Academic Structures, Regulations and Procedures

GENERAL INFORMATION

The academic year begins in March and concludes in November, and is divided into two semesters, each of twelve teaching weeks, one non-teaching study week and one examination week. Between the semesters there is a mid-winter recess, usually five or six weeks. And there is an end of the year summer recess of three months. During each semester there is a mid-semester vacation of one week.

Teaching periods, normally of three hours' duration, commence at either 9.30am or 6.00pm.

Some course units are taught in intensive mode which includes summer and winter schools; other course units are taught in extensive mode, usually two or three weekends.

Teaching and learning at CIS is organised in terms of *disciplines, sub-disciplines, course units, levels of study, majors* and *sub-majors.*

GLOSSARY

The Chancellor	The Archbishop of Sydney
The President	The Principal and Chief Executive Officer of the Catholic Institute of Sydney
The Academic Dean	Dean of Studies, responsible for Curriculum Development and academic disciplinary matters at the Catholic Institute of Sydney
The Academic Registrar	Coordinator of the Registry, responsible for the academic administration of the Catholic Institute of Sydney
CIS Academic Board	The Board of Studies of the Catholic Institute of Sydney.
The Assessment Review Committee	The committee of the CIS Academic Board which oversees academic results at the end of the semester. No results are final till they have been reviewed by this committee, monitored by the Sydney College of Divinity, and tabled at the SCD Academic Board
The Senate	The governing body of the Catholic Institute of Sydney of the Institute as an Ecclesiastical Faculty.
SCD	Sydney College of Divinity – the accredited provider of Higher Education by the NSW Department of Education and whose civil awards in theology CIS conducts on its premises
Member Institution	One of the Member Institutions constituting the Sydney College of Divinity

COURSEWORK PROGRAMS OF STUDY

- Diploma of Christian Studies (DipChStud)
- Associate Degree of Christian Thought and Practice (AssocDegChThPr)
- Bachelor of Ministry (BMin)
- Bachelor of Theology (BTh)
- Bachelor of Ministry (Honours) (BMin (Hons))
- Bachelor of Theology (Honours) (BTh (Hons))
- Graduate Certificate in Arts (GradCertArts)
- Graduate Diploma of Arts (GradDipArts)
- Master of Arts (MA)
- Master of Theology (MTh)

RESEARCH PROGRAMS

(Administered by SCD Office)

- Master of Philosophy (MPhil)
- Doctor of Ministry (DMin)
- Doctor of Philosophy (PhD)
- Doctor of Theology (ThD)

ECCLESIASTICAL PROGRAMS

- Baccalaureate of Sacred Theology (STB)
- Licence in Sacred Theology (STL)
- Doctorate in Sacred Theology (STD)

The SCD has four **Disciplines** into which different sub-disciplines are allocated.

Discipline	Sub-disciplines
Biblical Studies	Biblical Studies
Christian Life and Ministry	Christian Ethics Christian Spirituality Mission Pastoral Counselling Pastoral Theology Worship and Liturgy
Humanities in the Christian Tradition	Church History Philosophy
Theology	Theology

UNIT PREFIXES BY SUB-DISCIPLINE CODE

A	Languages (auxilary to sub-disciplines)
B	Biblical Studies
C	Counselling
E	Christian Ethics
H	Church History
L	Liturgical Studies
M	Mission
P	Pastoral Theology
S	Christian Spirituality
T	Theology
W	Philosophy

COURSE UNITS

Course units are the discrete segments into which the sub-discipline is divided. Some course units may be arranged as a sequence. Course units are typically offered in cycles – annual, biennial or triennal, at morning or evening sessions. Some units are offered in intensive or extensive mode. Most course units are 9 credit points; some units are 18 credit points. Some course units are "core" or required, others are "elective". Some sub-disciplines have course units which are "pre-requisites".

CODING OF COURSE UNITS

Course units have a six-figure code. For example: B7101S, W9651S

- The first letter of a code indicates a sub-discipline. In the first example, the sub-discipline area is Biblical Studies, in the second it is Philosophy.

- The first numeral indicates the degree level of study at which the course unit is taught following the nomenclature of the Australian Qualifications Framework: AQF7 (e.g., Bachelor's); AQF8 (e.g., Graduate Diploma, BMin(Hons), BTh(Hons); or, AQF9 (Master's).

- The second number indicates the level within the degree structure (see note on Levels of Study below).

- The two subsequent numerals indicate the particular content of the course unit.

- The suffix indicates the Member Institution within the SCD (S=Strathfield=CIS).

Hence,

- B7101S is a course unit in Biblical Studies for the Bachelor of Ministry or Bachelor of Theology awards (the AQF 7 degrees), at foundational level, taught at CIS.

- W9651S is a course unit in Philosophy for the Master of Theology Award, taught at CIS.

LEVELS OF STUDY

Course units are taught at: 7100 (Foundational), 7200 (Intermediate), 7300 (Specialised) levels in undergraduate programs; and, 8500 and 9600 levels in postgraduate programs.

8500 and 9600 level course units may be taken in some undergraduate programs according to the conditions applicable to each award.

MAJORS AND SUB-MAJORS

In the BMin and BTh a major sequence of study consists of six course units (54 credit points) in a particular sub-discipline. In the case of Christian Life and Ministry or Humanities in the Christian Tradition a discipline major may be undertaken. Majors may include no more than two course units (18 credit points) at 7100 level and must include one course unit (9 credit points) and 7300 level or above. Note that the major in Biblical Studies requires, in addition to the 54 credit point sequence, 9 credit points in A7110 Introduction to Biblical Hebrew or A7120 Introduction to New Testament Greek to be taken before or concurrently with any post 7100 series Biblical Studies units.

A sub-major sequence of study consists of four course units (36 credit points) in a particular sub-discipline, including no more than two course units (18 credit points) at 7100 level.

Each sub-discipline area has its own prescriptions.

GENERIC COURSE UNITS

Generic course units exist in most sub-discipline areas at the 7300, 8500 and 9600 levels. These include Seminars, Research Projects, Independent Guided Studies, and Research Essays.

Demand Hours

Demand hours indicate the time to which a student is (notionally) committed per semester course unit, and include both the teaching period and personal study time. Course units of 9 credit points generate 143 demand hours per semester. Course units of 18 credit points generate 286 demand hours per semester. Normally 36 hours are allocated to class time, and the rest to personal study, including assessment tasks.

- In undergraduate programs, 12 demand hours are allocated per 1000 words or equivalent of assessment tasks. Assessment tasks will normally total approximately 4000 words or equivalent.

- In postgraduate programs coded at 8500 or 9600 level 8 demand hours are allocated per 1000 words or equivalent of assessment tasks. Assessment tasks will normally total approximately 5000 words or equivalent.

REGULATIONS AND PROCEDURES

1   SCD Procedures for Selection of Students

1.1   For undergraduate courses, normal entry is determined on the basis of academic merit – a completed Higher School Certificate (HSC) or equivalent, and the Australian Tertiary Admission Rank (ATAR) / Overall Position (OP) / Grade Point Average (GPA), as well as an appropriate IELTS (Academic) score for overseas students.

1.2   For postgraduate courses, normal entry is determined on the basis of completed accredited undergraduate and/or postgraduate study and GPA depending on the course being considered as well as an appropriate IELTS score for overseas students.

1.3   The entry details for each of the SCD courses are set out in the following table.

Course being Entered	Entry Requirements
Diploma of Christian Studies (AQF 5)	- Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency; or - Mature Age admission for those who have reached the age of 21, with English Proficiency, or - Special Entry admission, with English Proficiency - In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Associate Degree in Christian Thought and Practice (AQF6)	- Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent, or its equivalent, with English Proficiency; or - Mature Age admission for those who have reached the age of 21, with English Proficiency, or - Special Entry admission, with English Proficiency - In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Bachelor of Ministry (AQF7)	- Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 72.5 or above, or its equivalent (e.g., OP = or <13) , with English Proficiency; or - Mature Age admission for those who have reached the age of 21, with English Proficiency, or

	• Special Entry admission, with English Proficiency
	• In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Bachelor of Theology (AQF7)	• Satisfactory completion of Year 12 in the Australian school system with a Student Admission Index (ATAR) of 72.5 or above, or its equivalent (e.g., OP = or <13) , with English Proficiency; or
	• Mature Age admission for those who have reached the age of 21, with English Proficiency, or
	• Special Entry admission, with English Proficiency
	• In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Bachelor of Ministry (Honours) (AQF8)	• Satisfactory completion of the Sydney College of Divinity BMin within the last five years and with a grade point average of at least 2.7 in the coursework and at least 3.0 in the area of specialisation, with English Proficiency; or
	• hold an equivalent qualification from a university or other tertiary institution, with English Proficiency
	• In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Bachelor of Theology (Honours) (AQF8)	• Satisfactory completion of the Sydney College of Divinity BTh within the last five years and with a grade point average of 2.7 in the coursework and 3.0 in the area of specialisation, with English Proficiency; or
	• hold for equivalent qualifications from a university or other tertiary institution, with English Proficiency
	• In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Graduate Certificate in Arts (AQF8)	• Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.

