

MIT Policy Framework and Procedure

1. Purpose

The purpose of this policy is to define and establish the Institute's policy framework to provide for the organisation, management and good governance of the Institute, through a range of policy instruments (policy, procedure and guidelines); and to ensure that the Institute policies and procedures are necessary, current, relevant and useful by providing the procedure for their design, approval, implementation, monitoring and review.

Only the levels of documentation described in this policy will have authority as Institute policy.

Application of Institute policy, procedures and guidelines to students and staff shall be through contractual arrangement.

2. Scope

All of the higher education operations of the Institute.

Unless the contrary intention applies, the provisions of this policy and procedure will apply to all policy and procedures of the Institute duly approved by the Board, before or after the date this policy comes into effect.

3. Authorising context

The Board of Directors is the governing body of the Institute and is responsible for overseeing the higher education operations and general direction of the Institute. The Institute's Governance Charter stipulates the Board's role and responsibilities including the function - *establish and monitor MIT policy consistent with legal requirements, corporate social responsibility and in the spirit of community expectations.*

Policies, procedures and guidelines document the Institute's official position on a range of operational and academic matters, including mandatory requirements by:

- providing direction for the good management and effective operations of the Institute;
- ensuring compliance with legislative and regulatory requirements;
- supporting the achievement of Institute's vision and goals; and
- improving the management of risk.

The Governance Charter of the Institute makes provision in respect of the MIT Academic Board. The Governance Charter stipulates the Academic Board functions including the function that the Academic Board *formulate, coordinate and review academic policy, procedures and guidelines within MIT.*

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Original Issue:

Reviewed by the Board of Directors:

MIT Policy Committee Noted BOD's approval:

MIT Policy Committed released the Policy for publication with two minor amendments made to the framework

Review date

21 April 2014

19 December 2015

4 February 2015

December 2017

December 2023

Page 1 of 9

The Governance Charter of the Institute makes provision in respect of the CEO. The Governance Charter stipulates the CEO *has the delegated responsibility for the establishment and review of MIT operational policy.*

The Board of Directors has established the Policy Committee as a standing committee to advise on the Institute's policy framework.

The Policy Committee reports to the Board of Directors on matters relating to the policy framework and its implementation. It is responsible for providing oversight of the development and major revision of policies. Approval from the Policy Committee is required before a new policy or significant revision to an existing policy can commence.

4. Definitions

Academic Board means the Academic Board established by the Board under the Constitution of the Institute

Academic Registrar means the person holding the position of General Manager in the Institute

award means a degree, diploma, or other award

Board means the Board of Directors of the Institute

CEO means the Chief Executive Officer of the Institute

CEO's Executive Management Team means the designated members of the Executive Management Team established under the Governance Charter.

day or **working day** means an ordinary business day of the Institute (excluding weekends, public holidays or days on which the Institute is officially closed, eg. Christmas close-down).

higher education means tertiary education activities associated with, or courses of study leading to, a higher education award.

Institute and **MIT** means Melbourne Institute of Technology Pty Ltd

institute Secretary means the person appointed by the Board as Institute Secretary.

Policy Committee means the committee established by the Board of Directors as a standing committee which will be comprised of the Institutes':

- Managing Director;
- Chair of Academic Board;
- Group General Manager;
- Executive Dean and
- one or more external persons with relevant experience, coopted by the CEO.

Unless the contrary intention appears:

- a) words in the singular include the plural, and words in the plural include the singular;
- b) any reference to any person holding an office is a reference to the person who holds or discharges the duties of that office for the time being, and
- c) where any power is conferred or duty imposed on any holder of an office that

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Page 2 of 9

power may be exercised and the duty performed by the holder for the time being of that office.

5. Policy statement

5.1. Policies

5.1.1. A policy is a formal statement of principle that regulates, directs and controls Institute operations.

Institute policies:

- are mandatory and applicable across the Institute;
- ensure that the Institute complies with relevant regulations, national standards and professional bodies;
- enable a consistent approach to management and administration and to the treatment of individuals;
- promote operational efficiency and reduce risks;
- state principles of management and operation;
- specify the actions and decision-making of those engaged in the operational business of the Institute;
- give authority to nominated individuals or positions to establish procedures and guidelines.

