



Melbourne College of Divinity

Established by the Melbourne College of Divinity Act (Victoria) 1910.

Affiliated with the University of Melbourne 1993.

Regulation 2: General Academic Provisions

2.1 – Academic Board

- 2.1.1 As required by section 20A of the MCD Act, there shall be an Academic Board for the purposes of —
- 2.1.1.1 Oversight of academic programs and courses of study in the College and other academic affairs of the College;
 - 2.1.1.2 Providing advice to the Council on the academic programs and courses of study in the College and other academic affairs of the College.
- 2.1.2 The Academic Board may exercise the powers detailed in section 21 of the Act, and use the authority contained in section 22 to establish committees to assist it in its work.
- 2.1.3 The Academic Board consists of:-
- 2.1.3.1 The Chairperson, and the Deputy Chairperson, appointed by the Council on the recommendation of the Academic Board
 - 2.1.3.2 The Dean and Registrar
 - 2.1.3.3 The Chairs of the Coursework Studies Committee and the Research Committee
 - 2.1.3.4 Three external members, co-opted by the Board
 - 2.1.3.5 Three internal members, co-opted by the Board
 - 2.1.3.6 One Student member, co-opted by the Board
- 2.1.4 Other than those who are members of the Board by virtue of their office, members are appointed or co-opted for a period of two years, unless the Council directs otherwise to ensure a rotation of membership.
- 2.1.5 The Board must meet no less than three times each year and, subject to any direction from the Council; determine its own Working Procedures.

2.2 – Coursework Studies Committee

- 2.2.1 There is established a Coursework Studies Committee of the Academic Board, for the purpose of advising it on all matters pertaining to coursework awards of the College.
- 2.2.2 The Committee must consist of:
- 2.2.2.1 The MCD Registrar and MCD Associate Registrar – Coursework;
 - 2.2.2.2 The Coursework Coordinators of RTIs teaching for one or more degrees of the College;

2.2.2.3 Up to four members co-opted by the Committee to ensure adequate expertise regarding the disciplines and awards of the College.

2.2.3 Appointments to the Committee are for the period of office, or for two years in the case of co-opted members. Retiring members are eligible for re-appointment.

2.2.4 The Chair and Deputy Chair of the Committee are appointed by the Academic Board on the recommendation of the Committee, for a term of office of two years, commencing in alternate years.

2.2.5 The Committee must meet no less than three times each year and, subject to any direction from the Academic Board; determine its own Working Procedures.

2.3 – Research Committee

2.3.1 There is established a Research Committee of the Academic Board, for the purpose of advising it on all matters pertaining to research conducted under the auspices of the College.

2.3.2 The Committee must consist of:

2.3.2.1 The MCD Director of Research;

2.3.2.2 The Research Coordinators of the College;

2.3.2.3 The Chairs of Examiners of the College;

2.3.2.4 A research librarian, co-opted by the Committee;

2.3.2.5 Up to three members co-opted by the Committee to ensure appropriate research expertise

2.3.3 Appointments to the Committee are for the period of office, or for two years in the case of co-opted members. Retiring members are eligible for re-appointment.

2.3.4 The Chair and Deputy Chair of the Committee are appointed by the Academic Board on the recommendation of the Committee, for a term of office of two years, commencing in alternate years.

2.3.5 The Committee must meet no less than three times each year and, subject to any direction from the Academic Board; determine its own Working Procedures.

2.4 –Chairs of Examiners, Examination Boards and Examination Procedures

2.4.1 For the purpose of ensuring consistent examination procedures and standards across the various degrees and diplomas awarded by the Council, the Academic Board must appoint a Chair of Examiners for each Field and for Ministry Studies.

2.4.2 In determining whom to appoint as Chair of Examiners for a particular Field, the advice of the academic staff associated with the MCD who teach in that Field must be sought. That advice may be obtained as the Registrar sees fit and may be by an election.

2.4.3 Where a candidate for a degree or diploma is proceeding by thesis, the thesis topic must have been allocated to a Field by the Research Studies Committee before the thesis is submitted for examination.

2.4.4 The Chair of Examiners in a Field must chair each Examination Board that will from time to time be set up for the purpose of examining a unit or thesis in that Field. The appointment of examiners for each unit or thesis is the responsibility of the Coursework or Research Studies Committee as appropriate, after consideration of nominations provided by the Chair of

Examiners in that Field. The Chair of Examiners is further responsible for ensuring that the examiners set and mark the assessment. Finally the Chair of Examiners must certify the results of the examination to the Academic Board.

