

APPLICATION TO BECOME A COLLEGE OF THE UNIVERSITY

Approved by Council: 4 December 2013



1. Principles

1.1 An institution that seeks to become a College of the University ('the Applicant') must demonstrate to the satisfaction of the University's Council and Academic Board that

- a) it meets the minimum criteria for a College of the University established in Regulation 3: Colleges; and
- b) it has the capacity to contribute to the University's Vision, Mission and Strategic Plan.

1.2 The University must take all reasonable steps to satisfy itself that

- a) the Applicant has made true and fair claims in its application;
- b) if admitted, the Applicant would not inhibit the University's capacity to meet the corporate and academic quality and standards required by law; and
- c) the Applicant has the capacity to work within the University's collegiate ethos and governance.

2. Expression of Interest

2.1 An Applicant submits an Expression of Interest to the Vice-Chancellor. The Expression of Interest must include:

- a) a completed Expression of Interest Cover Sheet (Schedule 1)
- b) an application fee of no less than \$5,000, to be set by the Strategic Planning Committee.
- c) evidence of the Applicant's standing as a legal entity
- d) evidence of any external support the Applicant receives
- e) a letter from the Applicant's CEO or equivalent on behalf of the governing body explaining why the Applicant wishes to apply to join the University and what contribution the Applicant would make to the University.

2.2 On receipt of an Expression of Interest the Vice-Chancellor must forward the Expression of Interest to the Strategic Planning Committee for assessment. The Strategic Planning Committee prepares a report and recommendation to the Council as to whether the Applicant may proceed to lodge a full Application. The report and recommendation should address

- a) the eligibility of the Applicant to be a College of the University
- b) the capacity of the Applicant to meet the standards required of a College
- c) the capacity of the Applicant to contribute to the University's Vision, Mission and Strategic Directions

- d) the application fee to be paid by the Applicant if it is authorised and chooses to submit an Application.

2.3 If Council determines that the Applicant may proceed to apply to become a College of the University, Council must determine the application fee. The fee must be no less than \$25,000 and will normally be no more than \$100,000. In determining the fee Council may have regard to factors such as:

- a) travel costs likely to be incurred in assessing the Application
- b) the size and complexity of the Applicant.

2.4 The Vice-Chancellor must inform the Applicant of the Council's decision in writing within six months of receipt of the Expression of Interest.

3. Application

3.1 Where Council has authorised an Applicant to proceed to apply to become a College of the University, the Applicant may proceed to submit an Application. The Application must include:

- a) a completed Application Cover Sheet (Schedule 2)
- b) the application fee prescribed by Council
- c) an application statement, not exceeding 10,000 words, addressing the minimum criteria for a College of the University set out in Regulation 3
- d) documentary evidence supporting claims made in the application materials.

3.2 On receipt of an Application the Vice-Chancellor appoints an Application Review Panel and an Implementation Team. The Application Review Panel may include:

- a) a member of Council
- b) the Chair of Academic Board or delegate
- c) the Chair of the Finance and Investment Committee or delegate
- d) a member of academic staff of the University at Level D or Level E

The Application Review Panel assesses the application against the minimum criteria for a College of the University set out in Regulation 3, and against the University's Vision, Mission and Strategic Plan. The Panel conducts a site visit of the College, and may request further materials from the College. The Panel must seek comment from the existing Colleges of the University on the Applicant. The Panel must write a report with recommendations on the Application.

3.3 The Implementation Team may include:

- a) Two Directors in the Office of the Vice-Chancellor
- b) A College Principal

The Implementation Team establishes relationships with key officers of the Applicant institution and in conjunction with them prepares an implementation report. The report should cover the following matters:

- c) alignment of academic programs
- d) accreditation of units, lecturers, and supervisors
- e) alignment of admissions and enrolment processes and student records
- f) alignment of policies and procedures
- g) University reporting requirements and risk management
- h) how obligations under the Collegiate Agreement will be met
- i) any significant costs of implementation and how and by which party they will be met.

4. Decision

- 4.1 The Panel report and Implementation report must be reviewed by Academic Board and the Finance and Investment Committee prior to proceeding to Council, and opportunity given to each body to make an independent assessment of the application and provide comment to Council.
- 4.2 The Applicant must be given opportunity to correct factual errors in the Panel report and Implementation report, and to make an independent comment to Council on the findings in each report.
- 4.3 On receipt of the Panel report, Implementation report, commentary from the Applicant, Academic Board, and the Finance and Investment Committee, Council may elect:
 - a) to admit the Applicant to the University;
 - b) to reject the Applicant's application;
 - c) to request action by the Applicant before further consideration of the application.
- 4.4 If Council decides to admit the Applicant, then in accordance with the Collegiate Agreement the Council must give notice to the Colleges of the University of its intent to amend Regulation 3 to include the Applicant as a College of the University prior to such amendment taking effect.

