

Governance Institute of Australia

Academic Policy Development Framework

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Contact	General Manager, Education
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Related documents	Governance Institute of Australia Academic Governance Policy Governance Institute of Australia Academic Policies Framework
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Issued under the authority of Governance Institute of Australia Board of Directors

Governance Institute of Australia

Academic Policy Development Framework

Policy Statement

This document provides the framework for the development, approval and publication of Governance Institute of Australia (hereafter referred to as Governance Institute) academic policies. The purpose of the framework is to establish standards and formats that make the overall suite of policies and related documents easy to access and understand, consistent with each other and also to ensure that they are kept up to date.

Aims and Objectives

1. Governance Institute academic policies and related documents provide the framework by which Governance Institute requires its academic governance operations to be conducted. They are the basis on which members of the Governance Institute community are expected to manage the academic affairs of Governance Institute.

Overview

2. Governance Institute has adopted a standard framework for the development, approval, publication and review of these documents. All individuals involved in the development, approval and implementation of Governance Institute academic policies and related documents are required to comply with this framework.
3. In addition, every proposal to develop a new Governance Institute academic policy must have a senior sponsor who will bear responsibility for implementing their sponsored policies across Governance Institute:
 - a. effectively communicating the policies
 - b. reviewing and updating the policies regularly
 - c. monitoring the policies for compliance and integrity.
4. This policy should be read in conjunction with:

- d. Governance Institute of Australia Academic Policies Framework
- e. Governance Institute of Australia Academic Governance Policy.

Definitions

- 5. For the purposes of all Governance Institute academic policies:
 - a. **Board of Directors:** means the Board of Directors (hereafter referred to as the Board) of Governance Institute.
 - b. **Education Committee:** means the Education Committee of the Board of Directors of Governance Institute.
 - c. **Education Department:** means the department responsible for managing higher education.
 - d. **Policy:** a statement that must be complied with and implemented that sets out Governance Institute's official position in relation to a particular academic governance issue including any mandatory requirements.
 - e. **Guideline:** a statement that sets out a general rule relating to a Governance Institute academic policy.

Procedures

- 6. All new Governance Institute academic policies must be approved by the Board on the recommendation of the Education Committee.
- 7. The general principles that apply to the development and publication of Governance Institute academic policies and related documents are that they:
 - a. have been made available for consideration and comment by those who may be affected by them prior to them being submitted for approval;
 - b. are written in a plain English style that is concise and easy to understand;
 - c. are practical and present requirements clearly and logically in order to facilitate understanding and compliance;
 - d. are consistent with each other and comply with relevant statutory and relevant educational requirements that apply to Governance Institute;

- e. are readily available and accessible to all people who may have an interest in or be affected by them;
 - f. have a designated authoring department and contact responsible for maintaining the currency of the document, undertaking periodic review, and responding to requests for clarification or interpretation; and
 - g. are reviewed regularly and are kept up to date.
8. Where an amendment to a policy is of a minor nature or reflects a specific statutory requirement, the time and extent of consultation may be limited. However, new policies, major amendments and periodic reviews must include a reasonable period of general exposure to enable those affected or interested to provide comment.
9. The general principles that apply to the application and interpretation of Governance Institute academic policies and related documents are that:
- a. they are to be implemented and enacted in a fair and consistent manner, having regard to stated requirements and their spirit and intent; and
 - b. regard must be paid to the overall policy framework of Governance Institute, of which the academic policies form part, and the provisions of all relevant academic policy documents and particularly those with universal application such as Governance Institute's Code of Conduct.

Copyright

10. No policy, or related document is to contain copyright material belonging to a party other than Governance Institute without the express written permission of the copyright owner for the use of the material in the document. The permission obtained from the copyright owner must give Governance Institute the right to publish the material on Governance Institute's website indefinitely or for a specified duration.
11. If copyright material is being used, the document being published must include an acknowledgement of the owner and contain a statement to the effect that the material is being reproduced and communicated with the permission of the copyright owner.

Policy Feedback

12. Feedback from Governance Institute staff and students about content is important to ensuring the relevance of policies and related documents. Feedback on existing documents can be provided at any time to the relevant author or contact.

Initial Policy Development

13. Where a new academic policy is proposed, prior consultation must occur with the Chief Executive Officer of Governance Institute and must include brief details as to the nature and purpose of the new document, the anticipated timeframe for development, and the name of the author and contact. Consideration must be given to:
 - a. the type of document required: policy or guideline;
 - b. the resource (human and financial) implications of the proposal;
 - c. the implications for stakeholders such as professional, accrediting and regulatory bodies and other Governance Institute partners;
 - d. the stakeholders to be consulted;
 - e. whether a new document is required or could the objective be achieved by amendment to an existing document; and
 - f. whether there will be significant implementation and/or monitoring implications.

Approval

14. All new and major amendments to Governance Institute academic policies must be approved by the Board on the recommendation of the Education Committee.
15. Minor amendments to Governance Institute academic policies must be approved by the Education Committee.
16. All new and major amendments to Governance Institute academic guidelines must be approved by the Education Committee.
17. Periodic Policy Reviews must be undertaken by the Education Department and approved as required.

18. Amendments which are considered to be administrative or formatting must be approved by the General Manager, Education.
19. Student forms (both public facing and back office) must be approved by the General Manager, Education.
20. Amendments to any policy or guideline is to be minuted by the Education Committee as appropriate.

Roles and Responsibilities

Policy Implementation

21. Implementation of Governance Institute policies requires a policy sponsor whose responsibility it is to ensure that policy requirements are effectively communicated to staff and students.

Policy Review

22. All policy and related documents must have a set review date, usually not greater than three years from the date of publication or re-publication. The review must be initiated at that point in time.
23. The essential purpose of a review is to examine whether the policy has achieved its objectives and is still relevant and useful to the needs of Governance Institute.

Policy Publication

24. Governance Institute policies, guidelines and student forms must be published on Governance Institute's website using the approved template format.
25. The Chief Executive Officer of Governance Institute or delegate must approve the publishing on Governance Institute's website of all policies, guidelines and student forms.

Related Documents

- Governance Institute of Australia Academic Governance Policy
- Governance Institute of Australia Academic Policies Framework

Acknowledgement:

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