	• In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Graduate Diploma of Arts (AQF8)	• Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency. • In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Master of Arts (AQF9)	• Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency; or • Satisfactory completion of a Vocational Graduate Certificate (provisional admission) or Vocational Graduate Diploma, with English Proficiency; or • Professional entry admission with English proficiency. • In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Master of Theology (AQF9)	• Satisfactory completion of a Bachelor of Theology or equivalent, with English Proficiency. • In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning.
Master of Philosophy (AQF9 – Research)	• A Bachelor (Hons) degree or equivalent with results at Class II, Division 1, from the Sydney College of Divinity or an equivalent institution; or • A Graduate Diploma with a GPA of 3+ and one 18 Credit Point research unit at Distinction level from the Sydney College of Divinity or an equivalent institution; or • Qualifications deemed by the College to be equivalent to those above. • In exceptional cases, candidates may be admitted on the grounds of other academic and/or professional attainments, including publications, in the theologically related area in which they wish to pursue the research.

	• Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity. • The College will decline to accept an applicant if it cannot offer supervision in the proposed field of research.

Doctor of Ministry
(AQF 10 – Professional)
	• A Bachelor (Hons) degree or equivalent with results at Class II from the Sydney College of Divinity or an equivalent institution; or
	
	• A Graduate Diploma with a GPA of 2.8+ and one 18 Credit Point research unit at High Credit level from the Sydney College of Divinity or an equivalent institution; or
	
	• Qualifications deemed by the College to be equivalent to or higher than those above;
	
	    ○ **AND** have at least four years' full-time or equivalent part-time certified experience in ministry.
	
	    ○ In all cases, prior studies should include sufficient preparation to undertake the proposed coursework and research related to Christian Life and Ministry.
	
	• Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
	
	• The College will decline to accept an applicant if it cannot offer supervision in the proposed field of research.

Doctor of Philosophy (AQF 10 – Research)	• A Bachelor (Hons) degree or equivalent with results at Class II, Division 1, from the Sydney College of Divinity or an equivalent institution; or • A Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level from the Sydney College of Divinity or an equivalent institution; or • Qualifications deemed by the College to be equivalent to or higher than those above. ○ In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theologically related

	area.
	• In exceptional cases, candidates may be admitted on the grounds of academic and/or professional attainments, including publications, in the theologically related area in which they wish to pursue the research.
	• Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
	• The College will decline to accept an applicant if it cannot offer supervision in the proposed field of research.
Doctor of Theology (AQF 10 – Research)	• A Bachelor (Hons) degree or equivalent with results at Class II, Division 1, from the Sydney College of Divinity or an equivalent institution; or
	• A Graduate Diploma with a GPA of 3+ and one 18 Credit Point research unit at Distinction level from the Sydney College of Divinity or an equivalent institution; or
	• Qualifications deemed by the College to be equivalent to or higher than those above. o In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theological discipline.
	• In exceptional cases, candidates may be admitted on the grounds of academic and/or professional attainments, including publications, in the theological discipline in which they wish to pursue the research.
	• Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
	• The College will decline to accept an applicant if it cannot offer supervision in the proposed field of research.

1.4 English Proficiency

1.4.1 This policy applies to all students, except those entering Australia to study on a student visa. These students are Overseas Students and requirements are listed below.

1.4.2 If students have undertaken their previous studies in an overseas country, they may have to provide proof of proficiency in English to gain entry into a Sydney College of Divinity award.

1.4.3 Students *do not have to provide proof of proficiency in English* if they have:

1.4.3.1 completed an accredited award in English at one AQF level below the award that they are seeking admission into; or

1.4.3.2 have successfully completed senior secondary study in English; or

1.4.3.3 have successfully completed at least one year of full-time university study in English.

1.4.4 Students *must provide proof of proficiency in English* if they have undertaken all their qualifications in a language other than English.

1.4.5 Those students who have not completed previous studies in English may demonstrate proficiency in English by completing an IELTS test (or equivalent). The test results required for admission are as follows:

Award	IELTS Result
Diploma of Christian Studies Associate Degree of Christian Thought and Practice Bachelor of Ministry Bachelor of Theology	6.5 or greater overall, with no score less than 6.0 in each band of the test. Provisional admission may be granted for an overall score of 6.0 with no score less than 6.0 in each band. All course units must be passed in the first two semesters of enrolment for the provisional status to be removed. If this requirement is not met the admission is cancelled.
BMin (Hons) and BTh (Hons) and All Postgraduate Awards	7.0 or greater in all bands of the test.

1.5 Special Entry

1.5.1 A student may be admitted to a course on the basis of Special Entry. Such students might be:

1.5.1.1 persons who have not yet reached mature age and who did not do the HSC or failed to meet the ATAR level. For example, a person under 21 years of age who did not do the HSC but has completed a trade certificate or equivalent

1.5.1.2 persons who have been educationally disadvantaged due to:

1.5.1.2.1 socio-economic reasons such as low-family income or poor living conditions;

1.5.1.2.2 language difficulties;

1.5.1.2.3 learning difficulties;

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1.5.1.2.4   disrupted schooling;

1.5.1.2.5   physical disability;

1.5.1.2.6   serious family illness;

1.5.1.2.7   excessive family responsibility

1.5.1.2.8   geographical isolation of home and/or school and lack of support, time or facilities for study at home or school.

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1.5.1.3 persons of Aboriginal or Torres Strait Islander descent who have not followed the normal HSC entry path;

1.5.1.4 persons who were home schooled and show evidence of being able to manage tertiary study;

1.5.1.5 students awaiting an IELTS result

1.5.1.6 persons who have completed a prescribed program of non-award study (4 units) and passed all units.

1.5.1.7 All Special Entry admissions are provisional.

1.5.2   Admission Procedures for Provisional Entry

1.5.2.1 Admission to any SCD undergraduate course on the basis of Mature Age or Special Entry is a provisional admission, and requires special procedures:

1.5.2.1.1   Students with provisional status shall be required to complete a 'Qualifying Period', whilst being permitted to enrol provisionally for the award.

1.5.2.1.2   The 'Qualifying Period' may be undertaken full or part-time and the number of years spent in completing it shall be counted towards the maximum term for completion of the award.

1.5.2.1.3   The 'Qualifying Period' shall consist of the successful completion of a 1/3 of the units that make up the award.

1.5.2.1.4   The maximum time allowed for the completion of the 'Qualifying Period' shall be three years.

1.5.2.1.5   Upon the successful completion of 1/3 of the units that make up the award, the provisional status of enrolment will be lifted.

1.6   **Overseas Students** (Students who are entering Australia to study on a student visa. This does not include students who are residing outside of Australia during their course of study)

1.6.1.1 The SCD welcomes overseas students but admission to the SCD is governed by the requirements of the Australian Government, the SCD requirements (as set out above) and a Member Institution's own regulations.

1.6.1.2 Once the overseas student makes application, the student's academic qualifications are matched against the entry criteria to confirm their potential admission. This is done by the Academic Committee within the Member Institution and then approved by the Student Administration Committee of the SCD. Student's previous academic qualifications are evaluated with the help of AEI Country Education

Profiles (CEP) online data. The students English language proficiency is determined by an IELTS test (or equivalent).

1.6.1.3 Overseas students may only enrol in full time courses and cannot complete such courses by more than 25% distance or online learning. All courses available to overseas students have units available by distance and / or on-line learning

1.6.1.4 All relevant documents must be submitted with the application, as applications which are inadequately documented cannot be considered.

1.6.1.5 Courses in the SCD are conducted in English (except the BTh (Korean Medium)) so:

1.6.1.5.1 students are expected to be proficient in English;

1.6.1.5.2 assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;

1.6.1.5.3 students who gained their qualifications for admission to any of the SCD's awards up to the level of Master (coursework) in a language other than English must accompany their application for admission with an IELTS (or equivalent) result normally of 6.5 or better for Diploma and Bachelor and 7.0 or better for coursework postgraduate courses. See the SCD website for a more detailed explanation of the IELTS requirements including provisional admission;

1.6.1.5.4 students who gained their qualifications for admission to any of the SCD's postgraduate awards from the level of research Master in a language other than English, must accompany their application for admission with an IELTS (or equivalent) result of normally not less than 7.0 in all bands of the test;

1.6.1.5.5 applicants already in Australia who are required to take an English test shall be advised accordingly.

1.6.1.6 All Member Institutions are required to observe the English language requirements as spelt out in sub-Rule 1.5.3.5.

1.6.1.7 The information contained in this policy is communicated to the overseas student at the point of initial contact. Hard copy is included in the application package sent to the prospective student prior to them making application.

