

Academic Policy Framework

Scope

This Policy applies to Kaplan's registered Higher Education Providers (HEPs); Kaplan Higher Education and Kaplan Business School and its associated entities Murdoch Institute of Technology and Bradford College. All staff and Kaplan academic governance bodies involved in the development, review and management of higher education academic policy are expected to follow this Policy.

Purpose

This Academic Policy Framework:

- sets the standards for the development and review of academic policy and academic policy related documents at Kaplan, and
- outlines the principles for consistency in the development, review and management of Kaplan academic policy and academic policy related documents.

Definitions

Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Academic policy high level statements that establish the principles and minimum set of academic standards that Kaplan Australia's Higher Education Providers apply in the provision of education to its students. Academic policy includes but is not limited to admissions; assessment; subject/unit and course/program design, approval, delivery, revision and discontinuation as well as student academic misconduct.

Academic procedures and guidelines: statements that outline the process to be followed within a Kaplan Higher Education Provider business unit. Procedures and guidelines are more detailed and technical in nature and typically assist officers and decision-makers to understand how to do something including factors that are relevant to making particular decisions.

Amendments:

- **Administrative/ Minor amendment** is editorial in nature and does not change the substance of an academic policy.
- **Consequential amendment** is made to bring an academic policy into conformity with a legal or regulatory requirement, or where an academic policy requires an administrative update due to changes to another, approved policy.
- **Substantive amendment** which requires approval/ re-approval of the initial approving body unless there is a delegation of authority permitting a lower body to handle the matter e.g. in the case of academic policy's oversight by Academic Board.

Approval authority is the committee or position with authority (or delegated authority) to approve an academic policy or academic policy related document within this Academic Policy Framework.

Form is an administrative template used to seek information from relevant stakeholders to enable a decision on a specific matter.

Implementation Officer is the designated staff member responsible for operationalising an academic policy and/or academic policy related documents. The Implementation Officer acts as primary contact for an academic policy or academic policy related document; is responsible for communicating the policy to stakeholders, ensuring business level compliance and responsible for the ongoing, proactive review of the currency of an academic policy. Specific responsibilities are listed in the Policy Framework Procedures.

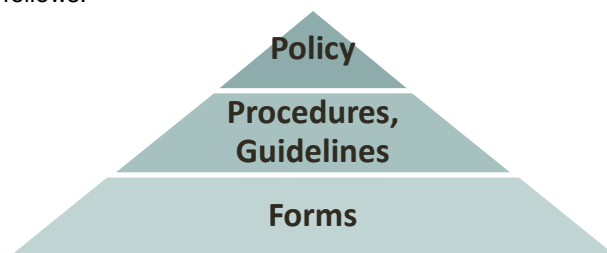
Policy related documents means procedures, guidelines and/or forms used in the supporting the implementation of a policy.

Responsible Officer is the most senior officer with whom the policy matter most clearly resides. The Responsible Officer has overarching responsibility for the policy and policy related documents and is accountable together with the Implementation Officer for ensuring compliance.

The Academic Policy Framework

Academic Policy and policy related documents hierarchy

The Academic Policy Framework establishes a hierarchy of academic policies and policy related documents as follows:



Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence.

Where a policy is not entirely an academic policy, its category and the relevant approval authority will be determined through consultation amongst the relevant member's of Kaplan's Executive Team (that is, members of staff that comprise the team that reports to the Chief Executive Officer of Kaplan Australia).

Where a form is attached to and therefore forms part of policy, procedure or guidelines, it is subject to the same level of approval and review processes as the higher level document.

Governance principles

The governance principles underlying this Policy are, Kaplan's:

- academic policy and policy related documents are shaped by and comply with:
 - relevant legislation and regulations
 - national standards and community expectations.
- Corporate Board has delegated responsibility for academic matters such as the development, review and approval of academic policy to Kaplan's Higher Education Providers Academic Boards.
- business units within Kaplan's Higher Education Providers are responsible for approving and maintaining policy related documents in their specific areas so long as these documents are consistent with approved policy and its principles.

Policy standards

Academic policy and policy related documents should:

- be in the approved Kaplan policy template appended to the Academic Policy Framework Procedures.
- be drafted, approved, implemented and reviewed as outlined in the Academic Policy Framework Procedures.
- identify the approval authority and Implementation Officer.
- be clear and able to be implemented.
- appropriately communicated to stakeholders and complied with.
- be reviewed every three years. Early review may be initiated by any staff member (supported by the Implementation Officer) before this time expires and will occur where there is a need to align policy with:
 - legislative or regulatory requirement or
 - changes in business processes and/ or operational needs.

Approval authorities and accountabilities

Approval authorities and accountabilities under this policy are as follows:

- *Academic Board* – approval of new academic policy; substantive amendments to academic policy and rescission of academic policies and any academic policy related documents appended to a policy.
- *Business Unit Heads* – approval of academic procedures, guidelines and forms consistent with academic policy and its principles. **Note:** From time to time and in the case of high risk activities and processes, Kaplan’s Standards and Quality team may determine that Academic Board oversight is required. In such instances, procedures; guidelines and forms may be approved at Academic Board level.
- *National Manager, Academic Governance* – centrally manages academic policy and supports academic policy related documentation review, development and management processes in consultation with Implementation Officers and the Standards and Quality Group.
- *Vice President, Academic* – approval of administrative and consequential amendments to academic policy.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Academic Dean or relevant Business Unit Head in the case of KHE			
Review Date	March 2019			
Approved by				
KBS and KHE Academic Boards				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Quality and Governance Team	New Policy supercedes the Academic Policy Development Policy.	02.03.2016 & 10.03.2016 respectively.	17.03.2016