Overview of the Regulatory Framework
The following short video, presented by Julie Wells, Vice-Principal Policy & Projects, provides an overview of the University of Melbourne Regulatory Framework, including:

- The University of Melbourne Act
- University Statute and University Regulations
- Delegations Framework
- University Policy and the Policy Framework
- University Process and the Process Management Framework.

Access the video via the following hyperlink: [https://www.youtube.com/watch?v=dzlJaH-onLM](https://www.youtube.com/watch?v=dzlJaH-onLM)

Student Management and Support Policies
Student Management and Support is one of the nine categories of University Policy. Currently, the Student Management and Support suite of policies consists of the following policies:

- Enrolment & Timetabling Policy (MPF1294)
- Establishment and Award of Student Awards Policy (MPF1062)
- Executive Education and Short Courses Policy (MPF1008)
- Graduation Policy (MPF1055)
- Selection and Admission Policy (MPF1295)
- Student Academic Integrity Policy (MPF1310)
- Student Appeals to the Academic Board Policy (MPF1323)
- Student Complaints and Grievances Policy (MPF1066)
- Student General Misconduct Policy (MPF1324)
- Student Loans, Fees & Charges Policy (MPF1325)
- Student Travel and Transport Policy (MPF1209)
Key messages from the Policy Steward for the Student Management and Support category are:

- The Establishment and Award of Student Awards Policy is made by the Board under the University of Melbourne Statute contains some matters previously held in the Scholarships, Prizes and Student Awards Policy and the Scholarships, Prizes and Student Awards Procedure (both now revoked). The Undergraduate Course Medal Procedure and the Deans Honours List Procedure, made under the previous Scholarships, Prizes and Student Awards Policy are also revoked and their details are published on the University’s website.

- The Selection and Admission Policy is made under the Academic Board Regulation and contains matters relating to selection and admission to all University courses and subjects. It contains some matters previously held in Statute 11.1 - Courses, Enrolment and Assessment and Regulation 11.1.A2 - Courses, Selection, Admission and Assessment as well as matters previously contained in the Selection and Admission Policy, Selection and Admission Procedure and the Selection and Admission into Graduate Research Courses Policy.

- The Student Academic Integrity Policy is made under the Academic Board Regulation, in particular Part 8 - Student Conduct. The regulation and the policy, taken together, replace Statute 13.1 – Student Discipline. The policy addresses matters of student academic integrity and student academic misconduct in assessment. The policy aims to provide for educative responses and punitive responses to instances of academic misconduct. In addition to the policy the Board has established guidelines for the imposition of the penalties allowed under the regulation. It is expected that faculty student academic misconduct committees will exercise judgement and consistency in applying penalties within their faculty. The policy requires deans to keep records of all cases of academic misconduct in the faculty, including where an educative or punitive response has occurred. The Academic Secretary will publish guidelines for faculties on the implementation of the policy on the Board’s website which will be available to staff.

- The Student Appeals to the Academic Board Policy is made under the Academic Board Regulation, in particular Part 9 – Appeals to Academic Board. The regulation and the policy, taken together, replace the relevant sections in Statute 13.1 – Student Discipline, Statute 11.4 – Unsatisfactory Progress and the entirety of the Appeals to the Academic Board Procedure. The Academic Secretary is now also responsible for the oversight and management of student appeals against general misconduct decisions.

- The Student Complaints and Grievances Policy reflects the University’s understanding that student complaints are an important part of its commitment to continuous review and improvement. Students who consider they have been wronged because of an action, decision or omission within the control or responsibility of the University may submit a complaint. Matters relating to allegations of misconduct where disciplinary action against a student or staff member may be an outcome, and complaints which are not able to be resolved, may be considered under formal grievance processes, which involve the appointment of an investigator to examine the matter.

- The Student General Misconduct Policy aims to ensure that student behavioural standards and expectations are defined and met and that students comply with University statutes, regulations, policies, rules and procedures concerning their enrolment, studies and conduct at the University. Under this policy, students must conduct themselves in a manner consistent with the standards of behaviour that promotes respect and the good order and management of the University.
Policy Breakdown

**Enrolment and Timetabling Policy (MPF1294)**
*Policy Steward: Elizabeth Capp*

The objectives of this policy are to:

a) outline the relationship between the University and the enrolled student, and define the obligations of both parties for the duration of the enrolment; and

b) provide for the effective use of teaching resources and facilities, with consistent and co-ordinated timetabling practices.

**Establishment and Award of Student Awards Policy (MPF1062)**
*Policy Steward: Penelope Pepperell*

This policy establishes the University’s commitment to, and basis for, student awards.

