

## INSTITUTIONAL ACADEMIC MODERATION POLICY

<b>Approve</b>	Academic Board
<b>Approval date</b>	17 February 2020 7 May 2018 27 February 2017 11 July 2016 4 May 2015 2 March 2009
<b>Date for Review</b>	February 2025
<b>Responsible Officer</b>	Academic Director
<b>Author / Role</b>	N Holm (Coursework Director) E Hibbert (Academic Director) D Speed (Dean)
<b>Related Documents</b>	Institutional Academic Moderation Procedure
<b>Higher Education Standards (2015)</b>	
<b>National Code (2018)</b>	

### PURPOSE

This policy assists the Academic Board and the teaching bodies to ensure that:

- 1) student learning is maximized
- 2) academic standards appropriate to the Sydney College of Divinity as a degree granting institution in the Australian Higher Education system are maintained
- 3) those standards are uniform across the various teaching bodies
- 4) the policy-driven governance structure of SCD is reflected in the policies of the Member Institutions being consonant with those of the SCD.

### SUMMARY

- 1) Each Member Institution and the SCD Korean School of Theology will undergo one full moderation every five years.
- 2) The Moderation of the teaching body covers all aspects of the academic operations within it, including the Disciplines. Accordingly, its brief is much wider than that of Discipline Moderation, and includes course units, assessment, teaching and learning, library, student support services, and the academic governance within the Member Institution. Where appropriate, the Discipline Moderation reports are made available to the Moderators of Member Institutions and vice versa.
- 3) Institutional Academic Moderation differs from Discipline Moderation. Each year one discipline/field of study in the College as a whole and in each teaching body will undergo moderation in the manner set out in the Discipline Moderation Policy.

### SCOPE

All Member Institutions and the SCD Korean School of Theology

### POLICY

#### Notice of Moderation

The Academic Board will

- 1) prepare and publish the schedule of institutional moderations to take place within the set period
- 2) identify the teaching bodies to be visited by the External Moderators Panel in any given year.
- 3) give three (3) months' notice of the actual date of the visit.

## **Moderation Panel**

A panel of four Moderators, approved by the Academic Board, will moderate each teaching body:

- 1) Two moderators will be appointed by the Sydney College of Divinity:
  - a) Wherever possible one moderator will have had previous experience in SCD Institutional Academic Moderation.
  - b) The Dean of the Sydney College of Divinity will serve on each Institutional Academic Moderation and will convene the panel.
- 2) Two Moderators will be nominated by the teaching body.
- 3) Other than the Dean or Chair of the Coursework Committee, all Moderators will
  - a) be external to the Sydney College of Divinity and to the teaching body
  - b) have the knowledge and academic experience to conduct such moderations
  - c) not be directly associated with the teaching body undergoing moderation.
- 4) One of the external Moderators will chair the panel.
- 5) External Moderators will receive
  - a) reimbursement of actual and reasonable costs of transport, food and accommodation during moderation visits
  - b) an appropriate honorarium for each moderation
  - c) a copy of the procedures document entitled 'Institutional Academic Moderation Procedure'