1.7 Course Quotas

1.7.1 Any Member Institution may impose a quota in a unit that it teaches on its own campus towards a SCD course, or in a course that is taught exclusively on that campus. Such a need, when it arises, would be due to restricted resources: e.g. classroom space, staff workload, avenues for field placement, etc. In such cases selection into the unit or course at a particular Member Institution would be determined on the basis of academic merit. However, students who do not gain entry to a particular Member Institution, would be advised by the Registrar of similar units of study or courses that were available at other SCD Member Institutions where quotas did not apply.

1.7.2 There are no quotas placed on entry into Postgraduate Research Degree candidature. However, students are only permitted to enrol formally once a thesis topic has been approved and appropriate Supervisors have been found.

1.8 The SCD is firmly committed to a strong research culture for both its staff and for its students. Currently there are 6 research awards – BMin(Hons), BTh(Hons), MPhil, DMin, PhD and ThD

2 Admission to CIS, a Member Institution of the SCD

2.1 New students are required to seek an interview with the Academic Registrar before submitting their application for admission to CIS as award or non-award students. This status is confirmed after the student has been admitted.

2.1.1 Applicants should arrange an interview with the Academic Registrar before submitting their application for admission to the Institute.

2.1.2 Applications for admission are to include all the required certified supporting documentation. Applications without these documents will not be processed.

2.1.3 CIS reserves the right to refuse admission to any applicant; in certain cases, especially in the case of overseas students, it may require further details from applicants regarding their suitability to undertake studies at CIS.

2.1.4 Applicants for whom English is not their first language must demonstrate proficiency in written and spoken English as stipulated in 1.5.

2.2 CIS reserves the right to refuse admission to any student who has failed a course twice at another Member Institution of the SCD.

2.3 Students applying for admission to the Institute enrol as award, non-award or audit students.

3 Categories of Students

3.1 **Award Students** are enrolled in one of the SCD awards listed.

3.1.1 They must complete all requirements of their approved program of studies (e.g., registration, attendance, assessment);

3.1.2 They receive an official transcript of studies, and on completion of all requirements of their approved program, graduate with the appropriate award;

3.1.3 If English is not a student's first language, the student can be admitted into the BMin or BTh when they have an average IELTS result of 6.5 or greater and with no score less than 6.0 in all bands of the test. The IELTS score of 7.0 is required for postgraduate awards;

3.1.4 If English is not a student's first language, the student can be admitted provisionally in the BMin or BTh when that have an IELTS result of 6.0 with no score less than 6.0 in all bands of the test. They must pass all subjects in the first two semesters to be permitted to continue. If they meet this requirement the provisional status is removed; however, if they do not meet this requirement their admission is cancelled.

3.2 **Non-award Students** are not enrolled in any of the awards listed

3.2.1 They complete all assessment work at appropriate level and are given a grade at the end of the course unit;

3.2.2 They have their results recorded, and may apply to receive a transcript of their studies;

3.2.3 If English is not a student's first language, she or he must have an IELTS score of 6.0 with no score less than 6.0 in all bands of the test.

3.3 **Audit Students** may, only with the permission of the relevant teacher, register in course units designed for award students, on the understanding that such courses are presented at award level.

3.3.1 They may attend such course units by auditing only;

3.3.2 They may complete tasks prescribed for award students, without the privilege of assessment;

3.3.3 They may request a statement of registration in such course units;

3.3.4 If English is not a student's first language, she or he must have an IELTS score of 6.0 with no score less than 6.0 in all bands of the test.

4   Registration

Students are responsible for the completion of their registration in each course unit, once they have enrolled in an award program. Registrations into semester course units take place semester by semester.

4.1 **For continuing students**:

Registrations into course units for the subsequent semester take place during Examination Week (usually the week following the final lecture week) on days and at times advertised.

These registrations will be contingent on the determinations of the Assessment Review Committee.

The manner of registering is as follows:

The student presents at Registry, without appointment, during any one of the allocated times during the days advertised

Upon arrival the student obtains a copy of their transcript from the Registry.

The student is then directed to a student advisor who is a member of staff who has nominated to be of assistance to the process.

The student advisor then lodges the completed Registration Form at the Registry.

The Dean of Studies at Good Shepherd Seminary is the designated student advisor for the students concerned. He/she shall be given Registration Forms in the week 11 of the semester and return them during Week 13.

The Rector of Redemptoris Mater Seminary is the designated student advisor for the students concerned and will act in similar manner.

4.2 **For newly enrolled students:**

Registrations into course units for the next semester after enrolment take place at the time of enrolment.

4.3 Students may register in a course unit until the end of the second teaching week of the semester in which the course unit is being offered, though a financial penalty fee for late registration may apply.

4.4   A student may not, without written approval of the CIS Academic Board register in course units totalling more than 90 credit points per year.

5   Re-Enrolment in a Course Unit in which as student had received a Fail Grade.

Should a student re-enrol in a course unit having failed a previous attempt to complete the course unit, the following principles will apply:

5.1   A student is not required to re-enrol in a previously failed unit except when the unit is a core or required unit or is a pre-requisite unit for another course unit the student wishes to take.

5.2   A student cannot re-enrol in the same unit three times. Only two attempts are allowed.

5.3   The unit to be re-enrolled in must be a currently accredited unit. This may rule out the re-enrolment into the same unit that was previously failed.

5.4   No matter what type of failure has occurred (because of low standard or incompletion), a Fail is recorded on the student's academic record.

5.5   The second attempt (re-enrolment) of the same unit would normally involve completion of the entire unit again, including attending lectures if face-to-face delivery.

5.6   It is at the discretion of the CIS Academic Board to 'customise' the way in which a student repeats a failed unit in conjunction with the pastoral care strategy being used for the student. Areas of such customisation would include:

5.6.1   Attendance requirement – the second attempt might be only offered via distance at the time the student re-enrols or is not offered and so the student would need to complete the unit via independent study.

5.6.2   Assessment requirements – if the assessment requirements have changed for the unit at the time of the second attempt then all new assessment pieces are required. If the assessment requirements for the second attempt are the same then recognition of previously passed assessment pieces may be considered. This would be determined as part of the pastoral care strategy of the student.

5.6.3   Tuition Fee – a discount may be provided for a second attempt.

6   Conduct or Cancellation of Courses

6.1   There are some course units that for educational purposes have to be offered as programmed.

6.2   Where full time teachers are involved the following will apply:

6.2.1   Scheduled courses will be offered in standard mode (programmed time for classes) when a minimum of five students for 7000 and 8500 level course units and two students for 9000 level course units are enrolled by the closing date. When these numbers are not met, alternative modes of delivery will be considered. Cancellation of course units will take place only after consultation between the CIS Discipline coordinator, the Academic Registrar and the Academic Dean

6.3   Where sessional teachers are involved in offering intensives (summer/winter schools):

6.3.1   Ten students are the minimum number of students required for the financial viability of the course.

6.3.2 A determination as to whether the scheduled course unit will run is to be made two weeks before the date that the course commences.

6.4 Where sessional teachers are involved in offering semester length courses:

6.4.1 Where the course unit has to be run, for whatever reason, the sessional teacher is to be informed of this. The only reason the unit would be cancelled is if no students enrolled.

6.4.2 If the course unit is an elective with an enrolment of five to nine students only: the face-to-face hours component of the unit is reduced to 15 hours, and the lecturer is paid per hour accordingly. The face-to-face hours are to be distributed in a manner most conducive to the student learning.

6.4.3 If a unit is an elective with an enrolment of one to four students only: each student is enrolled as individual mode and the lecturer is paid per student accordingly.

7 Withdrawal, Leave of Absence

7.1 In the case of a course unit conducted over the length of the semester, a student may withdraw from a course unit within the first three weeks of the semester. In such cases, the course unit does not appear on the student's record. The fees, if paid, can be refunded.

7.2 If the course unit is conducted as a summer or winter intensive, a student is permitted to withdraw without penalty by the second day. In such cases, the course unit does not appear on the student's record. The fees, if paid, are refunded.

7.3 In the case of a course unit conducted over the length of the semester, after the third week of the semester, for sufficient grounds, a student may withdraw without (academic) penalty from a course unit at any time with the approval of the CIS Academic Board upon the recommendation of the Academic Registrar. The student is still liable for the tuition fee of the course unit.

7.4 If the course unit is conducted as a summer or winter intensive, after the third day of the intensive, for sufficient grounds, a student may withdraw without academic penalty from a course unit at any time with the approval of the CIS Academic Board upon the recommendation of the Academic Registrar.

7.5 Notwithstanding anything contained in these regulations, a student may withdraw from CIS at any time if the President is convinced that such a withdrawal is for good and sufficient reason.

