Monash Policy Framework
Stakeholder Session

PROJECT TEAM
Jane McLoughlin
Dr Samantha Young
Dr Helen Gniel
Sally Armstrong
What is policy?

• A ‘course or principle of action adopted or proposed by an organisation or individual’, such as a government’s policy on education funding.
• A statement of intent that is adopted by a governance body within the University and implemented as a procedure or schedule.

Monash University definitions:
At Monash, policy is mandatory and applies across the University - to faculties, campuses and operational areas.

Policy:
- a concise, formal and mandatory statement of rules that outline the University’s position on governance, academic or operational matters.

Procedure:
- sets out the mandatory university-wide processes, practices, actions and decision-making responsibilities required to implement and comply with a policy.

Schedule:
- may be developed for implementation in response to a specific requirement within a statute, regulation, policy or procedure, or to meet an external requirement.
Why do we need policy at Monash?

Policy is a Governance mechanism that ensures consistent, transparent and predictable operations. Policy:

- guides decision-making and service delivery;
- ensures governance principles are well understood and implemented;
- enables shared communication through common language and application;
- ensures consistency of approach; and
- addresses legislative obligations and manages risk.

Policy categories are:

Academic, Governance and Operational.
The Monash Policy Framework covers Policy, Procedures and Schedules.
The Monash Policy Framework review is being overseen by Jane McLoughlin, Vice-President, Strategy & Governance.

Purpose of the Review is to:
- Improve consistency across policies and improve the student experience;
- better incorporate our offshore campuses; and
- Prepare the University for TEQSA registration in 2019/2020.

Changes:
- new templates;
- Policy hierarchy;
- introduction of Schedules that apply to areas of operations (i.e. Malaysia); and

Impact:
- Introduction of Schedules in 2019, in-line with the Education Policy Realignment; and
- Faculty policies will be rescinded and replaced with either Schedules or local area business processes.
Policy Framework Review (cont.)

Old to New
Policy Framework Review (cont.)
Old to New
Schedules

A ‘Schedule’ may be introduced where no corresponding University-wide policy exists or where required by offshore campus regulations, for example to:

1. meet the requirement of a professional body (*i.e.* LANTITE); or
2. address the requirement of in-country legislation (*i.e.* Monash Malaysia)

Implications

- The introduction of Schedules requires faculties to rescind all existing faculty policy and procedure.
- Faculty policy will be replaced either with Schedules or business processes.
- Consultation to introduce Schedules is separate to the Review and will be aligned to the Education Policy Realignment Project.
- We will work with faculties if a Schedule is needed.
Schedule


• Responds to Australian law and Monash University Regulations concerning IP
• Is skewed toward Australian law and practice

Monash University Malaysia – Intellectual Property Business Rule

• Malaysian law includes Copyright, Patents and Trademarks Acts
• These laws are pertinent to activity conducted at Monash University Malaysia, and by its staff

Outcome:

• Revise Monash Australia policy to update the Scope statement
• Introduce a Schedule that addresses the requirements of Malaysian law
• Rescind the MUM Business rule
Following feedback from staff sessions last week, a working group will be established in early 2019 to review all Operational policies – for example, HR, Finance and IT.

Approval lines for Operational policy are as follows:

### Operational Policy Approval and Endorsement Pathways

<table>
<thead>
<tr>
<th>Document type</th>
<th>Approval</th>
<th>Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational policy</td>
<td>Vice-Chancellor’s Executive Committee</td>
<td>Relevant executive officer: e.g. COO, CFO</td>
</tr>
<tr>
<td>Operational procedure</td>
<td>Delegated to the relevant executive officer: e.g. COO, CFO</td>
<td>Relevant executive or senior officer: e.g. Executive Director, FiRM</td>
</tr>
<tr>
<td>Operational schedule</td>
<td>Delegated to the parent policy owner: e.g. COO, CFO</td>
<td>Relevant faculty/campus committees or senior officer(s), e.g. PVC &amp; President (Malaysia)</td>
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Policy Bank and Support Resources

The Policy Bank was recently updated to reflect these changes www.monash.edu/policy-bank

The Policy Bank will include a project update page with access to the stakeholder training, presentation and podcast.

