



REPRESENTATIONS RULES

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Responsible body/person	Quality Manager, Lissa Philip ,
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Superseded documents	None
Related documents	<i>Affiliation Agreement</i> <i>Affiliated College Campuses with Collaborating Organisations Policy</i> <i>Affiliated College Risk and Compliance Reporting Framework</i> <i>Coursework Course Enrolment Policy</i> <i>Credit Transfer Rules</i> <i>English Language Proficiency Policy</i> <i>Information on Student Support Services Rules</i> <i>Orientation Program Rules</i> <i>Quality Management Policy</i>
Related HE Standards	6.1.1, 7.1.1-5, 7.2.1-4
Student Lifecycle Stage/s	Admission, Enrolment

1. PURPOSE

To state the requirements to be met by Affiliated Colleges of the Australian College of Theology (ACT) in representing the ACT and its courses to students and in providing information to students about studying in ACT courses.

2. DEFINITIONS

ACT is the **Australian College of Theology Limited**.

ACT Office is the office of the **ACT**.

ACT website is the website for the **ACT**, at www.actheology.edu.au.

Affiliation Agreement is the document which sets out the reciprocal obligations between the **ACT** and an **Affiliated College**.

Affiliated College is an institution approved to offer an accredited higher education award of the **ACT**.

course see **course of study**

course of study is a course of **units** that lead to an award given by the **ACT**.

CRICOS is the Australian Commonwealth Register of Institutions and Courses for Overseas Students.

Dean see **Dean of the ACT**



Dean of the ACT means the **Dean** and **Chief Executive Officer** of the **ACT**.

delivery mode see **study mode**

Director of Risk and Compliance is the officer of the **ACT** who oversees the **ACT** quality management system and implements aspects of its risk management framework.

Finance, Risk, Audit & Compliance Committee oversees financial management, audit, risk management and compliance for the **ACT**.

Learning Outcomes are statements of what a **student** should have achieved by completing a unit or **course of study**. Learning outcomes specify what a **student** is expected to: i. know and understand, ii. be able to do, and iii. become as a result of taking the course and/or the unit.

LOTE stands for Languages other than English.

overseas student is a student who is in Australia on a student visa enrolled with the **ACT** through its **Affiliated Colleges**.

Single Unit Study is an enrolment method which does not lead to a formal **ACT** award and does not form part of an award course at another higher education provider.

student is a student of the **ACT**. They may be a prospective, enrolled or former student.

study mode is a description of the type of delivery of a **course** or **unit**. In relation to courses, the options are attendance/on-campus (also called internal), off-campus (also called online, distance, and external), and multimodal, which is a combination of the other two. In relation to units, the options are on-campus, off-campus, intensive, directed study contract, and blended. **Study mode** is sometimes called the **delivery mode**.

Tickit is the risk management software program used by the **ACT**, a proprietary software produced by Tickit Systems Pty Ltd.

unit see **unit of study**

unit of study is a block of study in a particular field.

3. SCOPE

These rules apply to all printed and online material either disseminated to students or made publicly available by Affiliated Colleges of the **ACT**.

4. RULES

Representing the relationship to the **ACT**

4.1 The stated relationship between the Affiliated College and the **ACT** must not be misleading and must clearly identify **ACT** as the registered higher education provider associated with accredited **ACT** courses.



4.2 The following wording must be included in the websites of Affiliated Colleges:
Website footer (or another consistent place on all webpages): “[College name] is an Affiliated College of the Australian College of Theology, CRICOS: 02650E*” – with the words “Australian College of Theology” linked to <https://www.actheology.edu.au>. ACT’s logo may be included but is not required.

4.3 If an Affiliated College refers to the ACT in its email signatures or letterhead, the wording quoted for websites in 4.2 must be used or else as a minimum, “Australian College of Theology, CRICOS: 02650E*”. The ACT initials are only to be used with the CRICOS code (e.g. “ACT CRICOS: 02650E”) if the ACT’s name in full appears in close association, e.g.

“[College name] is an Affiliated College of the Australian College of Theology
[College initials] ABN xx xxx xxx xxx | ACT CRICOS: 02650E”.

