

## 3.0 ACADEMIC BUSINESS POLICY

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Version	1.01
Contact Officer	Manager, Governance
Date Approved by Council	May 4, 2005
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Date For Next Review	May, 2008
Related Policies	2.0 Quality Policy
Relevant Legislation	Copyright Act 1968 (Cth), Copyright Amendment (Moral Rights) Act 2000 (Cth)



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### PURPOSE

The Academic Business Policy provides the framework to manage academic activities at Charles Darwin University.

### POLICY

Charles Darwin University expects a high level of professional conduct from staff and students, and recognises its responsibility to pursue its Mission, goals and objectives, and the need to conduct its business, in accordance with prevailing community and legislated standards of best practice. Charles Darwin University is committed to providing an environment and systems that will promote a high standard of professional academic activities, and a culture of academic practice that is in line with the espoused values of the institution. Staff and students have responsibilities to uphold these standards.

### IMPLEMENTATION

This Policy will be implemented in a way that ensures academic activities:

- are compliant with relevant legislation and national and international standards, including those outlined in the Australian Quality Training Framework and the Copyright Act;
- are in accordance with the University Quality Policy;
- are conducted in the context of, and with reference to, the goals and objectives of the University;
- are conducted in a manner that provides for balance of all aspects of University core business (teaching, research, community and access, business development and administration) at an appropriate organisational level;
- address the various needs of University stakeholders;
- are reviewed with the aim of continuous improvement, adoption of current best practice, and assessment of the economic viability of the activity; and
- are supported by efficient and effective systems and processes.

### COMMITMENT

Charles Darwin University is committed to:

- developing appropriate plans, programs and statements to underpin academic activities;
- providing appropriate resources for planned academic activity;
- reviewing and clearly documenting processes that relate to academic practice and support;
- undertaking academic activities only where a suitable professional environment can be achieved;
- compliance with relevant legislation, guidelines, policies and directives with regard to academic practice;
- establishing and monitoring performance against meaningful and measurable objectives; and
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs.

### GENERAL RESPONSIBILITIES AND AUTHORITIES

- All members of the University community have a responsibility to work individually and collectively to achieve a work and study environment which is professional and in which equality of opportunity is fostered.
- All staff members are responsible for undertaking their duties in accordance with this policy.

- Senior Staff have the responsibility and authority to implement this policy and monitor its implementation in the activities of their respective areas.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- The Vice Chancellor is responsible for shaping an organisational culture and environment with professional standards that is conducive to achieving the objectives of this Policy.
- The Deputy Vice Chancellor, Teaching and Learning, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to teaching and learning. The Deputy Vice Chancellor, Teaching and Learning, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Deputy Vice Chancellor, Research, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to research. The Deputy Vice Chancellor, Research, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Pro Vice Chancellor, Community and Access, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to community and access. The Pro-Vice Chancellor, Community and Access, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Executive Director, Business Development, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to business development. The Executive Director, Business Development, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Dean of a Faculty / Director, VET is responsible for ensuring the Academic Business Policy is implemented within the relevant faculty, and for monitoring its observance. The Deputy Vice Chancellor, Research, is responsible for ensuring the Academic Business Policy is implemented within the Institute of Advanced Studies, and for monitoring its observance in the Institute.
- The Head of School / NT Manager is responsible for ensuring compliance with the Academic Business Policy in school/team-level activities by all staff of the school/team (including adjuncts and casual staff) and reporting on compliance to the Dean of Faculty / Director, VET and members of the Executive as appropriate.
- The Copyright Officer is responsible for day-to-day management of copyright-related issues, including complaints and enquiries.

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Professor Helen Garnett  
Vice-Chancellor

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Date

## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	CDU Policy
1.01	24 October 2007	Vice-Chancellor	<p>Amend Pro Vice-Chancellor (Teaching and Learning) to Deputy Vice-Chancellor (Teaching and Learning) to reflect change in position title; and</p> <p>Inclusion of new position titles throughout the document which reflect the new VET structure EG: NT Manager, Director VET, NT Industry Clusters.</p>