Policy Document Administrator	Director of Quality
Policy Document Approver	Vice-Chancellor
Responsible Body/Person	Director of Quality
Next Review date	November 2028
Superseded documents	None
Related documents	*Affiliation Agreement* *Affiliation Procedure: Business Processes* *Affiliated College Campuses with Collaborating Organisations Policy* *Affiliated College Risk and Compliance Reporting Framework* *Coursework Course Enrolment Policy* *Credit Transfer Rules* *English Language Proficiency Policy* *Information on Student Support Services Rules* *Orientation Program Rules* *Quality Management Policy*
Related HE Standards	6.1.1, 7.1.1-5, 7.2.1-4
Related National Code Standards	Standard 1

1. PURPOSE

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

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

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

4. RULES

Representing the relationship to the University

4.1 The stated relationship between the Affiliated College and the University must not be misleading and must clearly identify AUT as the registered **Higher Education Provider (HEP)** associated with accredited AUT 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 University of Theology, CRICOS: 02650E"*1 – with the words "Australian University of Theology" linked to https://www.aut.edu.au. AUT's logo may be included but is not required.

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

"[College name] is an Affiliated College of the Australian University of Theology.

[College initials] ABN xx xxx xxx xxx | AUT CRICOS: 02650E."*

Representing AUT 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 University of Theology, [college name] is approved to deliver the following courses of the AUT (CRICOS 02650E)."*2

For online content, the words "Australian University of Theology" must be linked to https://www.aut.edu.au. AUT's logo may be presented adjacent to the wording above.

4.5 Descriptions of individual AUT 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 University of Theology." *3

For online content, the words "Australian University of Theology" must be linked to https://www.aut.edu.au. AUT's logo may be presented adjacent to the wording above.

4.6 The names of AUT courses must exactly correspond to those on the AUT "Our courses" webpage (https://www.aut.edu.au/our-courses/) without any addition including wording in parentheses.

4.7 Descriptions of AUT courses must be aligned with the rationale and course **learning outcomes** stated for the courses on the AUT "Our courses" webpage (https://www.aut.edu.au/our-courses/). If course learning outcomes are included in course descriptions these must exactly correspond with those on the AUT's webpage. See the section of these rules entitled *Representing admission requirements* for rules about representing course admission requirements.

* Affiliated Colleges with *no* approved CRICOS sites must not display the CRICOS reference, i.e. "CRICOS: 02650E".

4.8 Affiliated Colleges may only represent AUT 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 AUT'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 AUT.

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 AUT courses the policies and other content that is relevant to them. For example, a "Policies" webpage should clearly demarcate the policies for AUT 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 AUT.

4.14 Where AUT **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 Where AUT units are represented on an Affiliated College website, the College must clearly identify them as units of the Australian University of Theology and distinguish them from any units or courses offered by the College.

4.16 The AUT unit name and unit code must exactly correspond to those on the AUT "Our Units" webpage (https://aut.edu.au/our-units/) without any additions, including wording in parentheses.

4.17 Representations, whether expressed or implied, about the outcomes associated with undertaking an AUT 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 AUT courses to **overseas students**, the following additional rules apply. To avoid any uncertainty, this refers only to students who hold a student visa, enrolled with the University through its Affiliated Colleges. It does not include students studying online from an overseas location.

4.18 Any printed or online material that is disseminated or publicly available and directed towards overseas students must include the AUT's name in full ("Australian University of Theology") and its CRICOS provider code (02650E).

4.19 Where it is represented that a course is available to overseas students, the CRICOS course code must be included.

4.20 Any printed or online material about AUT courses for overseas students must include:

"[College name] is approved to deliver the following courses of the Australian University of Theology (CRICOS 02650E) to overseas students."[4]

For online content, the words "Australian University of Theology" must be linked to https://www.aut.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.

4.21 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).

4.22 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 AUT's "Overseas Students" webpage (aut.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 AUT webpage.

