

## **INSTITUTIONAL MEMBERSHIP POLICY**

In this Policy, unless the subject matter or the context indicates otherwise,

- the term ‘member institution’ refers to a tertiary institution that is a full member institution, an associate member institution, a provisional full member institution, or a provisional associate member institution of the Sydney College of Divinity; and
  - the term ‘member institutions’ refers to all institutions within those categories of membership.
- (1) The Sydney College of Divinity, henceforward ‘the SCD’, may accept as a member institution a tertiary institution providing Christian education through policies and procedures that match those of the SCD in intention and practice and demonstrating the capacity to deliver SCD awards at the requisite standard.
  - (2) The SCD, with its member institutions, conducts its operations in accordance with current protocols, guidelines, and regulations of the relevant federal and state government agencies.
  - (3) In an ecumenical spirit, the SCD welcomes applications from all Christian educational institutions that comply with the criteria for institutional membership of the SCD, regardless of denominational affiliation.
  - (4) The SCD welcomes the potential for growth in the consortium as a whole through the sharing of ideas amongst existing member institutions and between existing and new member institutions. At the same time, the SCD encourages openness in interrelationships amongst member institutions and constructive resolution of any concerns.
  - (5) Either the SCD or a non-member institution may make the initial approach towards exploring membership in the SCD. In either case, the approach may be followed by a formal application on the part of the other institution and, in either case, the non-member institution is referred to below as ‘the applicant’.
  - (6) Membership will be considered in one of four categories for the purpose delivering SCD awards:
    - (a) Full member institution
    - (b) Associate member institution
    - (c) Provisional full member institution
    - (d) Provisional associate member institutionA full member institution is one delivering SCD awards at degree level or above.  
A fifth category of institutional membership is recognized for purposes other than the delivery of SCD awards.
    - (e) adjunct membership.This category will be subject to the SCD Adjunct Institutional Membership Policy.
  - (7) Provisional membership or provisional associate membership may last up to three years, during which SCD standards should be fully attained and secured. After that time, the applicant will either

be admitted as a member institution or an associate member institution, or be denied any form of membership, or have its provisional membership extended for a further period of time on conditions approved by the Council.

- (8) During a provisional membership or provisional associate membership, the SCD will provide suitable mentoring.
- (9) Initial discussions will take place between the Dean and the applicant, and the Dean will report to Council on any such discussions at the earliest opportunity. Thereafter, the Dean will engage in further discussions with the applicant concerning the implications and requirements of membership and arrange for appropriate assistance. The Dean will report on progress to Council at least twice a year, or when significant stages are reached in shorter periods. This report will also be made available to the Principals.
- (10) When the formal application is received, the Institutional Membership Committee will be convened. The application will be examined and assessed by the Institutional Membership Committee, which will make a recommendation to Council on whether the application should proceed, including advice on the extent of compliance with SCD policies and procedures and, if appropriate, steps to be taken to ensure such compliance.
- (11) At the direction of Council, the Institutional Membership Committee will be constituted as follows:
  - Chair of the Academic Board (Convenor)
  - Chair of the Library Committee
  - One SCD Principal of a member institution
  - Three external academic members, at least one of whom should be a recognized expert in theology or a related field, and at least one of whom should have experience in senior academic administration.The Committee will report its findings to Council within three months of being convened.
- (12) If Council decides that the application should proceed, further investigations of the applicant's courses, academic staffing, information resources, finances, management, and advertising practices will be instigated as necessary to complete the profile. For any form of membership to be approved, the applicant's courses, academic staffing, information resources, finances, management, and advertising practices must accord with SCD standards.
- (13) Council will finally approve or deny institutional membership, and determine the category of institutional membership in the former circumstance. No appeal process applies.
- (14) A Memorandum of Understanding between the SCD and a new member institution will be provided by Council. Membership will become actual on the date the Memorandum of Understanding between the SCD and the new member institution is entered into.
- (15) Council will require each Member Institution to sign any new Memorandum of Understanding it has approved.
- (16) Membership may subsequently be terminated either by the SCD or by a member institution if problems arise for the member institution that render it unable to follow SCD policies and procedures and prove not amenable to the provision of suitable strategies or other assistance from

the SCD or other sources, subject to the provisions of (21) (e), (f), and (g) below. Membership may also be terminated if a member institution (in any category) fails to enter into a revised Memorandum of Understanding when required to do so by the Council or fails to comply with its obligations under the Memorandum of Understanding.

