Academic Policy Framework

Scope

This Policy applies to Kaplan's registered Higher Education Providers (HEPs):
- Kaplan Higher Education;
- Kaplan Business School;
- all staff and Kaplan academic governance bodies involved in the development, review, management and implementation of higher education academic policies 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.
Policy related documents means procedures, guidelines and/or forms used in supporting the implementation of a policy.

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 Academic Policy Framework Procedures.

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 Policies and related Documents Hierarchy

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

Policy

Procedures, Guidelines

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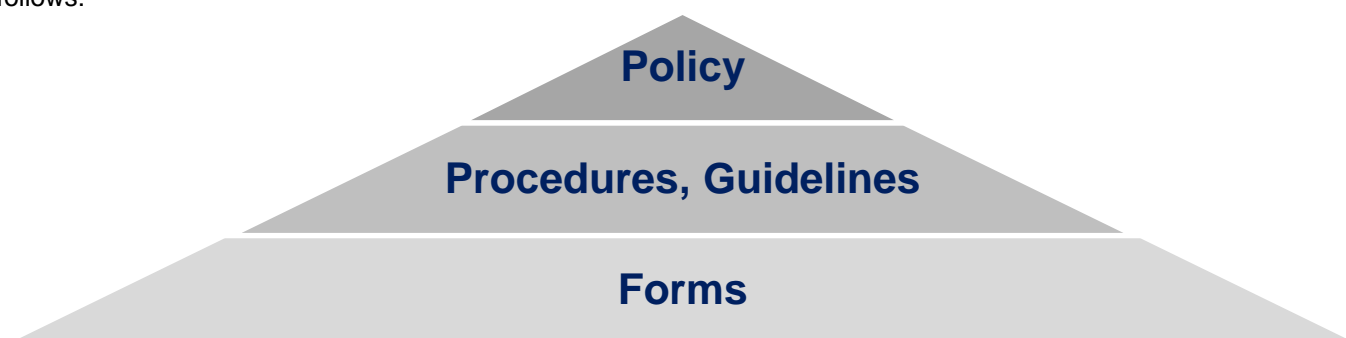
Where two documents in the hierarchy are in conflict, the document higher in the hierarchy takes precedence.

Where a policy is not entirely an academic policy, its category and the relevant approval authority will be determined through consultation amongst the relevant members 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

- A policy is a statement of principles or position that is intended to direct decision-making and operations that support the achievement of Kaplan registered Higher Education Providers (HEPs) vision and objectives.
- Policies have a long-term focus and are applied across Kaplan HEPs as a whole.
- Policies form the foundation of the Kaplan HEPs governance processes and the basis of the quality system.
- Policies support the achievement of quality outcomes and reduce institutional risks by establishing standards and internal controls. The principles outline in the policy are shaped by:
  - The legislation and regulations that govern Kaplan registered HEPs
  - National standards and community expectations
  - The values and vision Kaplan articulates in its strategic plan
- Every policy must be relevant, transparent in its intent and meaning and developed in consultation with Kaplan's community and key stakeholders.
- Policies are to comply with the requirements set out in the Policy Framework.

- Kaplan's processes for drafting, approval, implementation and review of policies and procedures are outlined in the Policy Framework Procedures.
- The Kaplan HEPs Academic Boards have delegated responsibility for academic matters such as the development, review and approval of academic policy.
- Business units within Kaplan's Higher Education Providers are responsible for approving and maintaining policy related documents in their specific areas as long as these documents are consistent with the approved policy and its principles.

Policy Standards

Academic policies 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:
- o legislative or regulatory requirement or
- o 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 policies 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 Quality, Regulations and Standards Team may determine that Academic Board oversight is required. In such instances, procedures, guidelines and forms may be approved at Academic Board level._

- **Vice President, Academic** – approval of administrative and consequential amendments to academic policies.

- **National Manager, Governance and Policy** – centrally manages the academic policies and supports with academic policies related documentation review, development and management processes in consultation with the Implementation Officers and the Quality, Regulations and Standards Team.

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	Corporate			
Responsible Officer	Vice-President, Academic			
Implementation Officer	Director, Quality Assurance and Governance			
Review Date	April 2022			
Approved by				
Corporate Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date

| 1.0 | Quality, Regulations and Standards Team | New policy. | 30.04.2019 | 01.05.2019 |