

## FREQUENTLY ASKED QUESTIONS

### Q 1: What is the University's regulatory framework?

A: The University of Melbourne's [Regulatory Framework](#) is a hierarchy of instruments which govern the University's operations. These instruments include: the *University of Melbourne Act 2009*; the University Statute; three sets of Regulations – Council, Academic Board and Vice-Chancellor Regulations; policies; and processes.

The above instruments establish the conditions under which delegations and other authorities are exercised within the University. The [Delegations Framework](#) is the structure in place to ensure that the appropriate level of accountability is assigned throughout the [Regulatory Framework](#) to University roles and responsibilities. Most delegations relate to finance, signing of contracts and employment.

### Q 2: Why has the University reviewed its regulatory framework?

A: The University has reviewed its [Regulatory Framework](#), reducing the previous suite of 17 statutes and 39 regulations to one statute, approved by the Minister, and the three regulations approved by Council. The objectives of the review were to:

- remove duplication and anachronism in the University's statutes and regulations;
- develop a [Regulatory Framework](#) consistent with principles of good governance, and with a view to maximising institutional autonomy and organisational agility (noting the large volume of current statutes requiring Ministerial approval);
- simplify and amend for greater efficiency where practical; and
- ensure alignment with the Melbourne Operating Model.

### Q3 What principles were used to decide where current content should reside?

A: A number of broad principles have informed the placement of content in the new statute and regulations.

The new single statute is restricted to matters required:

- by the *University of Melbourne Act 2009* (for example: revocation of awards, power to make regulations);
- by Council (for example: appointment of Vice-Chancellor and affiliation and recognition of external entities);
- to enable the enforcement of rules regarding individual conduct, misconduct, and academic progress; and
- to enable the University's intellectual property framework.

The three regulations outline the enabling powers, functions and duties of Council, Academic Board and the Vice-Chancellor (Management and Administration) based around the tripartite division of corporate governance, academic governance and management required by the Act.

**Q 4: I cannot find a statute or regulation that I used to refer to. What do I do?**

A: The easiest way to find what you're looking for is to search the [Statute Mapping Document](#) or the [Regulation Mapping Document](#) for the name of the former statute or regulation to see what it has been replaced by. For example, if you previously referred to Statute 4.1 Academic Board regarding the duties and powers of the Board, the Statute Mapping Document indicates that these provisions are now found in section 10 of the University of Melbourne statute. You can then click directly on the link to the University Statutes and Regulations webpage in the Statute Mapping Document. Or, if you previously referred to one of the Regulation 8.3.R2 Computing and Network Facilities Rules, the Regulation Mapping Document indicates that this regulation has moved to the *Provision and Acceptable Use of IT Policy* and supporting IT Use Rules, approved by the Executive Director, Infrastructure Services. If you have any further questions regarding specific sections of the former statutes or regulations, contact [reg-framework@unimelb.edu.au](mailto:reg-framework@unimelb.edu.au) who will be able to point you in the right direction.

**Q 5: Why is the University making so many changes to policy?**

A: One of the outcomes of the Policy Consolidation Project and the broader Regulatory Framework Review was to ensure alignment between the [Regulatory Framework](#) and the Melbourne Operating Model. We now have policies, housed in the [Policy Library](#), that are developed and approved by the relevant area of Chancellery, in consultation with key stakeholders (including any relevant process owners). Processes, housed in the [Process Library](#), are developed and approved by the relevant area of University Services, in consultation with key stakeholders (including the relevant policy steward).

**Q 6: How do I know what the differences between the old and new policies are?**

A: Have a look at the [Policy Snapshots](#) on Melbourne Policy Framework website. These provide an overview of the changes in each policy area. If you've still got questions, contact the relevant Policy Steward identified in the Policy Snapshot. Alternatively, you can send any questions to [policy-help@unimelb.edu.au](mailto:policy-help@unimelb.edu.au) and the Policy & Compliance Education team will respond or direct your enquiry to the right person.

**Q 7: I used to refer to a policy that is no longer in the Policy Library, what do I do now?**

A: The easiest way to find what you're looking for is to search the [Policy Mapping Document](#) for the name of the former policy to see what it has been replaced by. For example, if you previously referred to the Special Consideration Policy MPF 1297, the Policy Mapping Document indicates that this policy was consolidated into the Assessment and Results Policy MPF1326. You can then click directly on the link to the Assessment and Results Policy in the Policy Mapping Document to be taken to that policy in the [Policy Library](#). If you have any further questions regarding specific sections of the former policy, the Policy Steward is your first point of contact. The Policy Steward's contact details are also found in the Policy Mapping Document with a direct link to their email address.

In the case of a procedure, content that was formerly in a procedure has been reviewed as part of the Policy Consolidation Project and either

(a) brought up into the new policy as a procedural principle

(b) moved down into a process supporting the new policy

(c) moved elsewhere (i.e. guidance on the relevant webpage (such as the [Dean's Honours Calculation](#)), or

(d) no longer retained (i.e. redundant or a duplicate of information provided elsewhere, such as the Enterprise Agreement).

To determine where specific content has gone, the [Policy Mapping Document](#) is your first point of reference. Search for the name of the former procedure to see what it has been replaced by and click on the relevant link to take you to either the new policy, or category of supporting processes. If you're still unsure, contact the relevant Process Champion, identified in the Policy Mapping Document for more guidance.

**Q 8: I've found a broken link in a policy, who do I report it to?**

A: If you ever come across a broken link, simply email [policy-help@unimelb.edu.au](mailto:policy-help@unimelb.edu.au) with the location of the broken link and the Policy & Compliance Education team will work with the relevant Policy Steward to update the link. In addition to relying on user feedback, the Policy & Compliance Education team will be undertaking a post Policy Consolidation Project audit of all hyperlinks within the Policy Library to ensure they are up to date.

**Q 9: What do I do if a process doesn't seem right or I don't understand it?**

A: One of the great features of the [Process Library](#) is the inbuilt feedback function. In any process, simply click on the Feedback button in the top right hand corner of the process header. You have the option to provide positive feedback, suggest an improvement, or 'I'm confused' if you are needing clarification. The feedback is then automatically forwarded to the Process Owner and Process Expert who will respond to your feedback.

**Q 10: Has the Delegations Framework been reviewed and where can I find it?**

A: The University's [Delegations Framework](#) has been reviewed and is in the process of being finalised for approval by University Council. The revised Framework, and related policies, will be released later in the year. In the meantime, the existing [Delegations Framework](#) remains in operation.