Representing ACT courses

4.4 Where an Affiliated College provides an overview of available courses, the following wording may be used or alternative wording conveying the below message may be used:

“As an Affiliated College of the Australian College of Theology, [college name] is approved to deliver the following courses of the ACT (CRICOS 02650E).”

For online content, the words “Australian College of Theology” must be linked to <https://www.actheology.edu.au>. ACT’s logo may be presented adjacent to the wording above.

4.5 Descriptions of individual ACT courses may include the below statement or alternative wording can be utilized to ensure that the provider and the accrediting body of the courses are explicitly indicated:

“This is a course of the Australian College of Theology.”

For online content, the words “Australian College of Theology” must be linked to <https://www.actheology.edu.au>. ACT’s logo may be presented adjacent to the wording above.

4.6 The names of ACT courses must exactly correspond to those on the ACT “Our courses” webpage (<https://www.actheology.edu.au/our-courses/>) without any addition including wording in parentheses.

4.7 Descriptions of ACT courses must be aligned with the rationale and course learning outcomes stated for the courses on the “Our courses” ACT webpage (<https://www.actheology.edu.au/our-courses/>). If course learning outcomes are

* Affiliated Colleges with *no* approved CRICOS sites are not to display the CRICOS reference, i.e. “CRICOS: 02650E”.



included in course descriptions these must exactly correspond with those on the ACT's webpage. See the section of these rules entitled *Representing admission requirements* for rules about representing course admission requirements.

- 4.8 Affiliated Colleges may only represent ACT courses they have the approval to offer.
- 4.9 If Affiliated Colleges choose to advertise the availability of the delivery mode of a course, colleges may only advertise the availability of delivery modes of a course that the college has been approved for.
- 4.10 Where an Affiliated College offers ACT's Academic Studies in Theology Certificate or Certificate in Theology, it is stated that the courses are not an Australian Qualifications Framework (AQF) qualification.
- 4.11 Where an Affiliated College is accredited to offer its own courses, it is clearly stated which courses are offered under the accreditation of the Affiliated College and which through the ACT.
- 4.12 Where an Affiliated College is accredited to offer its own courses, or offers non-accredited programs, it must be made clear to students in ACT courses the policies and other content that is relevant to them. For example, a "Policies" webpage should clearly demarcate the policies for ACT students from those for other students of the Affiliated College.
- 4.13 To avoid any confusion about the accreditation status of a program of study, internal programs of an Affiliated College (for example, a set of units required for ordination) should be referred to wherever possible as a "program", rather than a "course". The representation of such programs must make it clear that they are not offered through the ACT.
- 4.14 Where ACT units are represented as available for study as Single Unit Study and as eligible for gaining credit towards a course, the *Coursework Course Enrolment Policy* must be referenced.
- 4.15 Representations, whether expressed or implied, about the outcomes associated with undertaking an ACT course must not be false or misleading, including in relation to possible employment outcomes, professional accreditation, or migration outcomes.

Representing courses to overseas students

Where an Affiliated College is approved to offer ACT courses to overseas students, the following additional rules apply.

- 4.16 Any printed or online material that is disseminated or publicly available and directed towards overseas students must include the ACT's name in full ("Australian College of Theology") and its CRICOS provider code (02650E).
- 4.17 Where it is represented that a course is available to overseas students, the



CRICOS course code must be included.

- 4.18 Any printed or online material about ACT courses for overseas students must include:
- “[College name] is approved to deliver the following courses of the Australian College of Theology (CRICOS 02650E) to overseas students”.
- For online content, the words “Australian College of Theology” must be linked to <https://www.actheology.edu.au>, and “02650E” linked to either <https://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderCode=02650E>, or the specific CRICOS link for the delivery location from this webpage.
- 4.19 Affiliated Colleges must only represent courses as available to overseas students which have CRICOS approval for delivery at its site(s). These courses are to be confirmed by the college on the CRICOS website (<https://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderCode=02650E>).
- 4.20 Affiliated Colleges must provide information to assist overseas students in their planning for study. This information must include indicative costs of living and studying in Australia, accommodation options, arrangements for health care and, where applicable, schooling obligations related to school-aged dependents (including the possibility that school fees may be incurred). This information may be provided through a link to ACT’s “Overseas Students” webpage (actheology.edu.au/overseas-students) with a statement that such information is available at the website. Alternatively, Affiliated Colleges may develop their own content covering listed areas and with at least an equivalent level of detail to that on the ACT webpage.
- 4.21 Advice to overseas students in relation to studying ACT courses is only provided by the Affiliated College’s Overseas Students Liaison Officer, who must be identified to and receive training from, the ACT Office.