5. Collegiate Agreement and Compact

- 5.1 When Regulation 3 has been amended to include the new College, a Collegiate Agreement is to be signed by the College and the University.
- 5.2 When a Collegiate Agreement has been signed, a Compact is to be signed by the College, its partners, and the University.

6. Implementation

- 6.1 When a Collegiate Agreement has been signed, the Implementation report may be put into effect.

Schedule 1

Expression of Interest Cover Sheet

Please add attachments as necessary to provide the information requested.

<i>Name of institution</i>	
<i>Address</i>	
<i>Website</i>	
<i>ABN / ACN</i>	
<i>Legal status</i>	
<i>Date institution established</i>	
Do you receive material support from an external agency? <i>(e.g. church, religious order) If yes, specify the agency and the support.</i>	
Where is the principal location of your operations? <i>(e.g. Melbourne). If your operations are based over more than one site, please provide details.</i>	
Do you currently offer higher education awards? <i>If yes, specify under what authority or institution, the range of awards offered, and the current number of students.</i>	
Do you have existing links with the University of Divinity or its Colleges? <i>If yes, specify the nature and longevity of these links.</i>	
How many academic staff (full-time equivalent) do you have?	
How many administrative staff (full-time equivalent) do you have?	
How many students (full-time equivalent) do you have?	
I confirm that this institution desires to make an Expression of Interest in recognition as a College of the University of Divinity, and acknowledge that the application fee for this Expression of Interest is non-refundable.	
Signature of CEO	
Date	

Please send the Expression of Interest as a PDF with consecutive page numbers to
vc@divinity.edu.au and send a hard copy to

The Vice-Chancellor
University of Divinity
21 Highbury Grove
Kew VIC 3101
Australia

CHECKLIST

Have you:

- included the application fee
- provided evidence of the Applicant's standing as a legal entity
- provided evidence of any external support the Applicant receives
- included a letter from the Applicant's CEO or equivalent on behalf of the governing body explaining why the Applicant wishes to apply to join the University and what contribution the Applicant would make to the University
- signed the Cover Sheet

Schedule 2
Application Cover Sheet

<i>Name of institution</i>	
<i>Address</i>	
<i>Website</i>	
<i>ABN / ACN</i>	
<i>Legal status</i>	
<i>Date institution established</i>	
I confirm this institution applies for recognition as a College of the University of Divinity, and acknowledge that the application fee for this Application is non-refundable.	
Signature of CEO	
Date	

1. Please attach to your application a statement of not more than 10,000 words addressing how your institution meets the minimum criteria for a College of the University of Divinity as set out in Regulation 3 (see overleaf).
2. Please attach to your application documentary evidence supporting all claims made in the application statement. Where applicable please include at least three years of data (e.g. audited financial statements, enrolment figures, annual reports).
3. Please note that it is the Applicant's responsibility to make a case to the University as to why it should be recognised as a College of the University.
4. Please send the Application as a single PDF with consecutive page numbers to vc@divinity.edu.au and provide a hard copy to
The Vice-Chancellor
University of Divinity
21 Highbury Grove
Kew VIC 3101
Australia
5. The Application fee should be made payable to The University of Divinity.

REGULATION 3: COLLEGES

as at 1 January 2018

- 3.4 The minimum requirements for the recognition of an institution as a College are:
- a) the objects of the institution are consistent with the objects of the University;
 - b) the institution must have academic staff with academic qualifications which in the opinion of Academic Board are sufficient to ensure adequate instruction can be provided for at least one award of the University;
 - c) the institution must have access to a library which in the opinion of Academic Board is adequate to support studies in the awards of the University the institution intends to provide;
 - d) the institution must have a demonstrable commitment to scholarly research and public engagement to support the University in meeting its objects;
 - e) the institution must demonstrate it possesses adequate administrative and physical infrastructure to support its students and staff in learning, teaching and research, to support the academic and administrative work of the University, and to assist the University in meeting its external obligations; and
 - f) the institution must demonstrate its financial viability and sustainability.
- 3.5 A College of the University must at all times have:
- a) a formally constituted governing body that exercises competent governance oversight of and is accountable for all of the College's operations
 - b) a formally constituted academic committee that is accountable to the University for academic quality assurance and includes at least one independent member with relevant academic expertise (such a person may be associated with another College of the University)
 - c) an officer designated for the University's purposes as the Principal of the College, with executive responsibility for the College's operations
 - d) an officer designated for the University's purposes as the Academic Dean of the College, with responsibility for the College's academic operations, provided that a person may not be designated as both Principal and Academic Dean of the College except in a temporary capacity for a period of no more than six months
 - e) an officer designated for the University's purposes as the Registrar of the College, with responsibility for student records
 - f) an officer with responsibility for the research culture of the College
 - g) at least one officer with responsibility for providing course advice for current and prospective students of the University in accordance with the University's Regulations and policies on admissions and enrolments.