

DELIVERY SITES POLICY AND PROCEDURES

Approved	Council	Academic Board
Approval Date	18/8/2019, 7/5/2014	29/3/2021
Date for Review	2026	
Responsible Officer	Dean	
Author / Role	D Speed (Dean)	
Superseded Documents	Registered Teaching Sites Policy	
Related Documents (explicitly cross-referenced)	SCD Memorandum of Understanding TEQSA Guidance Note: Third-Party Arrangements	
Higher Education Standards (2021)	2.1	
National Code (2018) (if directly relevant)	B.2.1.5, B.6.1.5, B.6.3, B.6.5, B.6.6, B.6.7, B.6.9	

Introduction

The Member Institutions (MIs) of the Sydney College of Divinity (SCD) and its centrally managed Schools, together comprehended here in the term 'teaching bodies', are approved to deliver SCD awards by Academic Board and Council in respect of academic and institutional considerations, respectively. To gain such approval, the teaching body concerned must provide appropriate resources for the SCD awards to be delivered in accordance with SCD policies and standards.

In the case of MIs, the Memorandum of Understanding (MoU) between SCD and the MIs specifies which awards may be delivered at which address.

TEQSA Approval

It is a requirement of the Government regulator TEQSA that all sites where SCD awards are delivered should be notified to and approved by TEQSA as a part of the registration of SCD as a Higher Education Provider and the accreditation of its awards.

A delivery site must be approved by SCD as above and notified to TEQSA before it can be included in any form of advertisement. Depending on the circumstances, TEQSA may either accept an appropriate range of documentary information about a delivery site provided with the notification or seek further information, which may include undertaking an inspection of the site.

If overseas students are to be taught face-to-face onshore at any site, that site must be registered for CRICOS, and a formal notification process must be undertaken.

To retain its registration and self-accrediting authority, SCD is obliged to ensure the quality of all its operations and meet the relevant Threshold Standards as set out in the most recent Higher Education Standards. In addition, to retain its CRICOS registration, SCD is obliged to meet the specific requirements of the most recent National Code of Practice for Providers of Education and Training to Overseas Students. It is therefore incumbent on SCD to ensure that all delivery sites meet appropriate standards for the intended delivery purposes. Such quality assurance is addressed particularly through institutional academic moderations and, for the MIs, through the provisions of the MoU, which include compliance with all SCD policies. MIs are responsible to SCD for all aspects of delivery of SCD awards at all their campuses. The delivery sites for the Graduate Research School and Korean School of Theology are managed directly by the Office of the Dean.

TEQSA approval of a physical site is NOT required in certain circumstances:

- (i) For a facilitation that does not deliver course unit content. A true facilitation is an optional extra providing those students who wish to participate with reassuring, additional learning support. If a teaching body uses a facilitation for the delivery of content, this makes the facilitation compulsory, and the delivery site for the facilitation will be subject to SCD approval and notification to TEQSA.
- (ii) For a guest lecture, typically by a visiting academic, that does not deliver course unit content. A true guest lecture, whether presented to students otherwise studying face-to-face or online, provides additional, related material that may be of interest to the students and may even be referred to by them in their assessment tasks, but which it is never necessary to reference in an assessment task.

Mode of Delivery

Teaching bodies may be approved to deliver SCD awards in distance/online mode or in face-to-face mode. When approved for both modes, they may also deliver SCD awards in a combination of these.

Distance/Online Mode

Awards and course units delivered in distance mode only are normally deemed to be delivered from the legal address of the teaching body concerned.

In distance mode, any face-to-face facilitations that are not used for the delivery of content are non-compulsory for satisfactory completion of the award or unit concerned, and individual students opting not to participate in such facilitations are not academically disadvantaged.

Equally, participating in facilitations will not academically advantage or disadvantage students opting to participate.

Face-to-Face Mode

In face-to-face mode, awards and course units may be delivered only at sites approved by SCD Academic Board and Council, whether at the legal address of the entity concerned or in another place. The legal address may be referred to as the 'base' campus.

From time to time, a teaching body delivering SCD awards in face-to-face mode may seek to do so at an additional campus as well as its established base site. An additional campus may be a space without other Higher Education resources or it may be the campus of another teaching entity with Higher Education resources that are to be wholly or partly included in the SCD operation. An additional campus of a teaching body may be referred to as a 'remote' campus.

Any SCD teaching body must provide appropriate resources for the SCD awards to be delivered in accordance with SCD policies and standards at all proposed delivery sites. Such provision may consist of full on-site resourcing or viable arrangements to achieve the equivalent resourcing.

In organisational terms, a remote campus of an MI is an additional campus of that MI, not a dependent entity at a remove from the MI and thus at a twofold remove from SCD. The MI is responsible for implementing SCD policy and procedure at all its campuses in an equivalent and consistent way.

Variation of the Memorandum of Understanding

If an MI seeks to make any change with regard to delivery of an award or a delivery site, the proposed change must be communicated to and approved by Academic Board and Council. An Addendum to the MoU is then drawn up recording the change. This is signed by the SCD Dean and the MI Principal and is attached to the original MoU.

Procedures for New Site Approval

In consultation with the Office of the Dean, the teaching body presents a request Academic Board to have the new site approved. The request should address the following matters and show how SCD policies and standards will be ensured.

Site address

Details of tenure

Reason for this development

Awards to be delivered

CRICOS intentions

Intended date of implementation

Teaching and other spaces

Academic staffing plans

Other staffing plans

Student services

Library and IT access

The request will be considered by Academic Board in relation to matters relating to accreditation standards. Once approved, it will be considered by Council for institutional purposes.

In considering a new delivery site SCD will always adhere to current TEQSA requirements, as set out in the Higher Education Standards and the National Code of Practice for Providers of Education and Training to Overseas Students, together with relevant factors in TEQSA's most recent *Guidance Note: Third-Party Arrangements*.

In order to facilitate implementation of a new delivery site, SCD will usually notify TEQSA as soon as Academic Board approval has been achieved. If, subsequently, Council does not finally approve the site, a corrective notification will be sent forthwith.