

Policy Framework

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2025

Administrators Responsible	President, Dean, Registrar
Objective	To provide a clear and consistent framework for the development, approval, communication, monitoring, and review of policies, procedures, and guidelines at ISGL. This framework ensures compliance with the Tertiary Education Quality and Standards Agency (TEQSA) requirements, facilitating transparency, coherence, and quality assurance in our educational endeavors.
Scope & Application	This policy applies to all policy-making bodies within ISGL, including academic and administrative departments.
Terminology	Policy: Core principles combined with obligatory directives pertaining to academic or administrative domains. Procedure: Systematic action sequence reflecting the standard practice for policy enactment. Guideline: A detailed advisory elaborating on a particular policy.

A. Policy Framework:

- a. Policies, procedures, and guidelines encapsulate the educational and administrative philosophy and processes guiding ISGL's operations.

B. Creation and Dissemination:

- a. New policy initiatives stem from TEQSA standards, stakeholder feedback, or identified policy gaps.
- b. Modifying existing frameworks is prioritised for addressing deficiencies.
- c. Drafting involves key stakeholders, including faculty, students, and administrative staff.
- d. Clarity, coherence, and alignment with TEQSA guidelines are imperative for all policy constructs.
- e. Course-specific or department policies should harmonise with institute-wide directives.
- f. Policies are presented transparently in accessible language to foster inclusivity.
- g. Policies should be online, available to all relevant and external academic parties, including students.
- h. Appointed personnel oversee regular review and implementation, adhering strictly to TEQSA norms.
- i. Regular benchmarking against TEQSA standards and similar institutions ensures continued excellence.

C. Approval

- a. The Board of Directors and Academic Board must approve policies, referencing TEQSA requirements.
- b. Ancillary procedures and guidelines are validated by the President, or his/her delegate or relevant Committees.

D. Implementation

- a. Policies are executed with fairness and consistency, with due consideration to the intent and details of TEQSA standards.
- b. Uniform implementation across departments guarantees a consistent experience for all stakeholders.

E. Monitoring, Feedback, and Review:

- a. Provisions exist for continuous monitoring, with reporting mechanisms to assess policy effectiveness.
- b. Stakeholders can provide feedback through a designated channel for policy improvement.
- c. Policies undergo annual reviews, with flexibility for more frequent evaluations if necessitated by changes in TEQSA requirements or internal dynamics.
- d. Post-review modifications, continuations, or retractions are possible, with any changes necessitating formal re-approval.

F. Creation Process

- a. Initiation involves aligning with TEQSA standards, then consulting relevant leadership.
- b. A consistent format adhering to TEQSA's guidelines is maintained, using the approved templates
- c. Initial drafts are disseminated for comprehensive feedback, emphasising TEQSA's criteria.
- d. Feedback is integrated to refine the document, ensuring compliance and efficacy.
- e. Internal endorsements are sought before final approvals.
- f. Once approved by the Board of Directors, policies are communicated to stakeholders through various channels.
- g. Our online platform ensures primary policies are publicly accessible, reflecting TEQSA's commitment to transparency.
- h. Implementation of new or revised policies may necessitate change management strategies, emphasising clear communication.
- i. Regular reviews are anchored on evolving TEQSA standards and feedback.

G. Endorsement

- a. This policy, once endorsed by the Board of Directors, will take precedence over any previous policy versions and will remain active until the next scheduled review or until superseded by a newly approved version.

Related Documents

- a. Quality Assurance Framework