

# Updated Academic Board Policy - Implementation responsibilities

*Policy & Procedures Working Group  
Academic Programs Management Unit – Office of the Provost*



## MEMORANDUM

TO: Deans, Heads of Departments  
CC: Faculty General Managers; Department Managers, Director, Student Management Services, Student Centre & other Admin Managers  
FROM: Prof Pip Pattison, President of the Academic Board  
DATE: Wednesday, 30 April 2008  
RE: **New & Updated Academic Board Policies;  
Responsibility for Implementation and Communication**

### PURPOSE

I am writing to ask you to ensure that:

1. You and your staff are aware of the student policy review process undertaken by the Policy & Procedures Working Group;
2. Faculty/school policy is reviewed in the light of the introduction of new and updated Academic Board policies, as they are approved and published.

### BACKGROUND

The Policy & Procedures Working Group was established as part of Melbourne Model Implementation Project, and is responsible for drafting policy for students within courses under the Melbourne Model.

Their brief is to produce policies and procedures that are:

- Clear and concise
- Coherent - (allow consistent application, and related to articulated principles)
- Student-centric - (that they make sense from the student perspective)
- Flexible - (enabling, with parameters for exercise of discretion spelt out)

And that:

- Preserve the integrity of Academic programs.

After an extensive consultation period, policies are adopted by the Academic Board and published on the Academic Registrar's policy website:

(<http://www.services.unimelb.edu.au/policy/index.html>).

## **POLICY APPROVED TO DATE**

The following policies have been approved by the Board:

- Advanced Standing (credit)
- Deferment
- Over-enrolment
- Unsatisfactory Progress
- Course Duration
- Online Subject Amendment
- Leave of Absence
- Breadth
- Elite athletes and performers
- Defence force reserves & other voluntary service
- Remission of Debt / Refund Policy

## **THINGS TO NOTE**

Each policy and procedure document has a **scope** statement, which indicates the programs to which it applies, e.g. “New Generation undergraduate courses”, or “coursework degrees of the Melbourne Model” (which includes undergraduate and postgraduate degrees continuing under the Melbourne model as well as newly created programs).

Each policy and procedure document has a stated **Start Date**, from which the policy comes into effect. This is to allow the policy to be communicated to staff and students with appropriate notice, particularly if it involves more significant change to existing practice.

Each policy and procedure document has an identified **Business Owner**, who has responsibility for the policy, including its promulgation implementation, and regular review. For policies of the Office of the Provost, that person is the Academic Registrar & Vice Principal. Concerns with the policy and its implementation should be directed to the business owner.

## **ACTIONS Required:**

1. Please ensure that staff within your area are aware of the new and updated Board policies.
2. Please ensure that policy and process information you publish for your students and staff is reviewed in the light of the new and updated policies of the Academic Board.
3. Please inform Michael Coyle, Executive Officer of the Policy & Procedures working Group of any concerns or questions you may have.

## **Questions, mailing list**

Should you have any questions, or would like to receive regular updates, please contact Michael, on telephone extension 40524 or email [mccoyle@unimelb.edu.au](mailto:mccoyle@unimelb.edu.au).

Thank you in advance for your assistance with this matter.

**Pip Pattison**