A schedule appended to a policy forms part of that policy and is subject to the same approval process for development and amendment

5.1.2. Policies shall be formally reviewed every five years and amended as required.

5.2. Procedures

5.2.1. A procedure documents the processes or actions required to implement a policy.

Institute procedures:

- are mandatory and applicable across the Institute;
- describe concisely and comprehensively the steps that must be taken to complete an operational activity;
- may describe actions required to satisfy external compliance requirements;
- are clearly distinguished from policy by addressing operational actions rather than principles underpinning those actions;
- assigns responsibilities for implementation, maintenance and promulgation.

A schedule appended to a procedure forms part of that procedure and is subject to the same approval process for development and amendment.

5.2.2. All procedures relate to a policy and are consistent with the policy to which they refer.

5.2.3 Procedures shall be formally reviewed every five years and amended as required.

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Page 3 of 9

5.3. Guidelines

- 5.3.1. Guidelines give effect to established principles or processes within policy and procedure and develop existing provisions in greater detail where such a need exists.
- 5.3.2. Guidelines are consistent with the policy or procedure to which they refer.
- 5.3.3. Guidelines are issued by a Policy Sponsor.
- 5.3.4. Guidelines have application across the Institute. They are intended to assist people to comply with policies and procedures.
- 5.3.5. Guidelines may also take the form of a flowchart, template or form.
- 5.3.6. Guidelines are reviewed from time to time as needed, and in tandem with reviews of related policy and procedure.

5.4. Categories of Institute policies

5.4.1. The Board

The Board has responsibility for governance policies addressing the Institute's broad decision making and accountability processes, including the following:

- strategic direction, vision and goals
- risk management
- fiduciary responsibility
- delegations
- compliance with statutory, regulatory and common law obligations
- Board operations
- appointment of the CEO.

5.4.2 Academic Board

Academic policies, addressing all academic activities delegated by the Board, are approved by Academic Board with decisions forwarded to the Board for endorsement. This includes the following student/teaching-related matters:

- academic progress
- admission
- assessment
- awards
- credit
- academic misconduct
- academic appeals.

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December 2023

Page 4 of 9

5.4.3 CEO

The Board has delegated responsibility to the CEO for all other operational and management policies addressing administrative process not within the purview of the Academic Board, such as:

- staff matters
- ethics and values
- complaints
- general misconduct
- administration.

Such operational and management policies are approved by the CEO and forwarded to the Board for endorsement.

5.5 Policy development

Policy development and review will be undertaken in accordance with the following:

- recognition of a need (e.g. regulator, new Institute activity);
- a change in strategy or circumstance;
- the regular cycle of policy review;
- problems in implementing or interpreting policies or gaps in policy coverage.

Any policy developed should:

- apply broadly across the Institution;
- endure across time and administrations, change infrequently and set the course for the foreseeable future;
- promote operational efficiency
- be aimed at reducing or managing institutional risk;
- foster and maintain the wellbeing and safety of students and staff;
- be relevant and transparent in its intention and meaning;
- be developed with some consultation with relevant members of the Institution community;
- assign authority for decisions required under the policy;
- comply with any relevant regulatory requirements.

The Institute will establish a Policy Committee responsible for oversight of the development and review of policy.

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6. Procedure

6.1 Policy and procedure development and review

Policy development and review will be undertaken in accordance with the following:

6.1.1. Confirm requirement for new policy or procedure

- Establish whether a new policy or procedure is required or whether an amendment to an existing policy or procedure is appropriate.
- Where a new policy or procedure is to be established, authorisation from the Policy Committee must be obtained before development may commence.

6.1.2. Conduct initial consultation with key stakeholders

- Identify key stakeholders relevant to the subject matter of the policy or procedure and conduct consultation to inform drafting.
- The Policy Development - Consultation and Feedback Template may be used to document feedback received, and is retained for further use.

6.1.3. Draft policy and procedure

- Policy and procedures are drafted using templates.
- Titles of policy and procedure will conform to the naming convention: subject matter followed by the word 'policy' or 'procedure'.

6.1.4. Review of draft policy/procedure

Submit draft policy or procedure to the Policy Committee for review and advice on compliance with this procedure.

6.1.5. Institute wide consultation

Draft policies and procedures will undergo a period of institute wide consultation of not less than 10 working days allowing staff of the Institute to provide feedback.

6.1.6. Revise draft policy/procedure

The draft policy or procedure may be revised to incorporate feedback received at institute wide consultation.

6.1.7. Review of draft policy/procedure

The Institute Secretary conducts a review of the final draft of the policy and/or procedure for compliance prior to submission to the relevant approval authority.

6.1.8. Submission of draft policy/procedure to the approval authority

A submission for endorsement and/or approval of a new or a substantively amended policy or procedure is made by way of a formal submission to the relevant standing committee(s) and the approval authority.