Representing admission requirements

- 4.22 Where an Affiliated College provides descriptions of ACT courses, these must include the admission requirements found on the ACT “Our courses” webpage (actheology.edu.au/our-courses). This includes English language proficiency requirements.
- 4.23 Information advising students about the application process or admission requirements for an ACT coursework course will refer students to the ACT *Coursework Course Enrolment Policy*.
- 4.24 It is a requirement of the *Coursework Course Enrolment Policy* (section 5.6) that admission requirements set by Affiliated Colleges, including those related to a statement of beliefs or a code of conduct, be available in writing and communicated to students prior to admission. The means of this



communication must be reported to the ACT using the *Admission requirements* Tikit form.

- 4.25 Where the application process for an ACT course involves the provision of information about personal beliefs and religious experience, such as an account of faith and church participation, any associated admission requirements must be clearly stated.

Provision of information related to student experience

- 4.26 Affiliated Colleges must provide information to assist students in making decisions about ACT courses. This information must be available before students accept an offer and must be either duplicated from ACT content and maintained, or provided through links to the relevant ACT documents or webpages, or by embedding the live ACT website information onto the college website. Access to the following information for each course is required:

- course rationale,
- course structure,
- course rules,
- admission requirements, and
- course learning outcomes

- 4.27 For content and materials about fees for ACT units or courses, the following statement may be included:

"[College name] is an Affiliated College of the Australian College of Theology (ACT). The tuition fees are set by ACT on an annual basis. More information about tuition fees is available at <https://www.actheology.edu.au/tuition-fees>."

Alternate wording can be used to convey the above message.

- 4.28 Students must be given reasonable notice of changes to fees or other costs associated with courses. This will generally involve giving more than three months' notice before the commencement of a semester.
- 4.29 Affiliated Colleges are to refer to the *Information on Student Support Services Rules* for requirements about providing information on student support services prior to admission.

Representations and LOTE delivery

Where an Affiliated College is approved to offer ACT courses in a Language Other Than English (LOTE), the following additional rules apply.

- 4.30 Affiliated Colleges that are approved to deliver and represent ACT courses in a LOTE must use the ACT's translations for descriptions of the relationship to the ACT and the ACT course names. These translations are available in



Appendix 1.

- 4.31 Where a course is offered in a LOTE, the language must be specified in all representations of the course including those on the Affiliated College website and in any printed or electronic materials distributed to students.

List of ACT policies that must be provided by the Affiliated colleges to students

- 4.32 Affiliated colleges must provide access to at least the specified policies relevant to students prior to admission to a course. A list of the minimum mandatory policy list can be found in Appendix 3. Affiliated Colleges can choose from the below options on how to represent ACT policies to students:
- In full text, embedded in documents such as a college student handbook;
 - Policy titles linked to individual permalinks to ACT policy documents;
 - Policy titles only and a single link to ACT's all policies page;
 - Another form of written communication to students which achieves this outcome.

Affiliated Colleges will inform ACT of the communication method of relevant ACT policies from Appendix 3 to students via a Tickit form on request.

Use of the ACT logo

- 4.33 Affiliated Colleges are to use the ACT's crest logo either in colour (red/blue version) or monochrome (Appendix 2 shows the variants of ACT's logo).
- 4.34 Where the logo does not appear directly next to prominent placing of the text "Australian College of Theology", colleges are to use the logo with the wrapped text "Australian College of Theology".
- 4.35 Where the logo appears directly next to prominent placing of the text "Australian College of Theology", colleges can choose to use the logo either with the wrapped text "Australian College of Theology" or the logo without the wrapped text.
- 4.36 The ACT office can provide the following formats of the ACT logo (with or without wrapped text) as required: .jpg, .png, .tif, .psd, .ai, .eps. Affiliated Colleges must only use a version of the logo provided by the ACT office.
- 4.37 ACT's name and logo may only be used by partners of an Affiliated College with the written permission of the Dean.