- (17) Council may request that the Institutional Membership Committee provide advice to itself or the member institution in the event that such difficulties arise.
- (18) The formal application may be withdrawn at any time before the final decision, subject to forfeiture of the application fee.
- (19) All fees and conditions listed in (21) below are subject to annual review by Council. The joining fee for an application in progress will remain the joining fee in place at the time the formal application is submitted. Member institutions will be notified of annual membership fees promptly.
- (20) The following fees and conditions apply to new applications after 6 August 2008:
  - (a) Application fee: \$1000 for 2008, payable at the time of lodging the formal application and non-refundable.
  - (b) Joining fee: \$10,000 for 2008, payable at the time of accepting membership status and non-refundable.
  - (c) An Annual Membership Fee of \$4600 for members offering undergraduate Certificates and Diplomas and \$6600 for members offering other undergraduate Awards and graduate Awards.
  - (d) Student fees, payable annually on a per capita per unit basis: \$116 for 2008.
  - (e) Membership includes and permits any movement between provisional and non-provisional status or between full and associate status.
  - (f) If a provisional membership is terminated by the SCD at the end of the three-year provisional membership and not replaced by a full membership, the SCD will not charge an exit fee.
  - (g) If membership is terminated by the withdrawal of the member institution having given at least two full years' notice, the SCD will not charge an exit fee.
  - (h) If membership is terminated by the withdrawal of the member institution not having given at least two full years' notice, the SCD will charge an exit fee equivalent to the current joining fee.
- (21) The following fees and conditions apply to institutions that have become members before 7 August 2008:
  - (a) Annual Membership Fee of \$4600 for members offering undergraduate Certificates and Diplomas and \$6600 for members offering other undergraduate Awards and graduate Awards.
  - (b) Student fees, payable annually on a per capita per unit basis: \$116 in 2008. The fee will be set each year when Council determines its budget for the next year.
  - (c) If membership is terminated by the withdrawal of the member institution having given at least two full years' notice, the SCD will not charge an exit fee.
  - (d) If membership is terminated by the withdrawal of the member institution not having given at least two full years' notice, the SCD will charge an exit fee equivalent to the current joining fee.

- (22) The site (sites) through which a member institution delivers accredited SCD awards is (are) subject to registration in accordance with relevant governmental regulations and the member institution is responsible to SCD for such delivery through any such sites.
- (23) The mode of delivery of courses is subject to approval by the Academic Board, which will adhere to relevant governmental regulations.
- (24) If the applicant is itself affiliated with another educational institution having a separate legal entity, the Institutional Membership Committee will satisfy itself that, for purposes of delivering SCD awards, the other institution meets SCD membership criteria and will so advise Council. If a member institution enters into such an affiliation at a later date, Council will satisfy itself that, for purposes of delivering SCD awards, the other institution meets SCD membership criteria.
- (25) This policy will be interpreted and enacted in relation to the particular terms of the current procedural guidelines of the SCD.
- (26) The conditions and terms of membership set out above come into effect from 7 August 2008.

<b>Author(s), Latest (Role) and Previous</b>	D. Speed (Dean)
<b>Last Approval (Date)</b>	Council 9 November 2016
<b>Date for Review</b>	November 2021
<b>Previous Approval(s)</b>	Council (1 May 2013, 18 May 2011)
<b>Minor Amendments from 1 January 2017</b>	