theology (Honours) (CRICOS: 107375B)	8	X
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Certificate in Chaplaincy	8	X
Graduate Certificate in Counselling (CRICOS: 114819J)	8	X
Graduate Certificate in Governance and Strategy	8	X
Graduate Certificate in Intercultural Ministry	8	X
Graduate Certificate in Leadership (CRICOS: 107378K)	8	X
Graduate Certificate in Leadership Coaching	8	X
Graduate Certificate in Professional Supervision	8	X
Graduate Certificate in Theological Education	8	X
Graduate Certificate in Theological Studies (CRICOS:107374C)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Graduate Diploma of Counselling (CRICOS: 114820E)	8	X
Graduate Diploma of Intercultural Ministry	8	X
Graduate Diploma of Leadership (CRICOS: 107377M)	8	X
Graduate Diploma of Professional Supervision	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	X
Master of Arts (CRICOS: 063708J)	9	X
Master of Counselling (CRICOS: 114821D)	9	X
Master of Divinity (CRICOS: 063710D)	9	X
Master of Intercultural Ministry	9	X
Master of Leadership (CRICOS: 107376A)	9	X
Master of Professional Supervision	9	X
Master of Theological Studies (CRICOS: 107372E)	9	X
Master of Theology (CRICOS: 063709G)	9	X

BBI-TAITE: The Australian Institute of Theological Education

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Undergraduate Certificate in Theology	5 -7	X
POSTGRADUATE (PG)		
Graduate Certificate in Governance and Canon Law	8	X
Graduate Certificate in Leadership and Theology	8	X
Graduate Certificate in Religious Education	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	X
Graduate Diploma of Governance and Canon Law	8	X
Graduate Diploma of Leadership and Theology	8	X
Graduate Diploma of Religious Education	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	X
Master of Leadership and Theology	9	X
Master of Religious Education	9	X
Master of Theological Studies (CRICOS: 107372E)	9	X

NAIITS: An Indigenous Learning Community

Course Name	AQF Level	Code
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Certificate in Intercultural Ministry	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Graduate Diploma of Intercultural Ministry	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	X
Master of Arts (CRICOS: 063708J)	9	X
Master of Divinity (CRICOS: 063710D)	9	X
Master of Intercultural Ministry	9	X
Master of Theological Studies (CRICOS: 107372E)	9	X
Master of Theology (CRICOS: 063709G)	9	X

Nisibis Assyrian Theological College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Arts	5	X
Diploma of Christian Studies (CRICOS: 071257J)	5	X
Diploma of Leadership (CRICOS: 112549J)	5	X
Associate Degree of Arts	6	X
Bachelor of Theology (CRICOS: 063703C)	7	X
Bachelor of Arts	7	X
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	X
Master of Arts (CRICOS: 063708J)	9	X
Master of Theological Studies (CRICOS: 107372E)	9	X

New South Wales College of Clinical Pastoral Education

Course Name	AQF Level	Code
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Master of Arts (CRICOS: 063708J)	9	X

Nazarene Theological College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Christian Studies (CRICOS: 071257J)	5	XC
Diploma of Worship Practice	5	X
Bachelor of Theology (CRICOS: 063703C)	7	XC
Bachelor of Ministry (CRICOS: 082719D)	7	XC
POSTGRADUATE (PG)		
Bachelor of Ministry (Honours)	8	XC
Bachelor of Theology (Honours) (CRICOS: 107375B)	8	XC
Graduate Certificate in Arts (CRICOS: 082669J)	8	XC
Graduate Certificate in Chaplaincy	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	XC
Graduate Diploma of Arts (CRICOS: 063707K)	8	XC
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	XC
Master of Arts (CRICOS: 063708J)	9	XC
Master of Divinity (CRICOS: 063710D)	9	XC
Master of Theological Studies (CRICOS: 107372E)	9	XC
Master of Theology (CRICOS: 063709G)	9	XC

Olivet Theological Seminary

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Christian Studies (CRICOS: 071257J)	5	X
Bachelor of Theology (CRICOS: 063703C)	7	X
POSTGRADUATE (PG)		
Master of Divinity (CRICOS: 063710D)	9	X