Quality assurance process

- 4.38 The ACT Office will conduct audits and monitor Affiliated College



representations on an annual basis to check compliance with the rules of this document. Affiliated College compliance with changes to this document will be assessed in the following annual review of affiliated colleges, or otherwise implemented as directed by the ACT CEO.

- 4.39 Instances of non-compliance with the rules of this document will be reported immediately to the Dean and also noted in the report to the Finance, Risk, Audit & Compliance Committee on Affiliated College compliance with the Affiliation Agreement. The Quality Manager will monitor action required by Affiliated Colleges to address identified noncompliance and report outcomes to the Dean.



5. RELATED DOCUMENTS AND REFERENCES

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(ESOS Act 2000\)](#)

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Dean & CEO	16 th Oct 2020	1 Jan 2021	New rules
2	Dean & CEO	23 rd June 2021	23 rd June 2021	New rule that the delivery language must be specified in representations of LOTE courses (4.31).
3	Dean & CEO	22 nd Oct 2021	22 nd Oct 2021	Added section on quality assurance of rules (4.38, 4.39), updated related policies and legislation.
4	Dean & CEO	12 th Oct 2022	12 th Oct 2022	Add Appendix 1, update Appendix 2
5	Dean & CEO	23 rd Oct 2023	23 rd Oct 2023	Minor rule changes to 4.1, 4.9, 4.21, 4.23 & 4.38, Added a clause for colleges to use alternative wordings in sections 4.4, 4.5 & 4.27, Removed the information required for delivery location in 4.26 and the section on Representations and partners of Affiliated Colleges. New rule added: List of ACT policies that must be provided by the Affiliated colleges to students and added Appendix 3,

Any hard copy of this electronic document may not be current as the ACT regularly reviews its rules. The latest version can be found online at myportal.actheology.edu.au/Repository/Policy/Institutional Approval and Quality Assurance



APPENDIX 1 – TRANSLATIONS OF KEY PHRASES AND COURSE NAMES

附录1 – 主要词句和课程名称的翻译版本

Key phrases 主要词句

Ref # 参考#	Language 语文	Text 文字
1	English 英文	[College name] is an Affiliated College of the Australian College of Theology, CRICOS: 02650E.
	Chinese (t) 中文 (繁)	[學院名稱] 是澳洲神學院 (CRICOS: 02650E) 的附屬學院。
	Chinese (s) 中文 (简)	[学院名称] 是澳洲神学院 (CRICOS: 02650E) 的附属学院。
2	English 英文	As an Affiliated College of the Australian College of Theology, [college name] is approved to deliver the following courses of the ACT (CRICOS :02650E).
	Chinese (t) 中文 (繁)	作為澳洲神學院的附屬學院，[學院名稱] 獲得批准教授以下澳洲神學院 (CRICOS: 02650E) 的課程。
	Chinese (s) 中文 (简)	作为澳洲神学院的附属学院，[学院名称] 获得批准教授以下澳洲神学院 (CRICOS: 02650E) 的课程。
3	English 英文	This is a course of the Australian College of Theology.
	Chinese (t) 中文 (繁)	這是澳洲神學院的課程。
	Chinese (s) 中文 (简)	这是澳洲神学院的课程。



