

APPROVAL TO DEVELOP AND DELIVER NEW KOREAN AWARDS POLICY AND PROCEDURES

Approved	Council/Academic Board
Approval Date(s) (from most recent)	21/11/2018, 05/11/2018
Date for Review (no more than five years from last approval)	2023
Responsible Officer	Academic Director
Author(s) and Role(s) from most recent	D. Speed (Dean), P. Bolt (Academic Director), H. Kim (Dean of Studies - KST).
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2021)	5.1
National Code (2018) (if directly relevant)	

Coverage

This document pertains to the Korean-medium coursework awards, which are delivered by the Sydney College of Divinity (SCD) Korean School of Theology (KST). SCD's English-medium courses are covered by a separate policy and procedures. Unlike the Member Institutions of SCD, KST 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 KST delegated to the Dean of Studies (KST).

Ongoing Capacity of KST

The ongoing capacity of KST to deliver the Korean-medium awards of SCD is quality-assured through the following regular events:

1. The Register of Teachers: submitted each semester to the Academic Director, who discusses this with the KST Academic Committee, identifying issues to be addressed.
2. Institutional Academic Moderation: conducted every five years by a mainly external panel.
3. Discipline Moderation: one discipline moderated each year by an external panel (Christian Life and Ministry is moderated across two years).
4. Course Unit Booklets: checked each semester by the KST Academic Dean, who reports to the Discipline Coordinators, with select checking by the Discipline Coordinators.
5. Monitoring of all students' results: undertaken each semester by the Coursework Committee.

Historical Developments in Approval to Add Courses

The SCD's Korean Program opened in October 2010 with one award accredited by NSW DET: Bachelor of Theology (Korean Medium). From first semester 2014, alongside the reaccredited Bachelor of Theology (Korean), delivery of several additional Korean-medium awards began following the accreditation by TEQSA of the following:

- Diploma of Christian Studies (Korean)
- Associate Degree in Christian Thought and Practice (Korean)
- Bachelor of Theology (Honours) (Korean)
- Graduate Certificate in Arts (Korean)
- Graduate Diploma of Arts (Korean)
- Master of Arts (Korean)
- Master of Divinity (Korean)
- Master of Theology (Korean)

With the granting of Self-Accrediting Authority (SAA) to SCD in 2016, SCD has developed and will continue to develop new English-medium awards under ASCED 0917, Philosophy and Religious Studies. SCD's Korean-medium awards have always been translations of its English-medium awards. The Diploma of Ministry was recently translated into Korean as the Diploma of Ministry (Korean) under SAA, with its development and delivery duly approved by Academic Board and Council, and it is possible that other new English-medium awards will also be translated into Korean in the future. In SCD practice Korean-medium awards, although they are translations of the English-medium awards, are treated as separate from their English-medium counterparts and given a distinctive name formed by adding '(Korean)' to the end of the name.

The earlier awards were approved specifically for delivery by KST and their delivery was approved by TEQSA simultaneously with their approval as curriculum items. Because the new English-medium awards have been approved as curriculum items under SAA, however, it is appropriate for SCD to establish SCD policy and procedures for approving delivery of their Korean-medium counterparts by Academic Board.

POLICY

1. The development of new awards in Korean medium will occur in conjunction with consideration of the capacity of KST to deliver them, and no new Korean-medium award will be approved unless the capacity of KST to deliver it within one or two semesters is considered adequate.
2. All Korean awards will be translations of English-medium awards, their Regulations and relevant Course Unit Outlines.
3. 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. 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.
2. The Dean of Studies (KST) will seek these approvals via a letter to the Dean, setting out details of the proposal as specified under *Procedures* below.

5. Academic Board and Council will consider the proposal, together with a report on the proposal from the Dean, from their respective points of view.
6. When the proposal has been fully approved, the Dean will make the relevant notifications to TEQSA.

PROCEDURES

1. The Dean of Studies (KST) 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. 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:

- Re (b), (e), and (g): Academic Director: appropriateness of translation plans, current delivery practices, teacher accreditations, and overall academic capacity (with particular reference to the Faculty Register and Discipline Moderations)
- Re (c) and (f): Chief Operating Officer: business and budget factors
- Re (h) and (i): Academic Registrar: current CRICOS approval and student facilities and supports

The Dean will have or directly obtain information regarding:

- Current delivery approval re courses and campuses: (a) and (d)
- Learning resources: (g)

If the proposal has substantial financial implications, the Dean and Chief Operating Officer will consult the Audit Committee.

3. 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.
4. The Chair of Academic Board will report its approval of the new award(s) and KST's academic readiness to Council.

5. 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.
6. 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.
7. Upon the granting of approval of the award(s) and intended delivery by Council, the Dean will inform the Dean of Studies (KST) of the outcome and arrange for the appropriate notifications to TEQSA.