

# Academic Business Policy

## INTRODUCTION

The 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.

The 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, which is in line with the espoused values of the institution. Staff and students have responsibilities to uphold these standards.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Australian Qualifications Framework](#); and [Copyright Act 1968](#).

## INTENT

This document is intended to provide the framework to manage academic activities at the University.

## RELEVANT DEFINITIONS

In the context of this document

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. A Governance document is a formal statement of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff and students they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent; and

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent.

## POLICY

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 Qualifications Framework](#) (AQF) and the [Copyright Act 1968](#);
- 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 engagement, 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 procedures.

**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 procedures that relate to academic practice and support;
- Undertaking academic activities only where a suitable professional environment can be achieved;
- Compliance with relevant legislation, policies, procedures and guidelines, 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.

**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 Pro Vice Chancellor, Education and Student Success is responsible for developing, reviewing and implementing governance documents that specify the University's requirements on matters relating to learning and teaching. The Pro Vice Chancellor, Education and Student Success is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University governance documents.

The Director, Office of Marketing is responsible for developing, reviewing and implementing policies, procedures and guidelines that specify the University's requirements on matters relating to community engagement. The Director, Office of Marketing, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University governing documents.

The Deputy Vice-Chancellor, Operations, is responsible for developing, reviewing and implementing governing documents that specify the University's requirements on matters relating to Corporate Services. The Deputy Vice Chancellor, Operations, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, procedures and guidelines.

The Pro Vice-Chancellor of each faculty is responsible for ensuring the Academic Business Policy is implemented within their relevant faculty, and for monitoring its observance.

The Senior Managers are responsible for ensuring compliance with the Academic Business Policy in school/department-level activities by all staff of the school/department (including adjuncts and casual staff) and reporting on compliance to the Pro Vice-Chancellor and members of the Senior Executive as appropriate.

The Copyright Officer is responsible for the day-to-day management of copyright-related issues, including complaints and enquiries.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Charles Darwin University Act 2003](#)

[Quality Policy](#)

### External

[Australian Qualifications Framework](#)

[Copyright Act 1968](#) (Commonwealth)

[Copyright Amendment \(Digital Agenda\) 2000](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Dec 2011
<b>Sponsor:</b>	Provost		
<b>Contact Officer:</b>	Pro Vice-Chancellor, Education and Student Success		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	Creation of original document and upload to CDU website.
1.01	24 Oct 2007	Vice-Chancellor	Amend Pro Vice-Chancellor (Teaching and Learning) to Deputy Vice-Chancellor (Teaching and Learning) to reflect change in position title; and  Inclusion of new position titles throughout the document which reflect the new VET structure EG: NT Manager, Director VET, NT Industry Clusters.
2.00	10 Dec 2008	Council	Amend specific responsibilities to make explicit the role of Director, VET in implementing the Academic Business Policy.
2.01	28 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document into new template</li> <li>• Add statement of authority, relevant definitions and essential documents in keeping with new policy format.</li> <li>• Amend minor grammatical and spelling errors.</li> <li>• Amend Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect change in position title.</li> <li>• Amend Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice-Chancellor to reflect change in position title.</li> <li>• Change Dean to Pro Vice-Chancellor to reflect title change.</li> <li>• Amend Director VET to Pro Vice-Chancellor, VET to reflect title change.</li> <li>• Office of Community and Access changed to Office of Community and Engagement to reflect title change.</li> <li>• Change Audit and Risk Committee to Finance, Risk and Review Committee to reflect title change.</li> <li>• Process was changed to procedure to reflect document title change.</li> <li>• Pro Vice-Chancellor, Community and Access changed to Pro Vice-Chancellor, Learning, Teaching and Community Engagement to reflect title change.</li> <li>• Executive Director, Business Development changed to Executive Director, Corporate Services to reflect position change</li> </ul>

2.02	14 Jan 2011	Governance	<ul style="list-style-type: none"> <li>• Minor changes to spelling, grammar and formatting</li> </ul>
2.03	9 Jan 2012	Governance	<ul style="list-style-type: none"> <li>• Removal of references to Finance Risk and Review Committee as no longer active.</li> <li>• Changes in position titles and responsibilities due to new organisational chart.</li> <li>• Change contact officer</li> </ul>
2.04	31 Jan 2013	Governance	<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Addition of relevant definitions</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, grammar and formatting</li> <li>• Removal of general responsibilities section</li> <li>• AQTF changed to AQF in line with current title</li> </ul>
2.05	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions governance document, senior executive and senior manager</li> <li>• Updated Hyperlinks</li> <li>• Amended The Executive Director, Corporate Services to Deputy Vice Chancellor, Operations</li> <li>• Amended The Director, Office of Media, Advancement and Community Engagement to The Director, Office of Marketing</li> <li>• Amended DVC to PVC, Education and Student Success</li> <li>• Amended Contact Officer from DVC to PVC, Education and Student Success</li> <li>• Amended Sponsor from VC to Provost</li> </ul>