4A Academic policy and procedure approval

Review, endorsement and Academic Board approval of academic and research policies and procedures.

4A Academic | **4B** Administrative | **4C** Governance | **4D** Admin and governance guidelines | **4E** Minor amendment

Start / end Action

Start (after QA)

PHASE 1
Review and consult

1 — Regulatory Compliance / RSD
Undertake review

2 — Regulatory Compliance / RSD
Submit paper to the AB subcommittee for consultation
AQAC / URC considers the paper at its meeting.

3 — Regulatory Compliance / RSD
Consolidate feedback and complete the Policy Amendment Approval Form

PHASE 2
Committee endorsement

4 — Regulatory Compliance / RSD
Submit paper to AQAC / URC for endorsement
Provide two Word files (final copy and tracked changes) for the AQAC / URC meeting.

→ **IF NOT ENDORSED** Regulatory Compliance / RSD
Undertake further work or consultation, then return to AQAC / URC.

↓ **ENDORSED**

PHASE 3
Academic Board approval

5 — POLICY MANAGER
Submit paper to Academic Board
AB considers it at its meeting.

→ **IF NOT APPROVED** Reg Compliance / RSD THEN POLICY MANAGER
ASQO / RSD does further work or consultation. The Policy Manager resubmits to AB and notifies AQAC / URC of the revisions.

↓ **APPROVED**

6 — POLICY MANAGER
Finalise the policy document for publication

NEXT
Implementation

Proceed to Implementation stage

WHO CAN SUBMIT

All academic and research policies and procedures must come directly from Regulatory Compliance or RSD for consideration by Academic Board and its subcommittees, not from any College or service division.
Guidelines: Regulatory Compliance / RSD can approve guidelines directly, and can consult with committees through UGO.

AB Academic Board **AQAC** Academic Quality Assurance Committee **URC** University Research Committee
UGO Corporate Governance and Risk Office **RSD** Research Services Division

For advice at any stage, contact the University Policy Office at policy@anu.edu.au