4.23 Advice to overseas students in relation to studying AUT courses is only provided by the Affiliated College's Overseas Students Liaison Officer, who must be identified to, and receive training from, the AUT Office.

4.24 Affiliated colleges must indicate on their Overseas Courses page that onshore overseas students are not eligible to enrol in AUT's fully online courses.

4.25 AUT staff will ensure that the *Overseas Student Transfer and Release Policy* is available and can be accessed by overseas students and affiliated college staff.

4.26 Affiliated colleges must avoid any form of direct promotion of AUT courses that could entice students enrolled with other providers and must not make any representations or offers that may improperly influence a student to transfer, in accordance with the requirements of National Code: Standard 7.

4.27 Colleges must not promote AUT courses that are exclusively online to overseas students (holders of a student visa – see definition on page 3).

4.28 Colleges must provide information on the affiliated college website and/or in other handouts on how students can seek assistance and report an incident that significantly affects their wellbeing.

Representation Requirements for Non-AUT Australasian Providers

4.29 Where a course offered by a provider that is not an AUT-affiliated college is eligible for credit towards an AUT course, as outlined in the Credit Transfer Rules, any reference to the availability of such credit on the provider's website must align with the Credit Transfer Rules. Providers must not include any additional criteria, conditions or requirements relating to credit transfer that are inconsistent with, or fall outside, the Credit Transfer Rules.

Representing admission requirements

4.30 Where an Affiliated College provides descriptions of AUT courses, these must include the admission requirements found on the AUT "Our courses" webpage (aut.edu.au/our-courses). This includes English language proficiency requirements.

4.31 Information advising students about the application process or admission requirements for an AUT coursework course will refer students to the AUT *Coursework Course Enrolment Policy.*

4.32 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 AUT using the *Admission requirements* Tickit form.

4.33 Where the application process for an AUT 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

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

4.34.1 course rationale;

4.34.2 course structure;

4.34.3 course rules;

4.34.4 admission requirements; and

4.34.5 course learning outcomes.

4.35 For content and materials about fees for AUT units or courses, the following statement may be included:

"[College name] is an Affiliated College of the Australian University of Theology (AUT). The tuition fees are set by AUT on an annual basis. More information about tuition fees is available at https://www.aut.edu.au/tuition-fees."[5]

Alternate wording can be used to convey the above message.

4.36 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.

4.37 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.

4.38 Affiliated colleges must identify their AUT-trained Sexual Assault and Sexual Harassment (SASH) Contact Officer and ensure that the officer's details are prominently displayed and easily accessible on the college website.

4.39 Affiliated colleges must maintain an easily accessible webpage dedicated to racism that includes a link to the AUT Racism webpage, emergency contact details for reporting racism-related incidents (including emergency services and campus security), and information about college-specific support services available to students who have experienced racism. College may re-use or adapt some or all of the AUT racism webpage for their college page, as long as any changes are in keeping with the content of the AUT Racism webpage, and a link to the AUT Racism webpage is provided.

Representations and LOTE delivery

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

4.40 Affiliated Colleges that are approved to deliver and represent AUT courses in a LOTE must use the AUT's translations for descriptions of the relationship to the AUT and the AUT course names. These translations are available in Appendix 1.

4.41 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.

Publication of Academic Data

4.42 Academic data provided by AUT to an affiliated college must not be published on the college's website or used in marketing materials, social media, promotional activities, or other public communications without the express prior approval of the AUT Vice-Chancellor.

4.43 QILT survey data reporting AUT results at the consortium level may be referred to or used for appropriate purposes, as this data is publicly available. The latest AUT results across the QILT survey suite are available through the ComparED website. Individual college QILT survey data should not be used in any public information.

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

4.44 Affiliated colleges must provide access to at least the specified policies relevant to students prior to admission to a coursework award. 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 AUT policies to students:

- In full text, embedded in documents such as a college student handbook;
- Policy titles linked to individual permalinks to AUT policy documents;
- Policy titles only and a single link to AUT's all policies page;
- Another form of written communication to students which achieves this outcome.

