

Policy Framework Policy

(1) Policy Template – Replace the existing instructional text with the document content. For more guidance on completing this template, please refer to the Policy Framework Policy.

Section 1 - Scope

(2) This policy applies to all Monash University policies, procedures and schedules. Procedures and schedules are a subset of policy and references to 'policy' and 'policies' in this document include procedures and schedules unless the context indicates otherwise.

Section 2 - Policy Statement

General Principles

(3) The Monash University Policy Framework sits within Monash's broader governance framework, which is derived from the Monash University Act. The Framework consists of policies, procedures and schedules, whereby a policy is introduced only at institutional-level and provides the rules to be applied by decision makers and is used to guide the development of procedures that apply across Monash, and to schedules that have a more specific purpose.

(4) The Framework supports effective policy development, implementation and review by defining roles and responsibilities within the University's governance and management arrangements.

(5) Policy principles:

- a. supports the University's strategy;
- b. is aligned with and reflects good governance practice;
- c. supports the integrity and delivery of high quality education, research and engagement;
- d. supports the management of institutional risk compliance and legislative requirements; and
- e. supports operational effectiveness and efficiency.

(6) Policy scope:

- a. applies across Monash University; if an in-country law or regulation applies, this will be stated in the policy scope;
- b. is consistent with and reflects the University's legal and regulatory framework (the Act, statute and regulations); and
- c. states mandatory requirements by use of the words 'must', 'shall' or 'will' for legal and compliance reasons, and must be treated accordingly.

(7) Policy development and review:

- a. will be consistent, not duplicative or conflict with other policies;
- b. will be equitable, fair and inclusive;

- c. will be developed, implemented, reviewed, revised or rescinded in consultation with key stakeholders, unless urgent approval is required;
- d. will have a designated owner, approval body and approval process;
- e. will identify an accountable contact if decisions are required under the policy; and
- f. will have a set review cycle.

Policy Rules

(8) A policy is a concise, formal and mandatory statement of rules that outline the University's position on governance, academic or operational matters.

(9) Policy must be developed in line with the instructions and templates outlined in the Policy Framework Procedure.

(10) Key stakeholders must be consulted in the development and review processes.

(11) The Senior Manager, University Policy is responsible for ensuring the policy rules are maintained.

Table 1: Policy Categories and Definitions

Category	Category Definition
Governance	Policies that the Audit and Risk Committee (ARC) reserves for its own approval and for those that underpin the University's compliance with certain legislative obligations, such as audit and risk.
Academic	Policies that support the integrity and delivery of quality education, graduate research and research.
Operational	Policies that support the management and administration of the University.

Section 3 - Definitions

(12) For the purpose of this Policy:

Term	Definition
Approval authority	The body or position authorised to approve a policy, procedure or schedule.
Approval process	The process for the approval of a policy as outlined in the Policy Framework Procedure.

Status and Details

Status	Current
Effective Date	1st January 2021
Review Date	16th December 2022
Approval Authority	Chief Operating Officer
Approval Date	1st January 2021
Expiry Date	Not Applicable
Responsible Executive	Peter Marshall Chief Operating Officer 98765432
Unit Head	Peter Marshall Chief Operating Officer 98765432
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