**Executive Education and Short Courses Policy (MPF1008)**
*Policy Steward: Elizabeth Capp*

The objectives of this policy are to:

a) outline the principles that guide the University in offering executive education and short courses; and

b) clarify the status of participants in executive education and short courses in relation to the University.

**Graduation Policy (MPF1055)**
*Policy Steward: Susan Elliott*

The objectives of this policy are to:

a) define who is eligible for formal conferral of an award by University Council

b) define who is responsible for the management of graduation ceremonies, and

b) outline under what circumstances and how the award may be presented.

**Student Appeals to the Academic Board Policy (MPF1323)**
*Policy Steward: Penelope Pepperell*

The objective of this policy is to provide a framework for the appeal of University decisions relating to students which ensures that appeal processes are transparent, consistent and fair.
Student Complaints and Grievances Policy (MPF1066)
Policy Steward: Craig Bird

The objectives of this policy are to provide:

a) students with a framework within which they may raise complaints or grievances in relation to decisions of or advice provided by the University. This includes but is not limited to:
   i. decisions by academic staff members affecting individuals or groups of students
   ii. the content or structure of academic programs, including the nature and quality of teaching and assessment
   iii. supervision of students undertaking research projects
   iv. authorship and intellectual property
   v. quality of student services

b) the University with a framework to ensure there are transparent, fair and timely procedures for addressing complaints and grievances in accordance with principles of natural justice, ensuring that all parties are treated equally and fairly.

Student Conduct Policy (MPF1324)
Policy Steward: Craig Bird

The objectives of this policy are to:

a) ensure that student behavioural standards and expectations are defined and met
b) ensure that student discipline procedures are transparent, consistent, equitable and fair, and consistent with the principles of natural justice
c) identify responsibilities and accountabilities for decisions and processes
d) define a framework of penalties which may be imposed for substantiated misconduct that is appropriate, proportionate and consistent
e) ensure that decision-making on misconduct is undertaken at appropriate levels of responsibility within the University, and
f) provide direction for the membership of committees formed to consider student misconduct.

Student Travel and Transport Policy (MPF1209)
Policy Steward: Elizabeth Capp

The objectives of this policy are to:

a) outline the University’s support for, and conditions around, enrolment-related travel
b) empower and support students to effectively, efficiently and conveniently manage travel conditions, and
c) foster a travel environment that aspires to the highest standards of safety and security for students.

Student Loans, Fees and Charges Policy (MPF1325)
Policy Steward: Elizabeth Capp

The objectives of this policy are to:

a) ensure the setting of course and subject fees is compliant with government requirements while supporting strategic and financial imperatives
b) ensure that additional charges levied are compliant with Commonwealth legislation, and
c) detail the requirements for administration, invoicing, collection and refund of fees.
Selection and Admission Policy (MPF1295)

Policy Steward: Penelope Pepperell

The objectives of this policy are to:

a) provide a framework to ensure the integrity of selection and admissions decisions;
b) set clear responsibilities and accountabilities for selection and admissions decisions; and
c) ensure that selection and admissions processes are transparent and decisions are consistent and fair.

Student Academic Integrity Policy (MPF1310)

Policy Steward: Penelope Pepperell

The objectives of this policy are to:

a) define and articulate the importance of maintaining academic integrity
b) outline what constitutes major or minor cases of failing to maintain academic integrity, and the procedures for dealing with each
c) provide a framework to ensure that academic standards and expectations are met
d) assist in identifying academic misconduct
e) ensure that student academic misconduct procedures are transparent, consistent, equitable and fair, and consistent with the principles of natural justice
f) identify responsibilities and accountabilities for decisions and processes
g) ensure that decision-making on academic misconduct is undertaken at appropriate levels of responsibility within the University
h) provide for the membership of committees formed to consider student academic misconduct, and
i) define a framework of penalties which may be imposed for substantiated academic misconduct that are appropriate, proportionate and consistent.
Key Contacts for Student Management and Support

Policy Stewards

Craig Bird, Grievances and Policy Manager
Elizabeth Capp, Director, Students and Equity
Penelope Pepperell, Academic Secretary
Susan Elliott, Deputy Provost and Deputy Vice-Chancellor (International)

Process Group Champion

Margaret Ruwoldt, Manager, Service Performance and Planning

Key Resources

For all your policy development, review and approval resources head to: http://www.policy.unimelb.edu.au/

For all regulatory Mapping documents head to: http://unimelb.edu.au/governance/regulatory-framework

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