Perth Bible College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Associate Degree of Counselling (CRICOS: 114817M)	6	XC
Bachelor of Counselling (CRICOS: 114818K)	7	XC
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	XC
Graduate Certificate in Chaplaincy	8	X
Graduate Certificate in Counselling (CRICOS: 114819J)	8	XC
Graduate Certificate in Professional Supervision	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	XC
Graduate Diploma of Arts (CRICOS: 063707K)	8	XC
Graduate Diploma of Counselling (CRICOS: 114820E)	8	XC
Graduate Diploma of Professional Supervision	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	XC
Master of Arts (CRICOS: 063708J)	9	XC
Master of Counselling (CRICOS: 114821D)	9	XC
Master of Divinity (CRICOS: 063710D)	9	XC
Master of Professional Supervision	9	X
Master of Theological Studies (CRICOS: 107372E)	9	XC
Master of Theology (CRICOS: 063709G)	9	XC

Planetshakers College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Arts	5	X
Diploma of Christian Studies (CRICOS: 071257J)	5	XC
Diploma of Leadership (CRICOS: 112549J)	5	XC
Associate Degree of Arts	6	X
Associate Degree of Theology and Ministry (CRICOS: 112541F)	6	XC
Bachelor of Ministry (CRICOS: 082719D)	7	XC
Bachelor of Theology (CRICOS: 063703C)	7	XC
Bachelor of Arts	7	X
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	XC
Graduate Certificate in Leadership (CRICOS: 107378K)	8	XC
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	XC
Graduate Diploma of Arts (CRICOS: 063707K)	8	XC
Graduate Diploma of Leadership (CRICOS: 107377M)	8	XC
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	XC
Master of Arts (CRICOS: 063708J)	9	XC
Master of Divinity (CRICOS: 063710D)	9	XC
Master of Leadership (CRICOS: 107376A)	9	XC
Master of Theological Studies (CRICOS: 107372E)	9	XC
Master of Theology (CRICOS: 063709G)	9	XC

St Andrews Greek Orthodox Theological College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Liturgical Music	5	X
Diploma of Christian Studies (CRICOS: 071257J)	5	XC
Bachelor of Theology (CRICOS: 063703C)	7	XC
POSTGRADUATE (PG)		
Bachelor of Theology (Honours) (CRICOS: 107375B)	8	XC
Graduate Certificate in Arts (CRICOS: 082669J)	8	XC
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	XC
Graduate Diploma of Arts (CRICOS: 063707K)	8	XC
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	XC
Master of Arts (CRICOS: 063708J)	9	XC
Master of Divinity (CRICOS: 063710D)	9	XC
Master of Theological Studies (CRICOS: 107372E)	9	XC
Master of Theology (CRICOS: 063709G)	9	XC

St Cyril's Coptic Orthodox Theological College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Diploma of Christian Studies (CRICOS: 071257J)	5	X
Diploma of Leadership (CRICOS: 112549J)	5	X
Bachelor of Theology (CRICOS: 063703C)	7	X
POSTGRADUATE (PG)		
Bachelor of Theology (Honours) (CRICOS: 107375B)	8	X
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Certificate in Leadership (CRICOS: 107378K)	8	X
Graduate Certificate in Theological Studies (CRICOS: 107374C)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Graduate Diploma of Leadership (CRICOS: 107377M)	8	X
Graduate Diploma of Theological Studies (CRICOS: 107373D)	8	X
Master of Arts (CRICOS: 063708J)	9	X
Master of Divinity (CRICOS: 063710D)	9	X
Master of Leadership (CRICOS: 107376A)	9	X
Master of Theological Studies (CRICOS: 107372E)	9	X
Master of Theology (CRICOS: 063709G)	9	X

Sparrows College

Course Name	AQF Level	Code
UNDERGRADUATE (UG)		
Undergraduate Certificate in Ministry	5 -7	X
Diploma of Ministry	5	X
Associate Degree of Theology and Ministry (CRICOS: 112541F)	6	X
Bachelor of Ministry (CRICOS: 082719D)	7	X
POSTGRADUATE (PG)		
Graduate Certificate in Arts (CRICOS: 082669J)	8	X
Graduate Diploma of Arts (CRICOS: 063707K)	8	X
Master of Arts (CRICOS: 063708J)	9	X