

POLICIES POLICY

Approve	Council	Academic Board
Approval date	11 March 2020 6 May 2015 10 September 2008	17 February 2020 13 April 2015
Date for Review	July 2025	
Responsible Officer	Academic Registrar	
Author / Role	D Speed (Dean) P Bolt (Academic Director)	
Related Documents		
Higher Education Standards (2015)		
National Code (2018)		

1. The Sydney College of Divinity will express its institutional identity, mission, and operational strategies in policies and procedures. Titles will normally use the descriptive term 'policy' and/or 'procedure', but may, instead, use the term 'statement' or 'manual'. All policies, procedures, statements, and manuals are comprehended in the term 'policies and procedures' in this document.
2. Member Institutions will access and conform to the approved policies and procedures of the College, in accordance with the Memorandum of Agreement between the Sydney College of Divinity and each Member Institution.
3. The centrally managed Schools will also conform to the approved policies and procedures of the College in all relevant details.
4. The College's Policy and Procedures Manual will be maintained in electronic form.
5. The College's Policy and Procedures Manual will be reviewed periodically and revised as appropriate to address new issues. Substantive changes and additions related to institutional and financial matters will be submitted to the Council for approval or rejection and substantive changes and additions related to academic matters will be submitted to the Academic Board for approval or rejection. In the case of policies and procedures with relevance to both the Council and the Academic Board approvals will be sought from both bodies, from Council in respect of institutional and financial matters and from Academic Board in respect of academic matters.
6. Policies and procedures will display at the beginning a record of approving entities, dates of currency, review dates, responsible officers, authorship, related documents, and relevant regulatory standards.
7. Review dates will be set at no more than five years after the most recent approval. Some documents may explicitly require more frequent review, for example, the Delegations Manual.
8. A collection of all policies and procedures in their most recent approved form will be maintained in the Office of the Dean in accordance with a suitable protocol to ensure that it is always clear which are the latest approved versions and that they will be readily accessible as needed.
9. The latest approved policies and procedures will be promulgated throughout the College community and made accessible on the College website. They will be placed on the College website in a timely way once they have received approval. Whether each document is to be openly accessible or accessible only to SCD personnel using passwords will be determined by Council and Academic Board from time to time as relevant.