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Page 6 of 9

6.1.9. Amend policy/procedure as required by the approval authority

Where a draft policy or procedure has been approved with amendments, these are made in accordance with relevant minutes and resubmitted if required.

6.1.10. Publish policy/procedure

The approved policy or procedure is made available on the Institute's website.

6.1.11. Carry out implementation plan

Communication of the new policy or procedure or changes to the policy or procedure is made to the Institute staff and students.

6.2. Approval of new policies and procedures

6.2.1. New and substantive amendments to policies and procedures shall be submitted to the CEO's Executive Management Team for endorsement prior to being submitted for approval. In the case of academic policies and procedures this will take place following endorsement from the relevant standing committee(s) of Academic Board. Where the CEO's Executive Management Team does not endorse a policy or procedure it will be returned to the submitting body for amendment and resubmission.

6.2.2. Governance policies and procedures shall be approved by the Board.

6.2.3 Academic policies and procedures shall be approved by the Academic Board and referred to the Board for noting.

6.2.4. All other operational and management policies and procedures, other than governance or academic policies and procedures, shall be approved by the CEO and referred to the Board for endorsement.

6.2.5. Policies, procedures and guidelines come into effect from the date approval is provided by the relevant approval authority.

6.3 Approval and amendment of guidelines

New, and amendments to existing guidelines, are approved by the relevant member of the CEO's Executive Management Team (known as the "policy sponsor", and further defined in clause 7.2- Responsibilities).

6.4 Amendments to policies and procedures

6.4.1. Substantive amendments to policies and procedures shall be approved by the relevant approval authority (Board or Academic Board or CEO) and will be conducted in accordance with clause 6.1 - Policy and procedure development and review.

6.4.2. Minor amendments to policies and procedures shall be approved as follows:

- Minor amendments of an editorial nature (changes to nomenclature, to correct

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Page 7 of 9

- errors, or clarify wording) shall be approved by the Institute Secretary upon written endorsement from the relevant policy sponsor.
- Other minor amendments (to reflect legislative or regulatory changes or for consistency between policies and procedures) to policies and procedures shall be approved by the CEO or delegate and reported in the case of academic policies and procedures, to the Academic Board and to the Board; and in the case of all other policies and procedures, to the Board.

6.5 Review schedule

A review schedule is maintained by the Institute Secretary and reported to the Board on an annual basis. Policy review is a comprehensive review of a policy or procedure conducted by the policy sponsor or nominee for the purposes of establishing the need for amendment or further development.

6.6. Rescission

Policies, procedures and guidelines shall be rescinded by the approval authority applicable for the type of policy document. Upon approving rescission, the approval authority advises the Academic Registrar in order to coordinate update of the policy repository on the website.

6.7 Institute policy database

6.7.1. The Institute will maintain a centrally controlled policy database that will be the authoritative source for all Institute-wide policies, procedures and guidelines and will be accessible through the MIT website.

6.7.2. Policies, procedures and guidelines shall be promulgated and published within the Institute policy database following approval by the designated approval authority.

6.7.3. The Institute Secretary authorises the publication and rescission of policy documents in the database.

7. Responsibilities

7.1. Approval authority

The approval authority is the body or officer authorised under this policy to approve a policy, procedure or guideline.

7.2. Policy sponsor

A policy sponsor is a member of the CEO's Executive Management Team responsible for initiating and overseeing the development of new policies and procedures and the review of those existing within their purview. Policy sponsors approve and amend guidelines to support compliance.

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Page 8 of 9

7.3. Compliance

7.3.1. Policy sponsors shall be responsible for leadership and supporting compliance with policies and procedures within their purview.

7.3.2 Where appropriate, compliance requirements will be integrated into everyday work practices; to achieve this, appropriate consultation with key compliance staff will take place.

7.3.3 Institute staff are required under their contracts of employment to understand their responsibilities and comply with the Institute policies and procedures when carrying out their duties.

7.3.4 Students of the Institute are required under their terms of enrolment to understand their responsibilities and comply with Institute policies and procedures when carrying out their studies.

7.3.5 This policy and procedure will be implemented and communicated through the Institute via:

- announcement on the Institute's webpage;
- internal circulation to staff;
- staff induction and professional development.

References

ESOS Act 2000

MIT Statutes and Regulations, Policies and Procedures

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code)

AQF (Australian Qualifications Framework 2013)

TEQSA (Tertiary Education Quality and Standards Agency)