7.6 In special cases the CIS Academic Board, on the recommendation of the Academic Registrar, may grant a leave of absence from the program. The period of such leave shall not be counted as part of the period of candidature for the degree. The period of leave of absence should normally be up to two semesters.

7.7 Leaves of Absence are granted on a semester by semester basis, up to the length of one year.

7.8 In cases of withdrawal after the first three weeks of the semester or leave of absence, where health reasons are cited, a medical certificate is normally required.

7.9 On application to resume studies at CIS, a student should normally produce a medical fitness certificate.

8 Credit for Previous Studies

8.1 Credit may be considered for previous study successfully completed at a reconised tertiary institution outside the SCD. Such credit is granted, according to the Academic Regulations and the structure of the award.

9 Attendances

9.1 Students are expected to participate in all class sessions, field work and any other activities as prescribed for the course unit, and satisfy in the assessment work required.

9.2 In order to pass a course unit a student must attend at least 80% of all prescribed activities for that course unit and satisfy in the assessment work required.

9.3 In individual cases, alternative arrangements may be allowed after consultation with the Academic Registrar and the teacher concerned.

9.4 Classes may be recorded only with the teacher's permission.

10 Bridging Course Units

10.1 When students amend their enrolment and wish to bring completed 7100–7300 level course units into a graduate program, the 7100–7300 level course unit attracts only 6 credit points instead of 9.

10.2 In the translation of completed 7100–7300 level units to 8500 level, a bridging assessment is required such that the compliment of credit points can be achieved.

10.3 The bridging assessment shall routinely be of 1500 word length.

10.4 The student's transcript will show the 7100–7300 level course unit as a 6 credit point unit and the 8500 unit (bridging assessment) as a 3 credit point unit.

10.5 If a student wishes to translate a 7100–7300 level unit into 8500 level:

10.5.1 The student is firstly to make application to the Academic Registrar at the time of semester course unit registrations;

10.5.2 Normally, no more than three bridging assessments are to be undertaken in the course of one semester;

10.5.3 The Academic Registrar, upon consent to the application, will approach the individual lecturers concerned to provide an appropriate task of assessment;

10.5.4 The student will enrol in the 8500 level course unit as a 3 credit point unit, at the commencement of the semester, paying the variation of SCD fees between the undergraduate and graduate level;

10.5.5 The Academic Registrar will notify the student of the assessment task, the lecturer concerned, and the due date;

10.5.6 The student shall submit the completed bridging assessment to the nominated lecturer who will return the marked assessment to the student via the Registry, maintaining a record of the result for submission to the semester Assessment Review Committee;

10.5.7 The student shall be formally notified of the result of the 3 credit point course unit in the same manner as a semester course unit.

11   Course Units 'Multi-Streamed'

11.1   According to the SCD Policy on Multi-Streaming of course units, i.e., when both undergraduate and postgraduate students undertake a course unit at different levels timetabled at the same time in the same lecture room, such multi-streaming is permissible only for foundational course units, normally 7100 level course units, or 7200 level course units in particular sub-disciplines.

11.2   In such instances of multi-streaming foundational course units the following shall be observed

11.3   Different initial semester course unit handouts be provided to undergraduate and graduate students;

11.4   The different initial semester course unit handouts that are provided stipulate different assessment in both content and quantity;

11.5   The different semester course unit handouts that are provided detail variation in bibliography for the course unit;

11.6   For graduate students there be additional reading supplied to the single course unit Booklet of Readings and that additional sessions for engagement with such reading be arranged with flexibility – for example by:

    11.6.1   Additional readings to the course unit Book of Readings

    11.6.2   Additional or separate graduate seminars or

    11.6.3   Additional meetings between graduate students and the lecturer.

11.7   To the extent that it is possible, in either tutorials or discussion groups undergraduate and graduate students be placed in distinct groups.

12   Course Units undertaken in Private Study Mode

12.1   From time to time, it may be appropriate to undertake a course unit in private study mode. Reasons for such appropriateness may be

    12.1.1   A student coming to the completion of the requirements of their enrolled award, requiring the completion of a particular course unit that is not suitably timetabled;

    12.1.2   A student requiring, for the stipulation of their enrolled Award, a course unit which has been cancelled in lecture mode due to insufficient enrolments;

    12.1.3   A student repeating a course unit after a W or N grade.

12.2   The supervisor will ordinarily be the regular lecturer for the course unit.

12.3   Enrolment will be in the ordinary manner during Registration Week.

13   Course Units taught as "Issues in…" or "Seminar"

13.1   From time to time a course unit (9 credit points) will be offered with the generic title, "Issues in …". This unit gives breadth to the curriculum by enabling a new topic or issue in the discipline to be studied by coursework. A student may take up to two of these course units from each discipline in their program of studies.

13.2   Students in a postgraduate coursework program (i.e., MA or MTh) may also have the opportunity to take one course unit (9 credit points) as a Seminar. This will enable them to research in greater depth a particular topic, to present the results of this research to their peers, and to engage in analytical discuison on the topic.

14   Independent Guided Study Units, Research Project Units and the Research Essay

14.1   An Independent Guided Study is a course unit (9 or 18 credit points) that enables students with initiative and creativity to pursue ideas and areas of interest under the guidance of a faculty member. It affords a student an opportunity to develop independent research and study skills. This unit of study can only be undertaken with the consent of the CIS Discipline coordinator and after a student has already competed 18 credit points in the sub-discipline in which she/he wishes to complete the Independent Guided Study.

     14.1.1   A student may not do more than 18 credit points in Independent Guided Study units.

14.2   A Research Project (9 or 18 credit points) may be undertaken by a student who has completed at least 36 credit points, at the GPA of 1.5 or better, in the sub-discipline in which the Research Project is to be undertaken, and with the consent of the CIS Discipline Coordinator.

     14.2.1   A student may not do more than 18 credit points in Research Project units.

     14.2.2   Postgraduate students must complete the Research Methodology unit X8500 before they may register for a Research Project (either 9 or 18 credit points)

14.3   A Research Essay for 18 credit points may be undertaken by students enrolled in a graduate coursework program (MA or MTh).

14.4   No student may do more than 36 credit points in research units (i.e., Independent Guided Study, Research Project, or Research Essay).

14.5   In any of the above situations the supervisor will ordinarily be a full-time member of the CIS faculty.

14.6   In those situations in which, according to the determination of the CIS Discipline Coordinator a full-time member of faculty does not present as a suitable supervisor in the field of study, a sessional teacher may be employed for the purposes of supervision.

14.7   Should a sessional teacher be proposed for the purposes of supervision, their nomination must be approved by the CIS President.

14.8   The approved sessional supervisor must be a person accredited as at least a sessional teacher in the Sydney College of Divinity.

14.9   Students enrol in any of the above course units in the ordinary manner at Registration Week.

14.10   A special Registration Application Form, available from the Registry, is to be completed by the student, prior to Registration, and is to be brought to the registration interview.

14.11   The fee paid by the student for any of these course units is the same as for any 9 or 18 credit point unit according to the respective level.

14.12   Assessment Results for these course units are processed in the ordinary manner of Assessment Results for all course units at the end of a semester

15   Research Essay Procedures

15.1   In each field of study at the Catholic Institute of Sydney there is the option of doing a Research Essay as an 18-credit point unit. The code for this unit depends on the field of study but always contains '9696' as the numeric.

15.2 The Research Essay is available to MA and MTh students.

15.3 The maximum time permissible to complete a Research Essay is one semester per 9 credit point weighting (i.e., two semesters for the 18 credit point essay).

15.4 To register in the Research Essay course unit, a student ought note the following:

15.4.1 Before a student can enrol in the Research Essay, she or he must first complete the Research Methodology unit X8500;

15.4.2 The student is expected to seek out a Research Essay Supervisor and complete both the methodology unit X8500 and the Research Essay X9696 under the direction of the same supervisor;

15.4.3 To register in the Research Essay, a student must have maintained a Grade Point Average of 1.8 (72%) or better across the coursework component of their degree;

15.4.4 To register in the Research Essay, a student must have completed 54 credit points towards their degree and 36 credit points in sub-discipline in which the Research Essay will be completed.

15.4.5 A student shall register in the Research Essay during Registrarion Week adhering to the standard registration procedures using the appropriate Registry form;

15.4.6 The full SCD "Research Essay Guidelines" (May 2011) should be made available to the student upon registration;

15.4.7 The Research Essay Supervisor ordinarily is a member of the CIS faculty, and is accredited with the SCD in the sub-discipline of the Research Essay

15.5 Within a month of registration in the Research Essay, the student, in close consultation with the supervisor, should finalise the Research Essay proposal produced in the X8500 Research Methodology unit. The format for the proposal is given in the SCD "Research Essay Guidelines." This topic proposal is to be submitted by the Supervisor to the CIS Research Committee which will include its consideration in its report to the CIS Academic Board.