Stakeholder training may be offered as a myDevelopment module.
Monash University Policy team

The University Policy team sits in the Strategy & Governance group within the Office of the Vice-Chancellor.

- Dr Samantha Young, Director, Quality
- Sally Armstrong, Project Director, Monash Policy Framework
- Dr Helen Gniel, Senior Advisor, Quality & Standards

Additional staff will be joining the team in 2019.
EDUCATION POLICY
REALIGNMENT PROJECT
Office of the DVC (Education)

PROJECT TEAM
Candice Menidis
Madeleine Soederberg
Janet Hubner
John Page
Paul Jones
THE PROJECT AND WHAT IT INCLUDES

• Education Policy project is a subproject of the University Framework project
• Project overseen by Professor Sue Elliott, DVC (Education)
• All education policies are currently being reviewed and realigned.
PROJECT AIMS

- Establish a **smaller number** of university wide education policies and set of procedures
- **Simplify** language
- Use **consistent definitions**
- **Remove business process** content from policy/procedures
- Include **all locations** and campuses and Graduate Research (where possible)
# REALIGNING EDUCATION POLICY

## CURRENT POLICY

<table>
<thead>
<tr>
<th>Sample</th>
<th>Proposed Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transcript Policy</td>
<td>Academic Statements Policy</td>
</tr>
<tr>
<td>Australian Higher Education Graduation Statement Policy</td>
<td></td>
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<tr>
<td>Posthumous Completion and Conferral of Awards Policy</td>
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<tr>
<td>Academic Programs Offered from Multiple Campuses Policy</td>
<td>Courses and Units Policy</td>
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<td>Collaborative Coursework Arrangements Policy</td>
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<td>Course and Unit Handbook Policy</td>
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<td>Course Design Policy</td>
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<td>Coursework Course and Unit Accreditation Policy</td>
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<td>Unit Coding Policy</td>
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<td>Recognition of Excellence Policy</td>
<td>Scholarships and Prizes Policy</td>
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<td>Summer and Winter Research Scholarships Program Policy</td>
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<td>Coursework Scholarships Policy</td>
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</tbody>
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EXISTING FACULTY POLICY AND PROCEDURES

WHAT YOU NEED TO KNOW

- The framework allows University wide policy and procedure only
- All faculty policy documents will be considered when drafting university policy and procedure
- Many replicate University policy or are business processes
- Faculty policy and procedure will need to be rescinded

HOW WE CAN HELP

- Discuss faculty policy documents with you
- Make recommendations for either rescission or business process documents
- Draft schedules (if eligible, and required)
### POLICY, PROCEDURE AND BUSINESS PROCESS

#### EXAMPLE

<table>
<thead>
<tr>
<th>Policy statement</th>
<th>Approved scholarships and prizes will be recorded on a student’s transcript and the Australian Higher Education Graduation Statement (AHEGS).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure</td>
<td>The CSU is responsible for entering scholarships and prizes in the student management system for the purpose of recording the scholarships and prizes on a student’s transcript and AHEGS.</td>
</tr>
<tr>
<td>Business process</td>
<td>Once the scholarship has been approved by CAPC, the new scholarship must be set up in Callista and allocated a scholarship code. The ‘record on transcript’ option must be ticked for scholarships that meet the requirements.</td>
</tr>
</tbody>
</table>
# POLICY AND SCHEDULE

## EXAMPLE

<table>
<thead>
<tr>
<th>Policy statement</th>
<th>To be eligible for credit, previous study must have been completed within 10 years prior to the year of application for credit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Units completed at a first year level which contain a clinical component must be completed within 5 years of application</td>
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</tbody>
</table>