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

Use of the AUT logo

4.45 Affiliated Colleges are to use the AUT's logo either in colour or monochrome (Appendix 2 shows the variants of AUT's logo).

4.46 Where the logo does not appear directly next to prominent placing of the words "Australian University of Theology," colleges are to use the version of the logo which includes the text "Australian University of Theology."

4.47 Where the logo appears directly next to prominent placing of the words "Australian University of Theology," colleges can choose to use the version of the logo with the text "Australian University of Theology" or the version of the logo without the text.

4.48 The AUT office can provide various formats of the AUT logo (with or without text). Affiliated Colleges must only use a version of the logo provided by the AUT office.

4.49 AUT's name and logo may only be used by partners of an Affiliated College with the written permission of the Vice-Chancellor.[6]

5. QUALITY ASSURANCE

5.1 The AUT 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 AUT Vice-Chancellor.

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

6. RELATED DOCUMENTS AND LEGISLATION

Higher Education Standards Framework (Threshold Standards) 2021

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

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Dean	16th Oct 2020	1 Jan 2021	New rules
2	Dean	23rd June 2021	23rd June 2021	New rule that the delivery language must be specified in representations of LOTE courses (4.31).
3	Dean	22nd Oct 2021	22nd Oct 2021	Added section on quality assurance of rules (4.38, 4.39), updated related policies and legislation.
4	Dean	12th Oct 2022	12th Oct 2022	Add Appendix 1, update Appendix 2
5	Dean	23rd Oct 2023	23rd 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,
6	Vice-Chancellor	24th Jan 2025	24th Jan 2025	Update rules to implement University status and name.
7	(Acting) Vice-Chancellor	16th December 2025	16th December 2025	Added clauses: 4.22, 4.23 and 4.24.
8	Vice-Chancellor	February 2026	February 2026	Added clauses: 4.25, and 4.26.
9	Vice-Chancellor	December 2026	December 2026	Added clauses: 4.15 and 4.16 to ensure correct representation of AUT units, 4.29 to include the Representation Requirements for Non-AUT Australasian Providers, 4.38 to identify the SASH officers of affiliated colleges on their website 4.39 to include the matter of racism in line with the 2026 HESF amendments 4.42 and 4.43 for rules relating to the publication of academic data (QILT Survey data)

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 University 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**] **是澳洲神学大学** (CRICOS: 02650E) **的附属学院。**
2	English **英文**	As an Affiliated College of the Australian University of Theology, [college name] is approved to deliver the following courses of the AUT (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**澳洲神学大学的附属学院，**[**学院名称**] 获得批准教授以下**澳洲神学大学** (CRICOS: 02650E) **的**课程。
3	English **英文**	This is a course of the Australian University of Theology.
	Chinese (t) **中文（繁）**	**這是澳洲神學院的課程。**
	Chinese (s) **中文（简)**	这是**澳洲神学大学的**课程。
4	English **英文**	[College name] is approved to deliver the following courses of the Australian University 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（简）**	**[学院名称]** 获得批准教授以下**澳洲神学大学** (CRICOS: 02650E) **的**课程给海外学生。
5	English **英文**	[College name] is an Affiliated College of the Australian University of Theology (AUT). The tuition fees are set by AUT on an annual basis. More information about tuition fees is available at https://www.aut.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.aut.edu.au/tuition-fees
	Chinese (s) **中文（简）**	**[学院名称] 是澳洲神学大学的附属学院。学**费是每年由澳洲神学大学设定的。有关更多学费的资讯，请点击 https://www.aut.edu.au/tuition-fees
6	English **英文**	[Partner name] has partnered with [Affiliated College name], an Affiliated College of the Australian University 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（简）**	**[伙伴名称] 是与澳洲神学大学** (CRICOS: 02650E) **的附属学院 [附属学院名称] 成**为伙伴。