15.6 Having gained approval from the CIS Research Committee, the Research Essay proposal is taken to the SCD Research Committee by the CIS member of the committee. The submission should be in both hard copy and electronic version. The proposal should be forwarded to the SCD ten days ahead of the scheduled SCD Research Committee meeting. Following the pertinent SCD meeting the CIS representative on the SCD Research Committee shall notify the Research Essay advisor as to the status of the topic proposal.

15.7 Two copies of the completed essay are forwarded by the Research Essay Supervisor to the Chair of the CIS Research Committee along with a recommendation as to assessors, one external to CIS and, possibly, one internal. The Research Essay Supervisor is not eligible to act as an examiner.

15.8 If a student wishes that the result is finalized by the end of a given semester the Research Essay must be submitted no later than Week 7 of that semester.

15.9 The Chair of the CIS Research Committee contacts prospective examiners to determine their willingness and then forwards the essays to them with a letter setting out the conditions and practices of examination.

15.10 The examiner's reports are assessed by the CIS Research Committee. Usually, the marks are averaged. Should the difference in marks be greater than ten, the Board determines a mark by its own process or engages a third examiner.

15.11 The Chair of the CIS Research Committee notifies the Research Essay advisor of the Grade, who then submits the grade on a standard form for the CIS Assessment Review Committee.

15.12 The Chair of the CIS Research Committee forwards the mark and digital copies of the examiners' report to the SCD Director of Research for the notice of the SCD Research Committee.

15.13 The Chair of the CIS Research Committee notifies the Academic Registrar of the completed examination and provides information to the Registrar to facilitate payment of the external examiner.

16 Concurrent Study at Alternate Providers of Higher Education and with Other Member Institutions of the SCD

16.1 At bachelor's level, up to 144 credit points may be undertaken at a recognized tertiary institution outside the SCD.

16.2 In the MTh the limit is 54 credit points for extra-SCD institutions. For Category 1 MA students, the limit is 36 credit points at extra-SCD institutions. For Category 2 MA students, the limit is 54 credit points at extra-SCD institutions.

16.3 In all cases of study external to the SCD, credit is not granted automatically. Students must apply in writing for credit, including originals or certified copies of their transcripts, to the Academic Registrar. The academic registrar will then determine whether or not credit is to be granted in accordance with SCD policies.

16.4 Opportunity exists for students, enrolled at the Catholic Institute of Sydney, a Member Institution of the Sydney College of Divinity, to undertake course units at other Member Institutions of the Sydney College of Divinity, and vice versa. Such opportunities arise particularly when the timetabling at one Member Institution is disadvantageous to a student, or when the provision of intensives at one Member Institution may be advantageous to a student.

16.5 Though legally there is no limit to the number of course units that can be undertaken in the Bachelor of Ministry or Bachelor of Theology program at an alternate Member Institution of the SCD, it is recommended this be no more than one third of the award.

16.6 A student enrolled in one Member Institution of the SCD should not replicate their student enrolment in another Member Institution: i.e., the student will possess only the one SCD student enrolment number.

16.7 In undertaking a course unit at a Member Institution which is not the institution of enrolment, a student must

16.7.1 Seek advice that the course unit being undertaken at the alternative Member Institution of the SCD does not compromise the integrity of the award as conducted at the Institution of enrolment, and is in accord with the requirements of the award as conducted at the institution of enrolment

16.7.2 Obtain and complete the Form "Registration in Modules at another SCD Member Institution," available from the Registry

16.7.3 Present this form to the Registry of the institution of enrolment

16.8 The institution of enrolment shall forward the forms indicated in 16.7.3 to the alternative Member Institution, which will then issue a Confirmation of Enrolment to the student with any further specific guidelines re the conduct of the course unit in which the student is enrolling.

16.9 Both the institution of enrolment and the alternative Member Institution shall maintain records of those students who are undertaking course units at each other's institutions.

16.10 At the end of the academic period of the course unit being undertaken, there shall be an exchange of academic results in regard to those students concerned.

16.11 In undertaking a course unit at an alternative Member Institution of the SCD, the student is liable for the course unit fee as set by the alternative Member Institution.

16.12 In the event that a student is availing of the FEE-HELP Commonwealth loan system, the student will need to complete a second 'Request for Fee Help assistance' form indicating the new 'campus.' This will need to be attached to the Clearance Form and Registration Form of the MI in which the course is being undertaken.

16.12.1 The original Commonwealth Higher Education Student Serial Number (CHESSN) will apply. So as to not cause any confusion, the front of the form must be marked "Second Campus – already holds CHESSN No. xxxxx" Once received, the MI in which the course is being undertaken will forward the form to the SCD office

16.12.2 After the appropriate census dates, each Member Institution will produce a Commonwealth Assistance Notice (CAN) for the student which will list the units done at the particular Member Institution (campus) and the appropriate fee for those units.

16.12.3 Each Member Institution will be paid for the units they have taught the student as listed on the CAN. (Note: the student does not get a new student number, the original SCD number stays with the student for their entire life within the SCD)

16.13 The graduation transcript of the student will clearly indicate those course units undertaken at the alternate Member Institution by the stipulation of the suffix to the course unit code.

17 The Conduct of Examinations

17.1 Semester End Examinations: General

17.1.1 An examination at the end of the semester is a possible assessment piece available to the lecturer of a course unit

17.1.2 The examination, as part of the entire assessment package of the course unit, must be integrated in duration and weighting according to the principles outlined in the SCD Policy and Procedures Manual.

17.1.3 Should a lecturer include a semester-end examination in the assessment package of the course unit, this should be clearly identified in the course unit outline given to the students in the course unit at the commencement of the semester. Its date, duration and weighting should also be stipulated.

17.1.4 In those course units that are double coded at undergraduate and graduate level, the requirements of the examination will vary according to the level. This distinction must also be clearly identified in the course unit outline.

17.1.5 The examination is, as a matter of course, conducted in the week immediately following the final week of the 12-week lecture period. It is referred to as Examination Week.

17.1.6 The date, time and place of the examination in Examination Week are to be set at the same time and day of the week that the lecture is ordinarily

conducted in the semester. It shall also be conducted in the same room as the lectures

17.1.7 The Academic Registrar will request a notification of examinations to be conducted in Examination Week by Week 11 of the semester and shall publish a timetable on the Registry Noticeboard, following the principle of n.6.

17.2 **The Conduct of the Semester-End Examination**

17.2.1 The examination is be supervised by the lecturer of the semester course unit, unless the lecturer delegate the responsibility. Should such a delegation occur, the Academic Registrar is to be notified of the name of the examination supervisor who shall be listed on the published Examination Timetable

17.2.2 The Registry will make available to each examination supervisor a sufficient number of examination cover sheets and paper for the students to use during the examination.

17.2.3 The examination will be conducted in the following manner:

17.2.3.1 The examination paper will be distributed by the supervisor

17.2.3.2 A period of ten minutes will be allowed prior to the commencement of writing

17.2.3.3 The examination is to be conducted in silence

17.2.3.4 15 minutes prior to the conclusion of the examination period the supervisor will bring notice of the same to the students

17.2.3.5 At the conclusion of the examination period, the supervisor will request students to cease writing and will collect the papers

17.3 **The Conduct of Oral Examinations**

An oral examination is a formal meeting between a student and the lecturer for the purpose of examining the student's knowledge of the course subject matter and awarding a grade. The examiner will normally be the lecturer of the course.

17.3.1 The students are to be informed of the scheduling and the length of the examination at the beginning of the semester. The Academic Registrar is to be informed about these matters when the examination timetable is to be constructed.

17.3.2 A List of Examination Topics is drawn up by the examiner/lecturer; a copy is given to the students at least two weeks before the examination is scheduled.

17.3.3 Students may be tested only from the list of topics contained in the List of Examination Topics.

17.3.4 To provide a record, each examination will be recorded. The examiner will collect the recording device and the Recording Procedures sheet from the Registry. The recording will be stored in the Registry where it will be held for the same length of time as other exam scripts.

17.3.5 After each Student has been examined, the Examiner completes the student's Oral Examination Mark Sheet, indicating the topics covered and the overall assessment mark.

17.3.6 At the completion of the examination of all students in the course unit, the Lecturer is to submit to the Registry the audio recording of the Oral Examination and the List of Examination Topics. Within seven days, the Lecturer submits all Oral Examination Mark Sheets to the Registry for the ordinary processes of collection and Discipline Moderation.

17.4   Special Consideration for Students in an Examination

17.4.1 Students who have a medical condition or a personal issue that they consider might inhibit their capacity to sit an examination, are to make application for Special Consideration with their lecturer at least 24 hours prior to the examination. Should the lecturer not be the supervisor of the examination, it is the responsibility of the lecturer to inform the supervisor of the special consideration.

17.4.2 Should a student arrive late for an examination, no special consideration will be given without documentation being provided by the student to the lecturer, within 24 hours, outlining the misadventure as the cause for the late arrival. The lecturer will then follow the principle outlined in 17.6.4.

