



Policy Number:

Policy Title: SINU POLICY FRAMEWORK

Policy Owner: Manager, Council and Secretariat Policy Contact Officer

Policy Contact Officer: Executive Officer, Legal

Keywords: quality assurance, governance, delegations

1. PURPOSE

The SINU Policy Framework outlines the process for developing and reviewing University -wide policy documents.

2. SCOPE

The SINU Policy Framework applies to all Staff responsible for developing, approving and reviewing SINU policy documents.

3. DEFINITIONS

The following definitions apply for the purpose of this Policy:

Term	Definition
Administrative or editorial amendments	Amendments to existing Policy Documents that do not change the context of any part of the documents but correct an error, update or clarify wording: these include grammatical changes, or updates to reflect such things as organisational unit name changes (without changing responsibilities of individuals).
Approval Authority	The position or committee who has the authority of delegation to approve a Policy Document.
Endorser	The position or committee who has the authority or delegation to approve a Policy Document.
Major Change	Any change in a Policy Document from either the external (e.g., legislative) or internal (operational/management) environment which: <ol style="list-style-type: none"> i. Alters the obligations, rights or expectations contained in the Policy Document. ii. Changes any principles contained in the Policy Document.

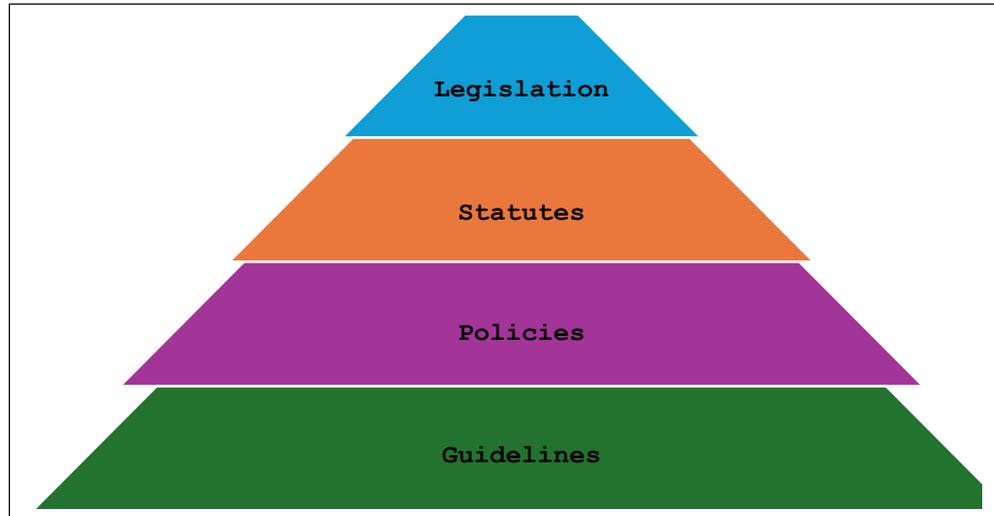
	<ul style="list-style-type: none"> iii. Creates or describes a significantly changed process. iv. Creates or imposes any new potential sanctions on individuals if they breach the Policy Document.
Minor Change	Any change in a Policy Document that is more than an administration change.
Policy Owner	Refers to the position of the Senior Management Committee that is responsible for the operational implementation and review of a policy document.
Policy Contact Officer	Refers to the staff member who can provide the knowledge and expertise on the subject that the policy document relates to a clear guidance to the University community on expectations.

4. POLICY PRINCIPLES

- 4.1. The University policy documents support compliance with legislative obligations; enable consistent, fair practice; and encourage consistency with community, discipline and professional expectations to enable a culture of integrity.
- 4.2. Policies must align with University strategy and reflect the University's values, reflecting our trust in all our staff and students within a system of accountability and transparency.
- 4.3. Policy documents are informed by effective consultation with stakeholder representatives and all stakeholders have an opportunity to comment on drafts including ensuring the student stakeholder voice when the document relates to or impacts on them.
- 4.4. Policy documents are written in plain, inclusive language, with definitions that provide accessibility for all stakeholders, including as appropriate, students, academic, professional and general staff.
- 4.5. The SINU Community must comply with all policy documents and non-compliance is a breach of the SINU Staff Code of Conduct.
- 4.6. The effectiveness of policy documents will be monitored on an ongoing basis, with each policy reviewed every 5 years.