4	English 英文	[College name] is approved to deliver the following courses of the Australian College of Theology (CRICOS: 02650E) to overseas students.
	Chinese (t) 中文 (繁)	[學院名稱] 獲得批准教授以下澳洲神學院 (CRICOS: 02650E) 的課程給海外學生。
	Chinese (s) 中文 (簡)	[学院名称] 获得批准教授以下澳洲神学院 (CRICOS: 02650E) 的课程给海外学生。
5	English 英文	[College name] is an Affiliated College of the Australian College of Theology (ACT). The tuition fees are set by ACT on an annual basis. More information about tuition fees is available at https://www.actheology.edu.au/tuition-fees .
	Chinese (t) 中文 (繁)	[學院名稱] 是澳洲神學院的附屬學院。學費是每年由澳洲神學院定的。有關更多學費的資訊，請點擊 https://www.actheology.edu.au/tuition-fees 。
	Chinese (s) 中文 (簡)	[学院名称] 是澳洲神学院的附属学院。学费是每年由澳洲神学院设定的。有关更多学费的资讯，请点击 https://www.actheology.edu.au/tuition-fees 。
6	English 英文	[Partner name] has partnered with [Affiliated College name], an Affiliated College of the Australian College of Theology (CRICOS: 02650E).
	Chinese (t) 中文 (繁)	[夥伴名稱] 是與澳洲神學院 (CRICOS: 02650E) 的附屬學院 [附屬學院名稱] 成為夥伴。
	Chinese (s) 中文 (簡)	[伙伴名称] 是与澳洲神学院 (CRICOS: 02650E) 的附属学院 [附属学院名称] 成为伙伴。



Course names 课程名称

Course name 课程名称	Chinese (traditional) 中文 (繁)	Chinese (simplified) 中文 (简)
Academic Studies in Theology Certificate	神學學術研讀證書	神学学术研读证书
Certificate in Theology	神學證書	神学证书
Undergraduate Certificate of Ministry	教牧學本科證書	教牧学本科证书
Undergraduate Certificate of Theology	神學本科證書	神学本科证书
Diploma of Christian Studies	基督教研讀文憑	基督教研读文凭
Diploma of Ministry	<u>Approved Option 1:</u> 教牧學文憑 <u>Approved Option 2:</u> 聖工文憑	<u>Approved Option 1:</u> 教牧学文凭 <u>Approved Option 2:</u> 圣工文凭
Diploma of Theology	神學文憑	神学文凭
Advanced Diploma of Ministry	<u>Approved Option 1:</u> 教牧學高級文憑 <u>Approved Option 2:</u> 聖工高級文憑	<u>Approved Option 1:</u> 教牧学高级文凭 <u>Approved Option 2:</u> 圣工高级文凭
Advanced Diploma of Theology	神學高級文憑	神学高级文凭
Associate Degree of Ministry	<u>Approved Option 1:</u> 教牧學副學士 <u>Approved Option 2:</u> 聖工副學士	<u>Approved Option 1:</u> 教牧学副学士 <u>Approved Option 2:</u> 圣工副学士



Associate Degree of Theology	神學副學士	神学副学士
Bachelor of Christian Studies	<u>Approved Option 1:</u> 基督教研讀學士 <u>Approved Option 2:</u> 基督教研究學士	<u>Approved Option 1:</u> 基督教研读学士 <u>Approved Option 2:</u> 基督教研究学士
Bachelor of Divinity	道學學士	道学学士
Bachelor of Ministry	<u>Approved Option 1:</u> 教牧學學士 <u>Approved Option 2:</u> 聖工學士	<u>Approved Option 1:</u> 教牧学学士 <u>Approved Option 2:</u> 圣工学士
Bachelor of Ministry (Honours)	<u>Approved Option 1:</u> 教牧學學士 (榮譽) <u>Approved Option 2:</u> 聖工學士 (榮譽)	<u>Approved Option 1:</u> 教牧学学士 (荣誉) <u>Approved Option 2:</u> 圣工学士 (荣誉)
Bachelor of Theology	神學學士	神学学士
Bachelor of Theology (Honours)	神學學士 (榮譽)	神学学士 (荣誉)
Graduate Certificate of Christian Leadership	<u>Approved Option 1:</u> 基督教領袖學學士後證書 <u>Approved Option 2:</u> 基督教領袖學研究證書	<u>Approved Option 1:</u> 基督教领袖学学士后证书 <u>Approved Option 2:</u> 基督教领袖学研究证书
Graduate Certificate of Christian Mentoring	<u>Approved Option 1:</u> 基督教導師學士後證書 <u>Approved Option 2:</u> 基督教導師研究證書	<u>Approved Option 1:</u> 基督教导师学士后证书 <u>Approved Option 2:</u> 基督教导师研究证书