17.5   Following a Written Examination

17.5.1 If the examination supervisor is the ordinary lecturer of the course unit they are to retain the papers for assessment. Should the examination supervisor be a delegate of the lecturer's the papers must be forwarded to the lecturer within 24 hours from the completion of the examination.

17.5.2 Normally, the examination papers are not returned to the students. The lecturers responsible are to record the score and the grade for inclusion in the course unit academic results sheet.

17.5.3 The lecturer is to return the assessed examination papers to the Registry within seven days of the examination such that they may be filed in the event that there is a student appeal against the grades given.

17.6   Student Absence from Examinations

17.6.1 A student may be prevented from attendance at the examination. The circumstances warranting absence must be demonstrably beyond the student's control.

17.6.2 On medical grounds: a medical certificate is to be produced by the student to the lecturer within 48 hours. The medical certificate is to be signed by a medical practitioner and dated with the same date of the examination. Confidentiality notwithstanding, the certificate should describe the nature and the seriousness of the student's problem

17.6.3 On inability to attend for other reasons: the student's situation must be discussed with the lecturer prior to the examination and an alternate date, time and place arranged for the examination with an alternate set of questions. Should such negotiation prior to the examination be possible, the student must submit documentation regarding the importance of the event and why it prevented the student from attending the examination.

17.6.4 If the reason for an absence for an examination is accepted, the lecturer may pursue the following course of action

17.6.4.1 Additional assessment or a supplementary examination. The supplementary examination will be a different one than the original.

17.6.4.2 Marks obtained for completed assessment tasks aggregated or averaged to achieve a percentage

17.6.4.3 It is recognized that a delayed examination may result in the provisional grade E for the semester.

17.7   Examinations within the Semester

17.7.1   A lecturer may hold examinations during the course of the semester, as pieces of assessment, rather than during Week 13 at the end of the Semester.

17.7.2   When such examinations (each one comprising 20% or more of the total assessment), are held during the course of the semester, the lecturer will ordinarily return the completed examination papers, graded and with comments, to the students within 14 days of the examination date. Should they be required for the purposed of SCD Discipline Moderation, the lecturer will, however, collect the examination scripts again from the students. Otherwise, the students should retain the returned examination script for their own records.

17.8   Academic Misconduct within an Examination

17.8.1   Should Academic Misconduct be noted during the course of an examination, or in the marking of an examination paper, the lecturer is to inform the Academic Dean according to the CIS Academic Misconduct Policy and Procedures.

17.9   Appeal against Examination Grades

17.9.1   If a student wishes to appeal against the grade given by the lecturer for an examination paper they are to do so according to the CIS Academic Regulations and Procedures '19 Grievences Regarding Assessment'.

18   Assessment and Grades

18.1   Assessment of a student's achievement of the outcomes in any course unit is continuous or progressive and is determined at the end of the semester in which the course unit is completed. The grade for that course unit is based on the total marks gained

18.2   Each course unit is assessed on at least two pieces of evidence, at least one of which is written.

18.3   Demand hours are the time to which a student is (notionally) committed per semester course unit, and include both the teaching period and personal study time.

18.3.1   Demand hours for assessment tasks in the undergraduate programs are notionally allotted on the basis of 12 demand hours per 1000 words.

18.3.2   Demand hours for assessment tasks in postgraduate programs are notionally allotted on the basis of 10 demand hours per 1000 words.

18.4 At the beginning of each semester, the teacher proposes due dates for the various assessment tasks for that course unit. In determining these dates, the teacher should allow a reasonable spread of time for the completion of the various assessment tasks.

18.5 Topics for written work or other tasks and any accompanying instructions or information regarding satisfactory completion of a course unit are to be distributed to the students in writing, normally in the first week of the semester, but no later than the end of the second week.

18.6 Unless otherwise specified by the teacher, written work is to be submitted to the Registry by 9.00 p.m. on the due date.

18.7 **Extension Policy:** Students must submit all assignments by the due dates set by the teacher and published in the Course Unit Booklets.

18.8 **Late Penalty:** Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

    18.8.1 Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the teacher.

    18.8.2 **Example**:

        Student submits an assignment worth 50 marks 4 days late.

        Total mark available = 50

        Penalty: 4 days late = 5% of 50 x 4 = 10 mark penalty

        The student's original mark is 40

        Final mark = 40-10 =30

18.9 Grounds for Extension: An extension of an assignment's due date may be granted on the following grounds

    18.9.1 Medical illness (certified by Medical Certificate)

    18.9.2 Extreme hardship

    18.9.3 Compassionate grounds

18.10 In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation for authorising and signing by the Lecturer and Academic Registrar prior to the due date. The student will then be informed of the result of the request.

18.11 In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, setting out the extreme circumstances. The Assessment Review Committee of the CIS Academic Board will consider such an unusual extension and notify the student of the outcome in writing.

18.12 If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

18.13 Each student is to keep a copy of all written work handed in for assessment. A student may be required to present a duplicate copy within 24 hours on request by a teacher.

18.14 Teachers may ask a student to re-present written work which is unsatisfactory in language or presentation.

18.15 Teachers are to return written work, with comments and grades only, to the registry within two weeks after all scripts have been received. Sample copies of each grade will be made and kept on file for moderation. All work will then be returned to the students, who must keep it available until after the Assessment Review Committee meeting at the end of each semester. Written work can be collected by students from the Library.

18.16 Grades for assessment are awarded according to the criteria in the following table:

Percentage score	85-100%	75-84%	65-74%	50-64%	0-49%
General Description	Outstanding work that comprehensively attains the required outcome(s) showing superior knowledge, understanding, analysis, critical interpretation, presentation, and originality	Excellent work that substantially attains the required outcome(s) showing a high level of knowledge, understanding, analysis, critical interpretation, presentation, and some originality.	Work that soundly attains the required outcome(s) showing a good level of knowledge, understanding, analysis, presentation, and some evidence of critical interpretation.	Work that satisfactorily attains the required outcome(s), with adequate knowledge, understanding, analysis, and presentation.	Work that fails to attain the required outcome(s), lacking in basic knowledge, understanding, analysis, and presentation.
Reading	Evidence of wide, relevant, and independent reading beyond core texts and materials	Evidence of relevant reading beyond core texts and materials	Evidence of sound understanding of core texts and materials	Evidence of having read core texts and materials	Inadequate evidence of having read any of the core texts and materials
Knowledge of topic	Outstanding factual and conceptual knowledge incorporating highly distinctive insight into deeper and more subtle aspects of the topic	Substantial factual and conceptual knowledge incorporating distinctive insight into deeper and more subtle aspects of the topic	Extensive factual and conceptual knowledge	Satisfactory factual and conceptual knowledge to serve as a basis for further study	Inadequate factual and conceptual knowledge
Articulation of argument	Sustained evidence of imagination, originality, and independent thought	Evidence of imagination, originality, and independent thought	Ability to construct well-reasoned and coherent argument based on discriminating use of evidence	Ability to construct sound argument based on evidence	Inability to construct coherent argument
Analytical and evaluative skills	Evidence of highly developed analytical and evaluative skills	Evidence of well-developed of analytical and evaluative skills	Evidence of developed analytical and evaluative skills	Evidence of analytical and evaluative skills	Insufficient evidence of analytical and evaluative skills
Problem solving	Ability to solve or resolve non-routine or very challenging problems	Ability to solve or resolve routine or challenging problems	Ability to use and apply fundamental concepts and skills to basic problems	Evidence of problem-solving skills	Insufficient evidence of problem-solving skills
Expression and presentation appropriate to the discipline	Highly developed skills in expression, presentation, and documentation appropriate to wider audiences	Well developed skills in expression, presentation, and documentation appropriate to the discipline and	Good skills in expression, presentation, and documentation.	Adequate skills in expression, presentation, and documentation.	Inadequate skills in expression, presentation, and documentation.

		audience		
Oral presentation skills	Highly developed skills in Delivery; Content; Structure; Use of Visual Aids and Response to Questions	Well developed skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Good skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Adequate skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions	Inadequate skills in Delivery, Content, Structure, Use of Visual Aids, and Response to Questions
Tutorial preparation, participation and interaction with others	Evidence of outstanding preparation, highly developed skills in making focused and constructive contributions to discussion, in listening to and responding to the contributions of fellow members of the group.	Evidence of thorough preparation, well developed skills in making a constructive contribution to discussion, in working well with other members of the group and in valuing their contributions	Evidence of sound preparation, good skills in actively contribution to discussion and in responding positively to the views of others	Evidence of adequate preparation, adequate skills in participating and in listening to others while relying on others to do most of the work.	Insufficient evidence of preparation, participation, and interaction with others

The Satisfactory (S) grade: This grade is awarded on the basis of mastery of content and adequacy in performance. Students who do not achieve the outcomes of mastery and adequacy in a unit where Satisfactory grades are awarded, will receive a Fail (N) grade.