5. POLICY INFORMATION

- 5.1 The policy hierarchy below shows documents included in the SINU Policy Framework in order of precedence. A document lower in the hierarchy must be consistent with a document higher in the hierarchy. Where it is not consistent, the higher document overrules the lower document to the extent of the inconsistency. See Figure 1 below.



5.2 Legislation includes Solomon Island Laws with SINU must comply, including regulations made under the *Solomon Islands National University Act (2012) and amendments (2014)*.

5.3 Statutes include the Solomon Islands National University Statutes as stipulated under Section 44 of the *Solomon Islands National University Act (2012)*.

5.4 Policies are documents that state principles (objectives that govern and guide conduct and decision-making) and

- i. State University –wide requirements
- ii. Authorize positions to make decisions to implement the policy on behalf of the University.
- iii. Are approved by the relevant authority.

5.5 Guidelines ‘belong’ to a designated Policy, from which they derive their principled basis. Guidelines provide readers with practical steps for implementation. Guidelines are linked clearly to a policy.

6. Policy template.

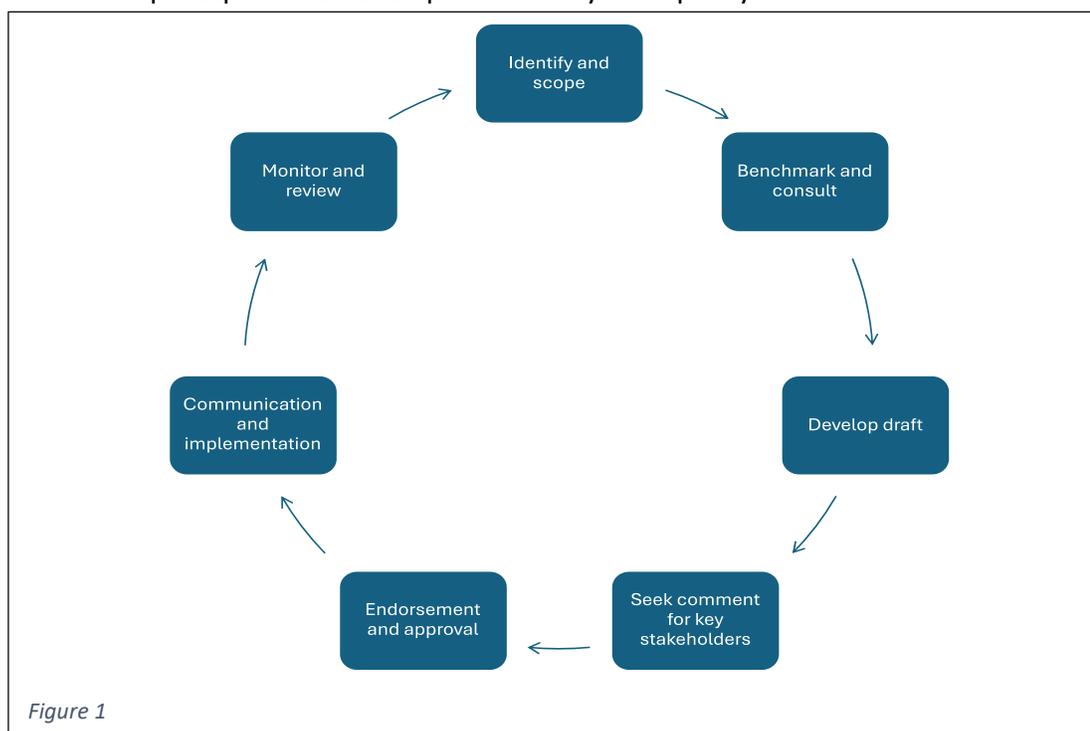
Each policy will use a standard format as provided in the Policy Template Guidelines as follows:

- a. Purpose
- b. Policy Statement (optional)
- c. Scope

- d. Definitions
- e. Policy Principles
- f. Policy Information
- g. Accountabilities – including roles responsibilities and delegations
- h. Policy owner
- i. Policy contract(s) officer
- j. Monitoring and review
- k. Any related documents
- l. Approval and amendment details, including version control
- m. Effective date

7. Policy development and review

7.1.1. The policy development and review cycle as outlined in Figure 2 identifies the steps required to develop a university wide policy document.



7.2. **Identify and Scope.** Evidence of need of a new policy document should be provided and may relate to:

- 7.2.1. Changes in legislative requirements
- 7.2.2. An audit or risk assessment finding a policy gap
- 7.2.3. A new strategic direction for SINU

7.3 Consult and research. Key stakeholders for each policy should be identified and a list of relevant issues related to the policy developed. Researching can include:

7.3.1 External benchmarking to ascertain how other universities address similar issues.

7.3.2 Internal research to gain a thorough understanding of the issue.

7.4 Develop draft. Following the policy template and in consideration of the need for consistency with other policies, develop a draft that reflects the research completed.

7.5 Comment from relevant stakeholders. Seek input and advice from identified key stakeholders and committees over a structured timeline. Record the consultation conducted in relation to the policy.

7.6 Endorsement and approval. The responsible officer submits the policy document along with a cover page that includes record of consultation and relevant issues identified, complete with a plan for implementation and communication for endorsement and approval.

7.7 Implementation and communication. Once a policy document is approved, it will be published in the University Policy Library. Communication with relevant stakeholders will be comprehensive, including workshops, emails and other engagement activities.

7.8 Monitor and review. The policy owner will maintain a record of issues raised in relation to the policy and every five years, or earlier if issues are identified, the policy will be updated as follows:

7.8.1 No change if a policy document does not need changes, the responsible officer will provide a statement to indicate no changes are required.

7.8.2 Administrative or editorial amendments

7.8.3 Minor changes

7.8.4 Major changes including recommending full revision.

7.8.5 Disestablishment or repeal of the policy.

8. ACCOUNTABILITIES – ROLES AND RESPONSIBILITIES

8.1. All new or changed policy documents must be endorsed and approved by the relevant officer or committee as described in Table 1 below.

Table 1: Endorsement and Approval Authority

Policy Type	New Policy	Major Change	Minor Change	Administrative or editorial amendments	Disestablishment
Governing Policy	Senior Management Committee (Endorsed)	Senior Management Committee (Endorse)	Policy Owner (Endorsed)	Policy Owner (Endorsed)	Senior Management Committee (Endorsed)
	Council (Approved)	Council (Approved)	Senior Management Committee (Approved)	Secretariat (Approved)	Council (Approved)
Academic Policy	Academic Senate (Endorsed)	Academic Senate (Endorsed)	Policy Owner (Endorsed)	Policy Owner (Endorsed)	Academic Senate (Endorsed)
	Council (Approved)	Council (Approved)	Academic Senate (Approved)	Secretariat (Approved)	Council (Approved)
Operational Policy	Senior Management Committee (Endorsed)	Senior Management Committee (Endorsed)	Policy Owner (Endorsed)	Policy Owner (Endorsed)	Senior Management Committee (Endorsed)
	Vice-Chancellor (Approved)	Vice-Chancellor (Approved)	Senior Management Committee (Approved)	Secretariat (Approved)	Vice-Chancellor (Approved)

9. RELATED DOCUMENTS

Solomon Islands National University Act (2012) and amendments (2014)

10. MONITORING AND REVIEW

The Policy Owner is responsible for compliance with this Policy and conducting a review every three years to confirm compliance.

11. APPROVAL AND AMENDMENT HISTORY

Policy Approved by:	SINU Council
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Date policy first approved:	4 th June 2025
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