Graduate Certificate of Divinity	<u>Approved Option 1:</u> 道學學士後證書 <u>Approved Option 2:</u> 道學研究證書	<u>Approved Option 1:</u> 道学学士后证书 <u>Approved Option 2:</u> 道学研究证书
Graduate Certificate of Pastoral Care for Mental Health	<u>Approved Option 1:</u> 心理健康牧養學士後證書 <u>Approved Option 2:</u> 心理健康牧養研究證書	<u>Approved Option 1:</u> 心理健康牧养学士后证书 <u>Approved Option 2:</u> 心理健康牧养研究证书
Graduate Certificate of Professional Pastoral Supervision	<u>Approved Option 1:</u> 專業牧養督導學士後證書 <u>Approved Option 2:</u> 專業牧養督導研究證書	<u>Approved Option 1:</u> 专业牧养督导学士后证书 <u>Approved Option 2:</u> 专业牧养督导研究证书
Graduate Certificate of Theological Research Supervision	<u>Approved Option 1:</u> 神學研究督導學士後證書 <u>Approved Option 2:</u> 神學研究督導研究證書	<u>Approved Option 1:</u> 神学研究督导学士后证书 <u>Approved Option 2:</u> 神学研究督导研究证书
Graduate Diploma of Christian Leadership	<u>Approved Option 1:</u> 基督教領袖學學士後文憑 <u>Approved Option 2:</u> 基督教領袖學研究文憑	<u>Approved Option 1:</u> 基督教领袖学学士后文凭 <u>Approved Option 2:</u> 基督教领袖学研究文凭
Graduate Diploma of Divinity	<u>Approved Option 1:</u> 道学學士後文憑 <u>Approved Option 2:</u> 道学研究文憑	<u>Approved Option 1:</u> 道学学士后文凭 <u>Approved Option 2:</u> 道学研究文凭
Master of Divinity	道學碩士	道学硕士



Master of Ministry	<u>Approved Option 1:</u> 教牧學碩士 <u>Approved Option 2:</u> 聖工碩士	<u>Approved Option 1:</u> 教牧学硕士 <u>Approved Option 2:</u> 圣工硕士
Master of Theological Studies	<u>Approved Option 1:</u> 神學研讀碩士 <u>Approved Option 2:</u> 神學研究碩士	<u>Approved Option 1:</u> 神学研读硕士 <u>Approved Option 2:</u> 神学研究硕士
Master of Theology	神學碩士	神学硕士
Master of Missional Leadership	宣教領袖學碩士	宣教领袖学硕士
Master of Arts (Christian Studies)	<u>Approved Option 1:</u> 文學碩士 (基督教研讀) <u>Approved Option 2:</u> 文學碩士 (基督教研究)	<u>Approved Option 1:</u> 文学硕士 (基督教研读) <u>Approved Option 2:</u> 文学硕士 (基督教研究)
Master of Christian Leadership	基督教領袖學碩士	基督教领袖学硕士
Master of Intercultural Studies	<u>Approved Option 1:</u> 跨文化研讀碩士 <u>Approved Option 2:</u> 跨文化研究碩士	<u>Approved Option 1:</u> 跨文化研读硕士 <u>Approved Option 2:</u> 跨文化研究硕士



APPENDIX 2 – ACT LOGO VARIANTS

Ref #	Variant name	Image
1	Crest logo - colour (Blue, Red)	
2	Crest logo - monochrome	
3	Crest logo with text wrapped – colour (Blue, Red)	
4	Crest logo with text wrapped – monochrome	
5	Crest logo and name beside – monochrome	
6	Crest logo and name beside, including provider status – monochrome	



**APPENDIX 3 – LIST OF MANDATORY ACT STUDENT POLICIES AVAILABLE PRIOR TO
ADMISSION TO A COURSE**

Ref #	Policy Title
1	Academic integrity policy for coursework awards
2	Course Progress Policy
3	Coursework Course Enrolment Policy
4	Credit Transfer Rules
5	Grievance Resolution Policy – Students
6	Prior Learning Policy
7	Sexual Assault and Sexual Harassment Policy
8	Tuition Fee Refund Policy
9	Unit enrolments and results policy
10	Whistleblower Policy