18.17   Quasi-Grades: For every unit in which they are enrolled, students will be awarded a grade by their lecturer or the CIS Academic Board and SCD Academic Board will record a quasi-grade (explained below).

18.17.1 Extension (E)

This outcome will be recorded temporarily under extenuating circumstances, such as illness, accident, misadventure or any other serious problem which make it impossible for the student to complete assignment(s) by the end of a semester. An overall extension for a unit may be given when the student has completed at least one of the prescribed assessment tasks. The fact that several pieces of written work for different units are due within a short period is not a valid excuse for the granting of an extension. Students are expected to plan their study, employment and extracurricular activities so that they are able to submit work by the due date. Upon completion of the work the grade which most fairly describes the student's work will be given.

The date for completion will be normally no later than one month after the commencement of the following semester.

18.17.2 Incomplete (I)

This outcome will be recorded temporarily when one of the assessment tasks for a unit is incomplete and an extension for the assessment item does not pertain. The student will have previously provided an explanation to the CIS Academic Board in writing clearly stating the reasons why extra time is being sought. Upon completion of the work a Pass grade will be awarded provided that the student's work merits it, but no higher grade will be allowed.

The date for completion will be normally no later than one month after the commencement of the following semester.

18.17.3 Unavailable result (U)

This outcome will be recorded temporarily where grades are unavailable at the time of SCD monitoring of results.

18.17.4 Withdrawal (W)

The Withdrawal grade is awarded where the student withdraws from a unit in accordance with the rules governing withdrawal.

18.17.5 In Progress (IP)

This outcome will be recorded where a unit of study continues into the following semester. This will automatically flag that no final result is due until the end of the next semester. This outcome will also be recorded when a research essay or thesis has been submitted for examination and the final result is still to be resolved.

18.18 In order to preserve uniformity of standards within CIS, the Assessment Review Committee considers all results and recommends the final grade.

18.19 If, in the opinion of the Academic Dean and the Academic Registrar, a student's academic progress is not considered satisfactory, the student is required to show cause to the CIS Academic Board why he/she should not be excluded from the Institute.

19   Grievances Regarding Assessment

19.1 The following procedure is in accord with the SCD Student Grievance Policy.

19.2 In the first instance a student may appeal to the lecturer concerned against the result given in any item of assessment when:

19.2.1   the student believes that some error in grading has been made;

19.2.2   there are concerns about the grade awarded.

19.3 After this informal dialogue, if the student still believes there are grounds for appeal, the student may formally appeal to the CIS Academic Board through the Academic Dean.

19.4 Where a student believes that the review procedures through the CIS Academic Board have not been followed with regard to an appeal against a failed final grade, the student may appeal to the SCD Academic Board. This is the only ground on which an appeal can be made to the Academic Board.

19.4.1   The appeal must be submitted in writing to the Dean of the Sydney College of Divinity within ten working days of receipt by the Academic Dean of the determinative outcome of the appeal to the CIS Academic Board.

19.4.2   The student must provide the Dean with documented evidence that the regulations on Review and Appeals have not been complied with by the Member Institution.

20   Academic Misconduct

20.1   **What is academic misconduct?**

Academic misconduct includes, but is not limited to, the following:

20.1.1   Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.

20.1.2   Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorized assistance at the computer terminal, or on field-work. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorised collusion.

20.1.3   Academic fraud is the falsification and fabrication of, or dishonesty in reporting research results.

20.1.4   Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or institutional facilities such as libraries.

20.1.5   Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study; falsely stating that thesis material has not been used in another thesis, submitting work undertaken in one course in another course.

20.1.6   Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research; misuse of confidential information obtained in field education.

20.2   **What shall a lecturer who suspects academic misconduct do?**

20.2.1   A lecturer who suspects academic misconduct shall meet with the student and provide appropriate academic counselling.

20.2.2   A lecturer who suspects academic misconduct shall notify the Academic Dean who will record the student's name in the Academic Misconduct register.

20.2.3   A lecturer who suspects academic misconduct shall, in consultation with the Academic Dean, determine whether or not a formal complaint will be made.

20.3   **Who may make a formal complaint?**

20.3.1   Any person who has direct knowledge of academic misconduct may make a formal complaint.

20.4   **Against whom may a formal complaint be made?**

20.4.1   A formal complaint of academic misconduct may be made under these procedures against any person enrolled or formerly enrolled as an undergraduate or postgraduate coursework student of the Catholic Institute of Sydney whether proceeding to an award or not.

20.4.2 Formal complaints against persons enrolled or formerly enrolled as postgraduate research students or who have received an award from the Sydney College of Divinity will be made under the provisions of the Sydney College of Divinity Misconduct Procedures.

20.5 To whom shall a formal complaint be made?

20.5.1 A person who wishes to make a formal complaint of academic misconduct shall make it in writing to the Academic Dean;

20.5.2 A person making a formal complaint should normally also inform the person against whom the formal complaint is being made but the giving of such information is not a necessary part of these procedures.

20.6 What must a formal complaint contain?

20.6.1 A complaint must identify the person against whom it is made. It must identify the nature of the misconduct complained of. It must provide appropriate evidence of the alleged misconduct, including the names of witnesses where appropriate.

20.7 What happens when a formal complaint is received?

20.7.1 On receiving a formal complaint, the Academic Dean shall acknowledge its receipt within seven days. The Academic Dean shall then examine the complaint to establish whether a prima facie case is established. In making such a determination the Academic Dean consider whether the behaviour complained about would, if established, constitute academic misconduct under this policy. The Academic Dean shall consider whether the evidence provided is sufficient to support the allegation.

20.7.2 If the Academic Dean decides that a prima facie case has not been established, the Academic Dean shall inform the complainant that no further action is proposed.

20.7.3 If the Academic Dean decides that a prima facie case has been established and that a formal complaint is being made, the Academic Dean shall refer the complaint to an Academic Misconduct Committee. The Academic Dean shall notify the person complained against, giving details of the alleged misconduct and that the matter has been referred to an Academic Misconduct Committee.

20.7.4 If the Academic Dean is the complainant, or otherwise involved with the complaint, the procedures will be carried out by the Academic Registrar.

20.8 What is an Academic Misconduct Committee?

20.8.1 The CIS Academic Board shall, as required, appoint an Academic Misconduct Committee of three persons who will determine a formal complaint referred to it by the Academic Dean. A person who teaches or supervises the person complained of shall not be a member of that Academic Misconduct Committee. Members of the faculty of other Member Institutes of the Sydney College of Divinity may be appointed to an Academic Misconduct Committee.

20.9   What is the procedure of an Academic Misconduct Committee?

20.9.1   An Academic Misconduct Committee may inform itself about the alleged misconduct in any way it thinks fit. It must give the person against whom the misconduct is alleged sufficient notice of its deliberations and allow the person to present a defence in writing and in person. The person may be accompanied to any hearing by a friend.

20.10   How will an Academic Misconduct Committee arrive at its findings?

20.10.1 Having considered the evidence before it, an Academic Misconduct Committee shall make its findings on the balance of probabilities. Where the complaint is a grave one, or likely to be attended by serious consequences if established, the committee should be more clearly convinced of the misconduct than would be required in less serious kinds of case.

20.11   What findings may an Academic Misconduct Committee make?

20.11.1 An Academic Misconduct Committee may:

20.11.1.1 dismiss a complaint;

20.11.1.2 find a complaint established and impose no penalty;

20.11.1.3 find a complaint established and admonish the person;

20.11.1.4 find a complaint established and order that the person forfeit marks in an assignment, fail a course unit or all the units in which the person is enrolled in a semester;

20.11.1.5 find a complaint established and suspend the person from enrolling for a course unit or units, or an award in the Catholic Institute of Sydney for a period not exceeding four semesters;

20.11.1.6 find a complaint established and exclude the person from enrolment in the Catholic Institute of Sydney for a period not less than four semesters;

20.11.1.7 find a complaint established and recommend to the Academic Board of the Sydney College of Divinity that the person be suspended from enrolling in the Sydney College of Divinity for a period not exceeding four semesters;

20.11.1.8 find a complaint established and recommend to the Academic Board of the Sydney College of Divinity that the person be excluded from enrolment in the Sydney College of Divinity for a period not less than two years.; or

20.11.1.9 find a complaint established and impose a combination of the above penalties.

20.11.2 A person who is suspended may not enrol in anything from which the person is suspended while the suspension is in force without the express permission of the CIS Academic Board. At the expiration of the suspension the person may re-enrol without further permission. A person who is suspended from the Catholic Institute of Sydney may not enrol in another Member Institute of the Sydney College of Divinity while the suspension is in force without the express permission of the Academic Board of the Sydney College of Divinity.

