
Policy Framework

1. Purpose

The purpose of this Policy is to ensure that Policy Documents at Te Herenga Waka – Victoria University of Wellington (the University) are:

- (a) user-friendly, fit for purpose, and up-to-date;
- (b) developed, implemented, and reviewed in an appropriate and consistent manner;
- (c) aligned with University strategies, iho, values, objectives, priorities and requirements; and
- (d) easy for members of the diverse University community to access and understand.

2. Application of Policy

This Policy applies to staff members.

Policy Content

3. Principles

3.1 Policy Documents must:

- (a) be created only where there is a clear and justifiable long-term need;
- (b) be aligned with the principles of [Te Tiriti o Waitangi Statute](#), University strategies, iho, values, objectives and priorities (including the [Equity, Diversity and Inclusion Framework](#));
- (c) be consistent with legal requirements and community expectations;
- (d) be relevant, reasonable and feasible to implement within University resources;
- (e) have a Sponsor and a Policy Owner, use the relevant template, and be approved by the relevant Approver in accordance with the process in Appendix 1;
- (f) be in plain language that can be easily understood by all members of the University community;
- (g) be capable of being complied with by members of the University community;
- (h) be regularly reviewed (at least once within the Review Period);
- (i) be developed with appropriate consultation within the University community having regard to the subject matter of the Policy Document, and its impact on the University community and the diversity of the University community;

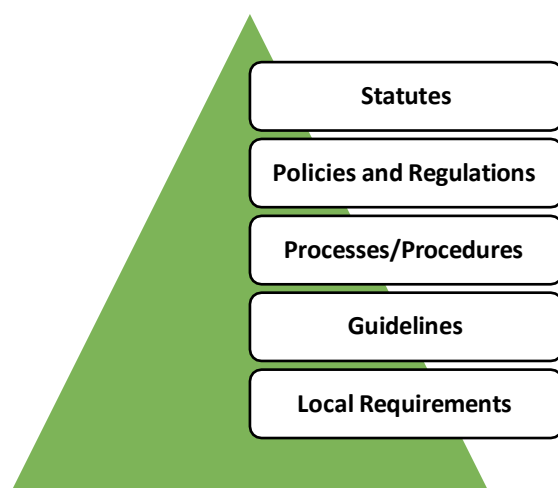
Note: [Legal Services](#) can advise on what constitutes appropriate consultation.

- (j) encourage behaviour that reflects the University's core ethical values;
- (k) as far as possible, consolidate content into fewer documents based around a broad area of University operations; and
- (l) be communicated appropriately and in ways that members of the University community affected by the Policy Document can receive the information.

- 3.2 Policy Sponsors must ensure that Policy Documents in their portfolio are developed, implemented and reviewed in accordance with this Framework.
- 3.3 Policy Owners must lead the development, implementation and review of relevant Policy Documents, on behalf of the Policy Sponsor, in accordance with this Framework.
- 3.4 Managers must promote and ensure compliance with Policy Documents within their team.
- 3.5 Staff Members must comply with Statutes, Policies, Regulations, Processes/Procedures, and applicable Local Requirements. Staff Members are strongly encouraged to comply with Guidelines wherever possible.

4. Classification and Approval of Policy Documents

- 4.1 A Policy Document must be classified as a Statute, Policy, Regulation, Process/Procedure, Guideline or Local Requirement unless the Vice-Chancellor approves otherwise. The hierarchy is as follows:



- 4.2 A Policy Document must not be inconsistent with another Policy Document. Where there is inconsistency, a document higher in the hierarchy overrules the lower document, and the two Policy Owners will resolve the inconsistency as soon as possible.

Note: [Legal Services](#) can help classify a policy document.

- 4.3 Requirements for classification and approval of Policy Documents are (subject to clause 4.4) as follows.

Classification	New Policy Documents or Major Amendments	Minor Amendments
<p>Statutes</p> <p>Statutes concern the matters specified in section 284(1) of the Education and Training Act 2020</p> <p>Application: University-wide</p>	<p>University Council</p> <p>The Academic Board will review and provide advice on draft Statutes that relate to courses of study or training, awards, and other academic matters (or draft Major Amendments to such statutes) before that draft proceeds to the Approver.</p>	<p>Vice-Chancellor</p>

<p>Policies</p> <p>Policies set out objectives, principles and high-level rules that cover the formal expectations of the University.</p> <p>Application: University-wide</p>	Vice-Chancellor	Sponsor or General Counsel
<p>Regulations</p> <p>Academic regulations set out objectives, principles and high-level rules that cover the formal expectations of the University concerning academic matters.</p> <p>Qualification regulations set out rules that prescribe the requirements for a specific qualification.</p> <p>Application: University-wide</p>	Academic Board	Provost
<p>Processes/Procedures</p> <p>Processes/Procedures state detailed processes or rules for implementing a Statute, Policy or Regulation or complying with a legal requirement.</p> <p>Processes/Procedures should be appended to the relevant Statute, Policy or Regulation.</p> <p>Application: University-wide</p>	Sponsor of the relevant Statute, Policy or Regulation	Policy Owner of the relevant Statute, Policy or Regulation or General Counsel or Vice-Provost (Academic) or Vice-Provost (Research)
<p>Guidelines</p> <p>Guidelines set out the University's view of good practice in relation to a particular matter or activity and/or provide guidance to staff on making decisions under another Policy Document</p> <p>Guidelines should support other Policy Documents.</p> <p>Application: University-wide</p>	Sponsor of the relevant Statute, Policy or Procedure	Policy Owner of the relevant Statute, Policy or Regulation or General Counsel or Vice-Provost (Academic) or Vice-Provost (Research)
<p>Local Requirement</p> <p>Local Requirements supplement other Policy Documents in exceptional circumstances by stating a particular Faculty's or Central Service Unit's requirements, in areas where another Policy Document allows discretion.</p> <p>Application: Faculty/CSU specific</p>	Pro Vice-Chancellor or Central Service Unit Director	Pro Vice-Chancellor or Central Service Unit Director