Course names 课程名称

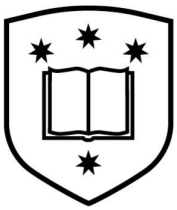
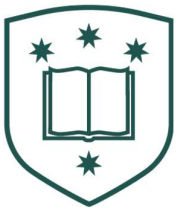
Course name 课程名称	Chinese (traditional) 中文（繁）	Chinese (simplified) 中文（简）
Academic Studies in Theology Certificate	神學學術研讀證書	神学学术研读证书
Certificate in Theology	神學證書	神学证书
Undergraduate Certificate of Ministry	教牧學本科證書	教牧学本科证书
Undergraduate Certificate of Theology	神學本科證書	神学本科证书
Diploma of Christian Foundations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

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

Graduate Certificate of Divinity	Approved Option 1: **道學學士後證書** Approved Option 2: **道學研究證書**	Approved Option 1: **道学学士后**证书 Approved Option 2: **道学研究**证书
Graduate Certificate of Pastoral Care for Mental Health	Approved Option 1: **心理健康牧養學士後證書** Approved Option 2: **心理健康牧養研究證書**	Approved Option 1: **心理健康牧养学士后**证书 Approved Option 2: **心理健康牧养研究**证书
Graduate Certificate of Professional Pastoral Supervision	Approved Option 1: **專業牧養督導學士後證書** Approved Option 2: **專業牧養督導研究證書**	Approved Option 1: 专业牧养督导学士后证书 Approved Option 2: 专业牧养督导**研究**证书
Graduate Certificate of Theological Research Supervision	Approved Option 1: **神學研究督導學士後證書** Approved Option 2: **神學研究督導研究證書**	Approved Option 1: **神学研究督**导学士后证书 Approved Option 2: **神学研究督导研究**证书
Graduate Diploma of Christian Leadership	Approved Option 1: **基督教**领袖**學學士後文憑** Approved Option 2: **基督教**领袖**學研究文憑**	Approved Option 1: **基督教**领袖学学士后文凭 Approved Option 2: **基督教**领袖学**研究文凭**
Graduate Diploma of Divinity	Approved Option 1: **道学學士後文憑** Approved Option 2: **道学研究文憑** Approved Option 3: **學士後道学文憑**	Approved Option 1: **道学学士后文凭** Approved Option 2: **道学研究文凭** Approved Option 3: **学士后道学文凭**
Master of Divinity	**道學碩士**	**道学**硕士

Master of Ministry	Approved Option 1: 教牧學碩士 Approved Option 2: 聖工碩士	Approved Option 1: 教牧学硕士 Approved Option 2: 圣工硕士
Master of Professional Ministry	專業教牧碩士	专业教牧硕士
Master of Theological Studies	Approved Option 1: 神學研讀碩士 Approved Option 2: 神學研究碩士	Approved Option 1: 神学研读硕士 Approved Option 2: 神学研究硕士
Master of Theology (Research)	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)	Approved Option 1: 文學碩士(基督教研讀) Approved Option 2: 文學碩士(基督教研究)	Approved Option 1: 文学硕士(基督教研读) Approved Option 2: 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	Approved Option 1: 跨文化研讀碩士 Approved Option 2: 跨文化研究碩士	Approved Option 1: 跨文化研读硕士 Approved Option 2: 跨文化研究硕士

APPENDIX 2 – AUT LOGO VARIANTS

Variant name	Logo with words	Shield logo only
Solid logo - colour		
Solid logo – black		
Solid logo - white		
Outline logo – black		
Outline logo – green		
Outline logo – white on (transparent)		

APPENDIX 3 – LIST OF MANDATORY AUT STUDENT POLICIES AVAILABLE PRIOR TO ADMISSION TO A COURSEWORK AWARD

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	Preventing and Responding to Racism Policy
8	Sexual Assault and Sexual Harassment Policy
9	Sexual Assault and Sexual Harassment Procedure
10	Tuition Fee Refund Policy
11	Unit enrolments and results policy
12	Whistleblower Policy