20.11.3 A person who is excluded may not enrol in the Catholic Institute of Sydney while the exclusion is in force. At the expiration of the period of exclusion the person may not re-enrol without the express permission of the CIS Academic Board. A person who is excluded from the Catholic Institute of Sydney may not enrol in another Member Institute of the Sydney College of Divinity while the exclusion is in force without the express permission of the Academic Board of the Sydney College of Divinity.

20.11.4 A person who is suspended from the Sydney College of Divinity may not enrol in the Sydney College of Divinity for anything from which the person is suspended while the suspension is in force. At the expiration of the suspension the person may re-enrol without further permission.

20.11.5 A person who is excluded from the Sydney College of Divinity may not enrol in the Sydney College of Divinity while the exclusion is in force. At the expiration of the period of exclusion the person may not re-enrol without the express permission of the Academic Board of the Sydney College of Divinity.

20.11.6 An Academic Misconduct Committee shall report its findings to the person complained of and to the Academic Dean. The Academic Dean will be responsible for implementing the decision of the Committee. The Academic Dean will report the outcome of any academic misconduct complaint to the CIS Academic Board and to the Academic Board of the Sydney College of Divinity.

20.12   How can a person appeal?

20.12.1 A person against whom a complaint of misconduct has been established under these procedures may appeal to the Academic Board of the Sydney College of Divinity within 30 days of receiving the decision of an Academic Misconduct Committee. If a person lodges an appeal, the implementation of any penalty will be stopped until the appeal is resolved. The appeal will be heard under the provisions of the Sydney College of Divinity Academic Misconduct Procedures.

20.13   How are records to be kept?

20.13.1 Records of the making and resolution of a complaint about academic misconduct will be kept in a separate file for each complaint. When a complaint is established, a note recording the nature of the complaint and any penalty imposed will be placed on the person's file. A person's academic transcript will not contain any reference to academic misconduct as the reason for a course result or other record.

20.14   When can established complaints be made public?

20.14.1 In general, information about established complaints will be kept confidential. The Academic Dean is authorised to inform another educational institution of an established complaint of academic misconduct, if the Academic Dean considers it appropriate to do so.

20.14.2 Nothing in this paragraph prevents the transmission of information within the Sydney College of Divinity for the purpose of giving effect to these procedures.

21   Student Evaluations

21.1   In the final two weeks of the semester, the lecturer shall distribute to students, Student Feedback I, (A Survey on the Teaching of the Course Unit) to present each student with the opportunity to provide feedback on the experience of the lecturer. The emphasis in this form is on the experience of how the course unit was actually taught, according to the SCD Teaching and Learning Survey Policy.

    21.1.1   The form is completed by each student, and collected by a designated student to be forwarded by the same student in a sealed envelope to the Registry. The lecturer will not be shown the completed forms

    21.1.2   The response rate and the outcomes of the survey will be collated by the Registry Officer and provided in a summary report to the President.

    21.1.3   The summary report will be used by the President in a personal interview with the lecturer

    21.1.4   In the event that the President is the lecturer, the process in respect to 21.1.2 and 21.1.3 will be undertaken by the Academic Dean.

21.2   In the final two weeks of the semester, the lecturer shall distribute to students, Student Feedback II (A Survey on the Value of the Course Unit) to present each student with the opportunity to evaluate the merit of the course unit itself, according to the SCD Teaching and Learning Survey Policy.

    21.2.1   The form is completed by each student, and collected by a designated student to be forwarded by the same student in a sealed envelope to the Registry. The lecturer will not be shown the completed forms

    21.2.2   The response rate and the outcomes of the survey will be collated by the Registry Officer and provided in a summary report to the President.

    21.2.3   The summary report will be used by the President in a personal interview with the lecturer

    21.2.4   In the event that the President is the lecturer, the process in respect to 21.2.2 and 21.2.3 will be undertaken by the Academic Dean.

22   Awards and Graduation

22.1   For all coursework awards the CIS Academic Board recommends to the SCD those students who have satisfactorily completed the requirements as prescribed by the SCD and CIS.

    22.1.1   In cases where the Senate of the Catholic Institute of Sydney judges that a student, in completing all the requirements for an SCD award has also fulfilled all requirements for an ecclesiastical award this fact is noted on the Testamur which will bear the seal and signatures of the relevant authorities of both the Sydney College of Divinity and the Catholic Institute of Sydney. (See Ecclesiastical Awards)

    22.1.2   Graduation occurs on an annual basis, and is organised by the Sydney College of Divinity.

        22.1.2.1   Students who are of the mind that they are eligible to graduate in the forthcoming year are to complete a Graduation Application from, available from the Registry, and are to submit the completed form to the Academic Registrar no later than the end of January of the year in which they wish to graduate.

23 Fees and Refunds

23.1 All fees are to be paid by the third week of the semester.

23.2 Credit points for course units will be withheld until all fees are paid.

23.3 Refunds: Notwithstanding implications as regards FEE-HELP, students withdrawing from:

    23.3.1 A semester length course unit before the first three weeks of semester will have the funds fees refunded;

    23.3.2 An intensive or extensive course unit within the first two days of the course. The fees, if paid, will be refunded.

23.4 In the case of a semester length course unit where a student is granted a Withdrawal Without Academic Penalty by the CIS Academic Board, the student is still liable for the tuition fee.

24 Library

Upon enrolment in any program, students are entitled to use the facilities of the Veech Library, including the right to borrow according to its rules. (See Library and Resources)

25 Student ID Cards

25.1 CIS students are issued with an ID number and Student Identification Card on registration. The student card will bear the CIS logo and address, the student's photo, the student's name and enrolment number, a Veech Library barcode and RailCorp Concession logo (for those who met the eligibility criteria).

25.2 In regard to eligibility for RailCorp concession the following holds

    25.2.1 The student shall be an Australian citizen or permanent resident.

    25.2.2 The student shall be undertaking at least three course units.

    25.2.3 A signed declaration on the above eligibility shall be lodged at the Registry.

25.3 The expiry date for the Student Identification Card shall be 31 March of the subsequent year, though the Veech Library will accept the card only for currently registered students.

    25.3.1 The Registry Officer will provide the Veech Library with a list of all currently registered students at the commencement of Semester 2 of each year.

26 Class Representatives

26.1 At the commencement of the conduct of each course unit, a class representative is to be nominated and the Registry is to be notified of the name.

26.2 The responsibilities of the Class Representative are as follows:

    26.2.1 To play an organisational and communication role when the class needs to act as a whole.

    26.2.2 On behalf of the class, to bring to the attention of the lecturer, or the Academic Dean any area of concern that the class as a whole might have concerning the conduct of the course unit.

26.2.3 To organize the class to maintain the cleanliness of the student common areas particularly at the end of breaks within lectures and at the end of the lecture period by

26.2.3.1 Gathering up any used cups/glasses left in the student common areas;

26.2.3.2 Loading the dishwasher in the student common room;

26.2.3.3 Wiping down the benches in the student common room.

26.2.3.4 At the end of the semester, to gather the Student Evaluations distributed by the lecturer and present these to the Registry Office.

26.2.3.5 To liaise with the class and the lecturer about the possibility of a social gathering for the class at the end of the semester

27 Student Information Technology and Communication Device Policy

27.1 The Use of Personal Computers during Lectures:

27.1.1 Students are permitted the use of laptop computers during lectures.

27.1.2 For work health and safety reasons, such equipment must be operated only by battery.

27.1.3 The use of such equipment during lectures and discussion/tutorial sessions must be limited to those matters related to the lectures.

27.1.4 The security of such equipment used whilst at the Catholic Institute of Sydney is the responsibility of the student. The Catholic Institute of Sydney accepts no liability in regard to the security of such equipment.

27.2 The Use of Mobile Phones and Personal Communication Devices

27.2.1 Mobile phones and personal communication devices must be switched off throughout lectures and discussion/tutorial sessions.

27.3 Recording of Lectures

27.3.1 Sound or video recording of lectures and discussion/tutorial sessions is not permitted without the explicit permission of the lecturer.

27.4 Use of CIS Data Projectors

27.4.1 The data projectors owned by the Catholic Institute of Sydney are for the exclusive use by lecturers. If required they must be booked by the lecturer, collected from, and returned to, the Registry by the lecturer, and not by students.

28 Harassment

All students and staff of the SCD are expected to respect the rights of all other people for freedom from any form of harassment. The SCD is committed under the principles and requirement of the NSW Discrimination Act 1977, and the Commonwealth Sex Discrimination Act 1984, to ensuring that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially and according to proper process.

29 Complaints and Grievances of a Non-Academic Nature

Refer to the SCD Student Grievance Policy and Procedures at www.scd.edu.au.

30   Legal Responsibilities

Any course unit offered at CIS that requires students to have contact with children, e.g., in school, in parish placements, must fulfil the screening requirements required by the Child Protection legislation of NSW.