- 2.4.5 Except as provided in this regulation or by resolution of the Council, each Examination Board must determine its own procedures to ensure that the highest standards of academic judgment are maintained in the examination process.
- 2.4.6 Notwithstanding any specific requirements for the conduct of examinations contained in the various degree and diploma Regulations, no candidate can be failed at an examination unless failed by two examiners.
- 2.4.7 If in the examination of a thesis there is sufficient disagreement between the initial assessments of the examiners to prevent a clear result and that disagreement cannot be resolved by the examiners conferring in a manner arranged by the Chair of Examiners, then the Chair of Examiners may request the Academic Board to appoint a further examiner or examiners, and the majority of academic opinion must then determine the result of the examination.
- 2.4.8 Where a Chair of Examiners is unable to act for any reason, whether for a period of time or a particular examination, an Acting Chair of Examiners must be appointed by the Academic Board for that period of time or particular examination.
- 2.4.9 Any appeal against the decision of an Examination Board must be lodged in accordance with the Grievance Procedures of the College. There is no appeal against the academic judgment of the examiners, provided they acted in good faith.

Regulation 2.5 – Human Research Ethics Committee

- 2.5.1 There is established a Human Research Ethics Committee of the College, ‘the Committee’, for the purpose of overseeing the ethical conduct of research involving humans.
- 2.5.2. The functions of the Committee are:
 - 2.5.2.1 to review, in accordance with the *National Statement on Ethical Conduct In Human Research (2007)* 'or any successor statement ' in a timely and efficient manner, the ethics of research projects submitted by candidates for degrees and other awards of the College, or by such other researchers as the Council or the Committee may deem appropriate, and to approve these projects;
 - 2.5.2.2 to monitor the progress of all research projects approved, at least annually, as well as to request immediate notification of serious or unexpected adverse effects on participants, unforeseen events that might affect ethical acceptability of the project, proposed changes to the protocol, and completion or discontinuation of the project;
 - 2.5.2.3 to advise the Council and the Academic Board as to categories of research which merit ethical review; and
 - 2.5.2.4 to provide annual reports to the Council and to the *National Health and Medical Research Council*, through the *Australian Health Ethics Committee*.
- 2.5.3 The Committee must be appointed and resourced by the Council and consist of at least ten persons:
 - 2.5.3.1 A chairperson and a deputy chairperson;

- 2.5.3.2 At least two lay persons, one male and one female, who are not members of the College, unless they are not currently supervising or examining any student of the College, who are not theologians or ordained clergy and are not currently involved in medical, scientific or legal work;
- 2.5.3.3 At least one person with knowledge of, and current experience in, qualitative research or other research regularly considered by the Committee;
- 2.5.3.4 At least one person with knowledge of, and current experience in, the professional care or counseling of people;
- 2.5.3.5 At least one person who is a minister of religion;
- 2.5.3.6 At least one person who is a lawyer;
- 2.5.3.7 The Registrar and Director of Research of the College.

The Council must appoint alternates in each of the appropriate categories of membership to act as members *pro tempore*, in the event of the inability of particular members to consider particular projects, or in the event of potential conflict of interest.

In making appointments of members and alternates, the Council must consult with the Academic Board.

- 2.5.4 Members of the Committee and alternates are appointed for three years and are eligible for re-appointment.
 - 2.5.4.1 In the event of a vacancy in the membership of the Committee or among the alternates, the Council must consult with the Academic Board as appropriate and appoint another member of the category in respect of which the vacancy exists. The person so appointed holds office for the remainder of the term for which the former member or alternate was appointed.
 - 2.5.4.2 When a member or alternate has been granted leave of absence by the Committee for an extended period, the Council must appoint an acting member in his or her place for the period of the leave of absence provided that such acting member has appropriate qualifications for the category of membership involved.
- 2.5.5 The Committee must determine the form in which it will receive submissions for the consideration of research projects and the procedures it will follow in deciding whether or not to approve research projects. Once determined this information must be published by the Registrar together with this regulation.
- 2.5.6 The Committee must meet at least three times each year on set and published dates and may meet at such other times as it deems necessary.
- 2.5.7 The Council must arrange for indemnity insurance to cover both the members and alternate members of the HREC, and such other persons as the HREC might designate to act on its behalf in any given matter.

*(Adopted by the MCD Council at its meeting April 26th 2006,
revising the transitional Regulation 2 passed on November 30th 2006)*

(Section 2.3 Adjusted for change of names Council Meeting 31 October 2007)

(Revised on December 3rd, 2008)

(Section 2.1.3 revised on December 2nd, 2009)