

Academic Policy Formulation Process and Glossary

ACADEMIC POLICY

The University's academic policies consist of guiding principles and rules of practice, of institution-wide application, which supplement the rules set forth by the University's Regulations. Generally, academic policy provides high level direction and other information to policy users to enable them to implement the intent of the policy. Some objectives of academic policy include:

- Setting forth a course of action
- Designating a process
- Providing a standard of general applicability
- Guiding decision making
- Providing guidelines that govern how the regulations should be put into operation

The development of academic policy occurs in three distinct phases:

Draft Policy Phase - Initially, an advisory group is set up to discuss the formulation and development of a specific policy, and to produce a draft of the policy document. This group is chaired by a senior academic staff and supported by a policy officer from our unit, and includes academic representation from across the University.

Consultation Phase - Once a draft policy document is created, it is circulated to stakeholders, including Programme Boards, Graduate School Boards, Vice Principals for Teaching & Learning and University Boards and Committees, for feedback. This process may go through several cycles of meetings. Additionally, the draft policy is published on our website for comment from the wider community.

Approval and Implementation Phase - Once the relevant groups have been consulted and the Boards have approved a draft policy document, it is submitted to Academic Council for final approval. Approved policies are published on our website and a notification and summary of the policy is sent to the wider community.

POLICY STATEMENTS

Policy statements, or summaries are intended to provide advice, clarification and/or direction to staff on policy matters specifically, they may:

- provide current advice on the purpose or application of an existing academic policy
- confirm an informally agreed course of action between the registry's Office and the affected stakeholders on a specific policy matter pending the development of a formally articulated academic policy

Because these statements are often drafted under time-sensitive conditions, they have not been through the formal approvals process and thus do not constitute an approved academic policy. However, in many instances these statements may eventually become part of the wider policy framework and develop into articulated academic policy. These statements are usually expressed in the form of a memorandum and disseminated via email to the relevant academic and administrative communities.

CODES OF PRACTICE

The University seeks to achieve the highest standards of quality in all aspects of its academic activity. In addition to compliance with educational legislation and institutional regulation and policy, a number of codes of practice have been written, approved and are available to support staff and students in effectively adopting best practice. Codes of practice are intended to offer clear guidance and propose approaches to current best practice for a range of academic activities, and will continue to be developed where the requirement is identified.

PROCEDURES AND GUIDANCE DOCUMENTS

Procedures and guidance documents are developed to facilitate the implementation of the University's regulations and policies. These documents tend to be operational in nature and have the objective of describing a process in greater detail.