- 4.4 An Approver may not approve a new Policy Document or any amendment to an existing Policy Document which alters:
- (a) their own delegated authority; or
 - (b) the delegated authority of a role, board or committee (including the Council, a Committee of Council, the Academic Board and a Committee of the Academic Board) where that alteration breaches the [Delegations Statute](#) or otherwise falls outside the delegated authority of the Approver.

Example 1: the Vice-Chancellor may approve a new Policy Document that alters the delegated authority of (for example) an SLT member (because the authority of SLT members is delegated by the Vice-Chancellor). The Vice-Chancellor may not approve a new Policy Document that alters the Vice-Chancellor's own delegated authority or the delegated authority of the Academic Board (because the authority of the Vice-Chancellor and the Academic Board is delegated by the Council).

Example 2: the Academic Board may approve a new Regulation that alters the delegated authority of the Academic Committee or a role to whom the Academic Board has delegated authority. The Academic Board may not approve a new Regulation that alters the delegated authority of (for example) the Vice-Chancellor.

- 4.5 Before an amendment can be approved as a Minor Amendment, the Policy Office must first have confirmed that it is minor.
- 4.6 The General Counsel (for non-academic Policy Documents) or the Director, Academic Office (for academic Policy Documents) or the Principal Advisor, Research Policy (for research Policy Documents) may approve editorial corrections.
- 4.7 The Vice-Chancellor may:
- (a) where it is necessary, just or equitable to do so, waive the requirements of any Policy Document (other than a Statute or any provision in a Policy Document that contains or reflects any legal, regulatory or external compliance requirements); or
 - (b) in exceptional circumstances (such as a major incident or emergency), approve urgent amendments to, or waive the requirements of, any Policy Document (other than a Statute or any provision in a Policy Document that contains or reflects any legal, regulatory or external compliance requirements) in order to respond to those circumstances. Any such amendment or waiver must be temporary and reviewed as soon as practicable once the exceptional circumstances have finished.
- 4.8 New and amended Policy Documents take effect from the date specified in the Policy Document.

5. Policy Repository

- 5.1 The currently approved version of each Policy Document will be stored in a central electronic repository on the University [website](#). Previous versions of Policy Documents will be held by the Policy Office.
- 5.2 Local Requirements will be published on a web page maintained by the relevant Faculty or Central Service Unit and may also be stored in the central electronic repository.
- 5.3 Policy Documents available on the University's central electronic repository remain in force, regardless of whether the review deadline has passed. However, the Vice-Chancellor may repeal a Policy Document (other than a Statute or any Policy Document that contains or reflects any legal, regulatory or external compliance requirements) if it has not been reviewed for five years.

6. Definitions

In this Policy, unless the context requires otherwise:

Approver	means a body or role listed in the table in paragraph 4.3.
Editorial Correction	means a correction or edit to the text of a Policy Document (e.g. formatting changes, updates to roles, titles, names or contact information, or correction of cross-references or errors)
Major Amendment	means an amendment that substantially alters the requirements stated by a Policy Document.
Minor Amendment	means an amendment that does not substantially alter the requirements stated by a Policy Document.
Policy Owner	refers to the role nominated by a Policy Sponsor to lead the development, review and implementation of Policy Documents.
Policy Document	refers to all documents defined in paragraph 4.
Policy Office	refers to the Academic Office for all academic Policy Documents; the Research Policy Office for all research Policy Documents; Legal Services for all other Policy Documents.
Review Period	means the period within which a Policy Sponsor must review a Policy Document (three years unless the Approver decides a different timeframe at the time of approval).
Sponsor	refers to the role with overall responsibility for a Policy Document, for nominating the Policy Owner, and for ensuring that it is approved, implemented and reviewed in accordance with this Framework. A Sponsor should usually be the Senior Leadership Team (SLT) member in whose portfolio the Policy Document is most closely aligned.

Related Documents and Information

7. Related Documents

[Victoria University of Wellington Act 1961](#)
[Education and Training Act 2020](#)

[Delegations Statute](#)
[Equity, Diversity and Inclusion Framework](#)
[Te Tiriti o Waitangi Statute](#)
[Policy Document Approval Memorandum](#)
[Policy Document Template](#)

8. Document Management and Control*Essential Record*

Approver	Tumu Whakarae - Vice-Chancellor
Approval Date	25 July 2017
Effective Date	25 July 2017
Next Review Date	24 November 2023
Policy Sponsor	Toi Ohanga - Chief Operating Officer
Policy Owner	Director, Academic Office; General Counsel

Modification History

Date	Approval Agency	Details
6 April 2023	Vice-Chancellor	Minor Amendments to Appendix 1.

Appendix 1: Development and Review Process for Policy Documents

This process applies to all new and major amendments to Policy Documents (other than Local Requirements).

