

Guidance notes on Academic Policy Development

1. PREAMBLE

These notes provide guidance to policy developers on the interpretation of the University's *Policy Development Procedures* as they apply to policies and procedures approved by Academic Board.

Relevant documents:

- Academic Board Constitution
- Curtin Corporate Governance Statement
- *Compliance Policy*
- *Policy Development Procedures*
- *Policy Developers Quickstart guide*
- *Curtin common definitions*

2. ACADEMIC POLICIES

2.1 Academic policies are policies relating to academic matters that are approved by Academic Board. They include documents formally identified as policies made under the University's Compliance Policy, and other prescriptions which have the authority of a resolution of Academic Board as delegated by Council.

2.2 Academic Policies include policies relating to a range of academic matters, specifically, in relation to:

- Courses
- Learning and teaching;
- Research and research training;
- Academic services;
- International activities; and
- Quality and standards of the University's academic activities.

2.3 Academic policies are a means of ensuring that the University meets the requirements of the *Higher Education Standards Framework (Threshold Standards) 2015*.

2.4 Academic policies support the realisation of the University's vision and strategic objectives.

3. DEVELOPMENT OF NEW AND APPROVAL AND CHANGE OF EXISTING ACADEMIC POLICIES AND PROCEDURES

3.1 Academic Policies

3.1.1 The relevant Executive Manager must approve the development of a new policy covering new matters on the recommendation of the Director Risk, Compliance & Audit in consultation with the developing area. The recommendation will reference the need for a new policy or procedure in line with the *Compliance Policy* and *Compliance Procedures* and seek confirmation that a new policy is required and a policy document is the appropriate instrument.

3.1.2 The Academic Board will approve academic policies, and any subsequent changes to those policies.

3.1.3 Stakeholders impacted by the academic policy are to be identified and consulted with as part of the policy development process.

3.1.4 Before seeking Academic Board approval, academic policies will be reviewed by Compliance Services to ensure fit within the existing policy framework.

- 3.1.5 Before seeking Academic Board approval, and following a review by Compliance Services, academic policies will be made available for comment by the University community on the Draft Policy website for a minimum consultation period of two weeks. This can be done through [contacting Compliance Services](#).
- 3.1.6 New academic policies or major amendments must be submitted using an approved University template. The template will detail:
- Policy objectives
 - Scope of the policy including any exclusions, having regard to :
 - Curtin's global operations
 - undergraduate and postgraduate students
 - online units
 - equity, diversity, and access inclusion requirements
 - The policy approver, policy owner and policy issuer
 - Compliance with relevant legislation, statutes, rules that the policy addresses
 - Alignment with University's values and strategic objectives
 - Consultation processes undertaken including with key stakeholders and process owners
 - Implementation and communication plans
 - Any rescission of existing policy

3.2 Academic Policy Procedures

- 3.2.1 Except for administrative changes, the creation and change of procedures related to academic policy are approved by the relevant Executive Manager following consultation with the relevant Academic Board standing committee.
- 3.2.2 Prior to seeking or receiving approval from the relevant Executive Manager of new or changed procedures related to academic policy, review will be required by Compliance Services and may be made available for consultation by the University community.

3.3 Administrative changes to academic policies and procedures

- 3.3.1 Administrative changes to academic policies, made without Academic Board approval may be approved by the Director Risk, Compliance & Audit, following consultation with the Chair of the Academic Board.
- 3.3.2 Administrative changes to academic procedures, may be approved by the Director Risk, Compliance & Audit, following consultation with the relevant Executive Manager.

3.4 Management of academic policies and procedures

- 3.4.1 Breaches of compliance with academic policies and procedures will be monitored by Policy Compliance Officer and reported to both Compliance Services and the Chair of the Academic Board.

4. RESPONSIBILITIES

4.1 Policy Manager

- 4.1.1 The Policy Manager for an academic policy or procedure is the Executive Manager who is largely responsible for the area of work covered by the policy or procedure
- 4.1.2 Policy Manager is responsible for:
- (a) ensuring the timely review, maintenance and seeking approval for new and changed academic policies and procedures;
 - (b) monitoring and reporting breaches of compliance with policies and procedures.

Approver	Provost
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