*Requirement of the Australian Nursing and Midwifery Board*
# PROJECT STEERING COMMITTEE

<table>
<thead>
<tr>
<th>Project Sponsor</th>
<th>▪ Professor Susan Elliott (Chair)</th>
<th>Project Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Lead</td>
<td>▪ Dr Candice Menidis (DVC (Education) Portfolio)</td>
<td>▪ Ms Madeleine Soederberg</td>
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<td></td>
<td>▪ Professor Rob Brooks (Monash Business School)</td>
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<tr>
<td></td>
<td>▪ Dr Catherine Burnheim (DVC (Education) Portfolio)</td>
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<td></td>
<td>▪ Dr Greg Cusack (DVC (Education) Portfolio)</td>
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<td></td>
<td>▪ Professor Chris Davies (Chair, Academic Board)</td>
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<td></td>
<td>▪ Ms Judith Duffy (Faculty of Education)</td>
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<td></td>
<td>▪ Mr Mark Hatwell (SEBS)</td>
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<td></td>
<td>▪ Mr Peter Lawford (DVC (Education) Portfolio)</td>
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<tr>
<td>Steering Committee</td>
<td>▪ Dr Susheela Nair (Malaysia campus)</td>
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<td></td>
<td>▪ Dr Samantha Young (Quality and University Policy)</td>
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<td></td>
<td>▪ Ms Janet Hubner</td>
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<td>▪ Mr Paul Jones</td>
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ROLE OF THE FACULTY/BUSINESS UNIT

NOMINATED STAKEHOLDERS

- **Audit** your existing faculty policy and procedures and provide us with the information on intranet sites
- Invite us to your **Faculty Education Committee** meetings
- Receive policy and procedure **drafts** as per the timeline (staggered over 12 months)
- **Consult** with other key staff in your faculty
- Provide **consolidated feedback** within the timelines
- Update faculty websites and **submit** faculty policy documents to your FEC for rescission
- As required, assist with the **rollout and communication** of changes in your area
POLICY REVIEW STEPS

AUGUST 2018 - JULY 2019

Project team drafts policy and procedures

Ongoing

Steering committee reviews drafts

1 week

Drafts are sent to stakeholders for review and feedback

3 weeks

Discuss faculty policy/ procedure recommendations

1 week

Steering committee reviews policy and procedures

Steering committee reviews policy and procedures

Submit to CAPC/LTC/ GRC

Approval by Academic Board

Upload to Policy bank

Faculty updates website and faculty processes

4 weeks

Learning and Teaching

Project team

Steering Committee

Faculty/business units

Committee approval

Project team

Faculty/ business units

Scholarships and Prizes

Academic Statements

Enrolments and Scheduling

Transnational Education

AUGUST 2018 - JULY 2019

Transnational

Education

Academic

Statements

Scholarships

and Prizes

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Ongoing

1 week

3 weeks

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4 weeks

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Ongoing

1 week

3 weeks

1 week

4 weeks
PROPOSED PROJECT TIMELINES

CONSULTATION WITH STAKEHOLDERS

- Steering Committee reviews drafts
- Academic Statements consultation
- Scholarships, Prizes and Awards consultation
- Enrolment and Scheduling consultation
- Learning and Teaching consultation
- Admission and Credit consultation
- Courses and Units consultation
- Academic Progress consultation
- Assessment and Integrity consultation
- Student Complaints and Grievances consultation
- Student Conduct consultation
- Transnational Education consultation for schedule development

Expected date
PROJECT SITE

KEEP UP TO DATE WITH THE PROJECT

- Project status reports & meeting agendas
- Timelines
- Staff involved
- Policy groupings
- Information session presentation

FIND OUT MORE AT
https://sites.google.com/monash.edu/policyrealignmentproject
QUESTIONS?

For further information contact:

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Monash Policy Framework
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