COURSE POLICY

Approved by Academic Board: 14 November 2014
Revised by Academic Board: 20 February 2015, 7 April 2017, 26 May 2017,
                                     14 September 2018

Related documents

Australian Qualifications Framework

Higher Education Standards Framework

Universities Australia and Professions Australia, *Joint Statement on Professional Accreditation*, 2016

Determinations to Regulation 2

Course Accreditation Procedures

Course Development Procedures

Course Modification Procedures

Course Review Procedures

1.   Purpose

This policy ensures all courses leading to awards of the University of Divinity maintain academic standards and academic integrity and serve the needs of the University, its Colleges, students and partners. It does so through rigorous evaluation in development and ongoing review of courses.

2.   Scope

This policy applies to all coursework and research courses leading to accredited awards, and to the development of new courses and the review of existing courses.

3.   Principles

3.1   Each course of study leading to an award of the University must:

a)   Have a clearly articulated Statement of Rationale and Course Outcomes

b)   Be driven by scholarship in both content and design, drawing on the expertise of qualified and experienced content specialists and course designers

c)   Equip students to achieve the Course Outcomes, to acquire the Graduate Attributes, and to meet relevant professional accreditation standards

d)   Align with the University's vision, strategic plan, and graduate attributes

e)   Align with the needs of the University's partners, including students, Colleges, churches and religious orders, agencies, and government.

f)   Fall within the definition of divinity and its associated disciplines as approved by the Academic Board

g) Comply with regulatory requirements, including the *Australian Qualifications Framework* and the *Higher Education Standards Framework*

h) Be viable, responding to an ongoing and demonstrable demand

i) Be sustainable, supported by adequate resources

j) Be developed, monitored, and reviewed with intellectual and procedural rigour, including measurement against external benchmarks.

3.2 A course of study leading to an award of the University may:

a) identify pathways from other awards within or beyond the University from which students may enter the course with advanced standing or credit

b) identify pathways to other awards within or beyond the University which students may enter with advanced standing or credit.

4. Statement of Rationale and Course Outcomes

4.1 The Statement of Rationale is a statement of no more than 200 words approved by the Academic Board and included in the Determinations to the Regulation establishing an award. The Statement of Rationale explains the purpose of the course in non-technical language and is published in the official course description on the University website.

4.2 The Course Outcomes are approved by the Academic Board and included in the Determinations to the Regulation establishing an award. The Course Outcomes are published in the official course description on the University website. The Course Outcomes:

a) identify the minimum knowledge and ability accomplished by every graduate of an award

b) are appropriate to the level and volume of the award

c) conform with the *Australian Qualifications Framework*

d) reflect the University's Graduate Attributes

e) relate to the Rationale of the award

f) are achievable and measurable

g) include no less than three and no more than six outcomes

h) are expressed in the following form:

Graduates of the [name of award]

n. have …

n. apply …

where 'have' relates to knowledge, skills or qualities and 'apply' points to contexts and situations of application.

5.   Name of award

5.1   In advising the Council on the proposed or revised name of an award of the University, the Academic Board must ensure that:

   a)   the name of the award adheres to the *Australian Qualifications Framework*; and

   b)   the name of the award directly and clearly reflects its content and outcomes.

5.2   In advising the Council on the name of an award of the University and its postnominal abbreviation, the Academic Board aims to meet the following criteria, such that the name of the award and its postnominal abbreviation:

   a)   are concise

   b)   are unique to that award within the University

   c)   support the reputation of the University and its awards for scholarship of the highest quality

   d)   reflect conventions in the higher education sector and community expectations

   e)   reflect the University's historic practice

5.3   The names and abbreviations used at the University for award descriptors are:

   a)   Diploma (Dip)

   b)   Advanced Diploma (AdvDip)

   c)   Bachelor (B)

   d)   Graduate Certificate (GC)

   e)   Graduate Diploma (GD)

   f)   Master (M)

   g)   Doctor (D)

5.4   Standard names and abbreviations usually used at the University for areas of disciplinary or professional focus are:

   a)   Divinity (Div)

   b)   Liturgy (Lit)

   c)   Ministry (Min)

   d)   Philosophy (Phil)

   e)   Spirituality (Sp)

   f)   Theology (Theol)

with preference given in other cases to the abbreviation of a word by its initial letter.

6. Viability and Sustainability

6.1 The Academic Board must satisfy itself that each course of study leading to an award of the University is viable and sustainable. This must include assurance that a College or group of Colleges accredited to deliver that course of study:

   a) has a program of units accredited by the University sufficient to meet all requirements of the course of study; and

   b) appoints or employs persons with relevant expertise and accredited as academic staff by the University sufficient to deliver the course of study.

7. Professional Accreditation

7.1 Professional accreditation is intended to ensure that a course of study meets essential criteria in the training and education of students in the relevant professional discipline, and that graduates from that discipline achieve the professional competencies and learning outcomes necessary for entry into the relevant level of professional practice.

7.2 A proposal to apply for professional accreditation must be approved by the Academic Board. The Academic Board is responsible for ensuring that:

   a) the proposed accreditation is of benefit to the University and its students;

   b) the accrediting body is a reputable organisation with an appropriate level of independence;

   c) any regulatory requirements are met;

   d) the approval clearly specifies the officer or officers of the University to whom authority is delegated to make the application on the University's behalf;

   e) funds are available to supply any fees or costs required for the application;

   f) the outcome of the application is reported to the Academic Board.

7.3 Professional accreditation of a course of study is documented in writing by the accrediting body and evidence of the accreditation registered with the Office of the Vice-Chancellor.

7.4 Professional accreditation of a course of study is recorded in the Determinations of the relevant Regulation immediately following the Statement of Rationale and Course Outcomes, specifying details of the accrediting body and the nature and scope of the accreditation.

7.5 Professional accreditation of a course of study may be published on the University website and in promotional materials produced by the University or its Colleges.

7.6 Any professional accreditation of a course of study must be considered when a Course Modification or Course Review of that course is undertaken to ensure that the professional accreditation remains current.

8. Procedures

8.1 The Academic Board may approve procedures related to this Policy.

8.2   The Academic Board must maintain a schedule of course reviews such that every course is reviewed at least once every five years.

9.   Date of next review

9.1   This policy is to be reviewed no later than 31 December 2020.