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## Policy Framework

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### 1. Purpose

The purpose of this policy is to ensure that the University's Policy Documents 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 of the University.

## Policy Content

### 3. Principles

3.1 Policy Documents must:

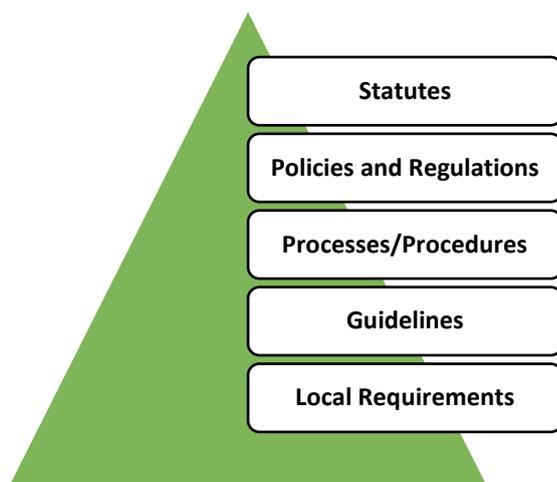
- (a) be created only where there is a clear and justifiable long-term need;
- (b) be aligned with University strategies, iho, values, objectives and priorities (including the Equity, Diversity and Inclusion Framework);
- (c) be consistent with legal requirements and community expectations;
- (d) be 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 procedure 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 by the Policy Owner and 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 The Sponsor must ensure that the relevant Policy Document is developed, implemented and reviewed in accordance with this Framework.
- 3.3 The Policy Owner must lead the development, implementation and review of the relevant Policy Document, 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.

<b>Classification</b>	<b>New Policy Documents or Major Amendments</b>	<b>Minor Amendments</b>
<p><b>Statutes</b></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><b>Policies</b></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>	<p>Vice-Chancellor</p>	<p>Sponsor or General Counsel</p>
<p><b>Regulations</b></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>	<p>Academic Board</p>	<p>Provost</p>
<p><b>Processes/Procedures</b></p> <p>Processes/Procedures state detailed processes or rules for implementing a Statute, Policy or Regulation or comply with a legal requirement.</p> <p>Processes/Procedures should be appended to the relevant Statute, Policy or Regulation.</p> <p>Application: University wide</p>	<p>Sponsor of the relevant Statute, Policy or Regulation</p>	<p>Policy Owner of the relevant Statute, Policy or Regulation or General Counsel or Vice-Provost (Academic) or Vice-Provost (Research)</p>
<p><b>Guidelines</b></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>	<p>Sponsor of the relevant Statute, Policy or Procedure</p>	<p>Policy Owner of the relevant Statute, Policy or Regulation or General Counsel or Vice-Provost (Academic) or Vice-Provost (Research)</p>
<p><b>Local Requirement</b></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>	<p>Pro Vice-Chancellor or Central Service Unit Director</p>	<p>Pro Vice-Chancellor or Central Service Unit Director</p>

4.4 An Approver may not approve a new Policy Document or any amendment to a 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 to text.

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 in duration and must be reviewed as soon as practicable once the exceptional circumstances have finished.

4.7 New and amended Policy Documents take effect from the date specified in the Policy Document.

## 5. Policy Repository

5.1 The current 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 Framework, unless the context requires otherwise:

Approver:	A body or role listed in the table in paragraph 4.3.
Editorial Correction:	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:	An amendment that substantially alters the requirements stated by the Policy Document.
Minor Amendment:	An amendment that does not substantially alter the requirements stated by a policy document.
Policy Owner:	The role nominated by a Policy Document's Sponsor to lead development, review and implementation of the Policy Document.
Policy Document:	As defined in paragraph 4.
Policy Office:	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:	The period within which a Policy Owner must review a Policy Document (three years unless the Approver decides a different time-frame at the time of approval).
Sponsor:	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 member of the Senior Leadership Team (SLT) 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](#)  
[Policy Document Template](#)

### 8. Document Management and Control

Approver	Vice-Chancellor
Approval Date	25 July 2017
Effective Date	25 July 2017
Last Modified	7 September 2022
Review Date	24 November 2023
Sponsor	Chief Operating Officer
Policy Owner	Director, Academic Office General Counsel

# DEVELOPMENT AND REVIEW PROCESSES FOR POLICY DOCUMENTS

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

