

Policy development & approval framework

Policy number/version		1.0/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		September 2017
Date of last revision		June 2024
Date of approval of current version		November 2024
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Projects
	Latest review date	November 2024
	Review outcome	Changing policy numbering (1.9/V02) to (1.0/V01) Adding clause regarding compiling all the policies in a single document, "Policies and Procedures Manual".
	Next review date	December 2025
Cross reference/related documents:		1.0 Policies and procedures manual All University policies, procedures and guidelines

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University refers to its Policies and Procedures Manual for the governance of its actions.
- 1.2 The University follows due process in the development, review, and approval of the policies and attendant procedures contained in its Policies and Procedures Manual.
- 1.3 This policy makes transparent that process, provides practical framework for consistent application of that process, and ensures that evidence is available to University Council that due process has been followed.

2.0 Scope

- 2.1 This policy is applicable to the Policy and Procedures Manual of the University.
- 2.2 No document is accepted as policy or procedure unless it has been developed, revised and approved as constituent part of the Policy and Procedures Manual by the process set out in the procedures herein.

2.3 All staff are responsible for adherence to and respect for this policy.

3.0 Definitions

3.1 Policy: Approved by University Council, and/or University Senate, and/or Academic Board. Defines principles which govern practice and serves as strategy to uphold those principles.

3.2 Procedure: May be contained with policy documents. Sets out the structures, actions, and sequence of actions that give effect to the strategy.

3.3 Regulations: May be contained within policy documents. A set of rules governing behaviours that give effect to the strategy.

3.4 Guidance: May be supplement to policy. Does not alter or override policy. Must not contradict policy. Used to provide advice, such as best practice, on how policy, procedures, and regulations may be interpreted and applied with flexibility in order to best serve the interests of individual circumstances or diversity of need without contradicting the principles of policy.

4.0 Policy

4.1 All staff and students are bound by university policy and their attendant procedures and regulations.

4.2 Actions in exception to policy, procedure, or regulations are subject to the approval of the University Executive and are noted in formal records.

4.3 No policy, procedure, or set of regulations will discriminate against any individual or group. Each policy document will contain affirmative statement to this end.

4.4 University Council delegates authority for the final approval of all policies to an Approval Body unless:

4.4.1 There are significant resource implications

4.4.2 The level of risk is considered 'high' or 'extreme'

4.4.3 The change impacts the strategic direction of the University or one or more strategic objectives of the university plan

4.5 Approval Bodies are set out in Section 5.0.

4.6 All policies will have an identified body with responsibility for monitoring compliance, advising implementation, and review requirements (Policy owner) as follows:

Policy section	Policy owner
Organisation and Governance	Executive Office
Curriculum Design, Review and Approval	Board of Studies
Admissions	Head of Marketing, Admissions, and Student Services
Attendance, Completion, Suspension, Withdrawal	Head of Marketing, Admissions, and Student Services
Assessment and Integrity	Board of Studies
Student Experience	Head of Marketing, Admissions, and Student Services
Library	Head of Library Services & Learning Resources
Human Resources	Head of Human Resources
Compensation	Head of Human Resources
Research	Research Committee
Operations	Registrar and Chief Administrative Officer

4.7 The development, revision, and approval of university policy, procedures, and regulations is undertaken according to a process defined in the procedures herein.

4.8 Policy documents adopt a university style and format (Appendix A).

4.9 The Policy and Procedure Manual is held by the Office of Institutional Effectiveness. The Manual is referred to as authoritative and up to date source of the policy documents.

4.10 Policies may be in English, or Arabic and English (bilingual) in which case Arabic is accepted as primary.

5.0 Responsibilities

5.1 A policy's approval sequence is determined by the policy section it belongs to and the policy type it is.

5.1.1 There are 11 policy sections as follows:

- 5.1.1.1 Organisation and Governance
- 5.1.1.2 Curriculum Design, Review and Approval
- 5.1.1.3 Admissions
- 5.1.1.4 Attendance, Completion, Suspension, Withdrawal
- 5.1.1.5 Assessment and Integrity
- 5.1.1.6 Student Experience
- 5.1.1.7 Library
- 5.1.1.8 Human Resources
- 5.1.1.9 Compensation
- 5.1.1.10 Research

5.1.1.11 Operations

5.1.2 There are 3 policy types as follows:

5.1.2.1 Staff Policy

5.1.2.2 University-wide Policy

5.1.2.3 Academic Policy

5.2 A policy's identification table will need to include the policy's section and type.

5.3 Staff and university-wide type policies require final approval from the University Council before being implemented.

5.4 The Senate is delegated by the University Council to approve the implementation to academic policies following the recommendation of the Academic Board.

5.5 Sequence of Approval and Body with Delegated Authority of Council:

Policy section	Sequence to Approval Body
Organisation and Governance	Academic Board, Senate, University Council*
Curriculum Design, Review and Approval	Curriculum Committee, Academic Board, Senate, University Council*
Admissions	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Attendance, Completion, Suspension, Withdrawal	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Assessment and Integrity	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Student Experience	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Library	Learning, Teaching & Blended Learning Committee, Academic Board, University Council*
Human Resources	Staff Committee, University Council*
Compensation	Staff Committee , University Council*
Research	Senate, University Council*
Operations	Senior Management Team, University Council*

*all staff and university-wide type policies must be approved by the University Council; academic policies can be approved by Senate under the delegated authority of the University Council

6.0 Procedures

Development and revision

- 6.1 Review of policy, procedure, and regulations will take place annually on a rolling schedule maintained by the Office of Institutional Effectiveness.
 - 6.1.1 The review is initiated by the Executive Office and coordinated by the Office of Institutional Effectiveness.
 - 6.1.2 If, after review, recommended changes are minor, the Academic Board has the authority to approve the change for the subsequent five years, with the Vice Chancellor possessing authority as Chair of the Academic Board to act on its behalf out of session.
- 6.2 The requirement for the development (creation), or extraordinary (outside the rolling schedule) revision of policy, procedure, and regulations may be recommended by a University Committee or a Policy Owner. This may follow suggestions by the university community. Extraordinary review may occur because of a change in recognised practice, in the light of guidance issued by regulatory authorities, or because change in the university context results in an existing policy, procedure, or regulation becoming unworkable.
- 6.3 The University Committee or Policy Owner will normally identify an individual or group to develop or revise the relevant document in whole or part.
- 6.4 Development and revision of policy, procedure, and set of regulations will take account of and provide for coherence with all relevant existing legislation.
- 6.5 The University Committee or Policy Owner, responsible individuals or group will consult relevant internal/external stakeholders during the development or revision process according to defined timelines and points of contact/communication.

Approval

- 6.6 Approval of policy, procedure, and regulation is routed via a sequence of approval to the Approving Body holding delegated authority of the University Council.
- 6.7 Requirement for direct approval of policy by University Council is made known to Council by the University Executive with reference to the minutes of meetings of the Approving Body.
- 6.8 The Approving Body confirms that:
 - 6.8.1 the new or revised policy, procedure, or regulation is coherent with the mission, strategy, and principles of the university;
 - 6.8.2 the new or revised policy, procedure, or regulation gives effective and functional effect to the mission, strategy and principles of the university;
 - 6.8.3 the new or revised policy, procedure, or regulation has been circulated for consultation with the relevant internal/external stakeholders.

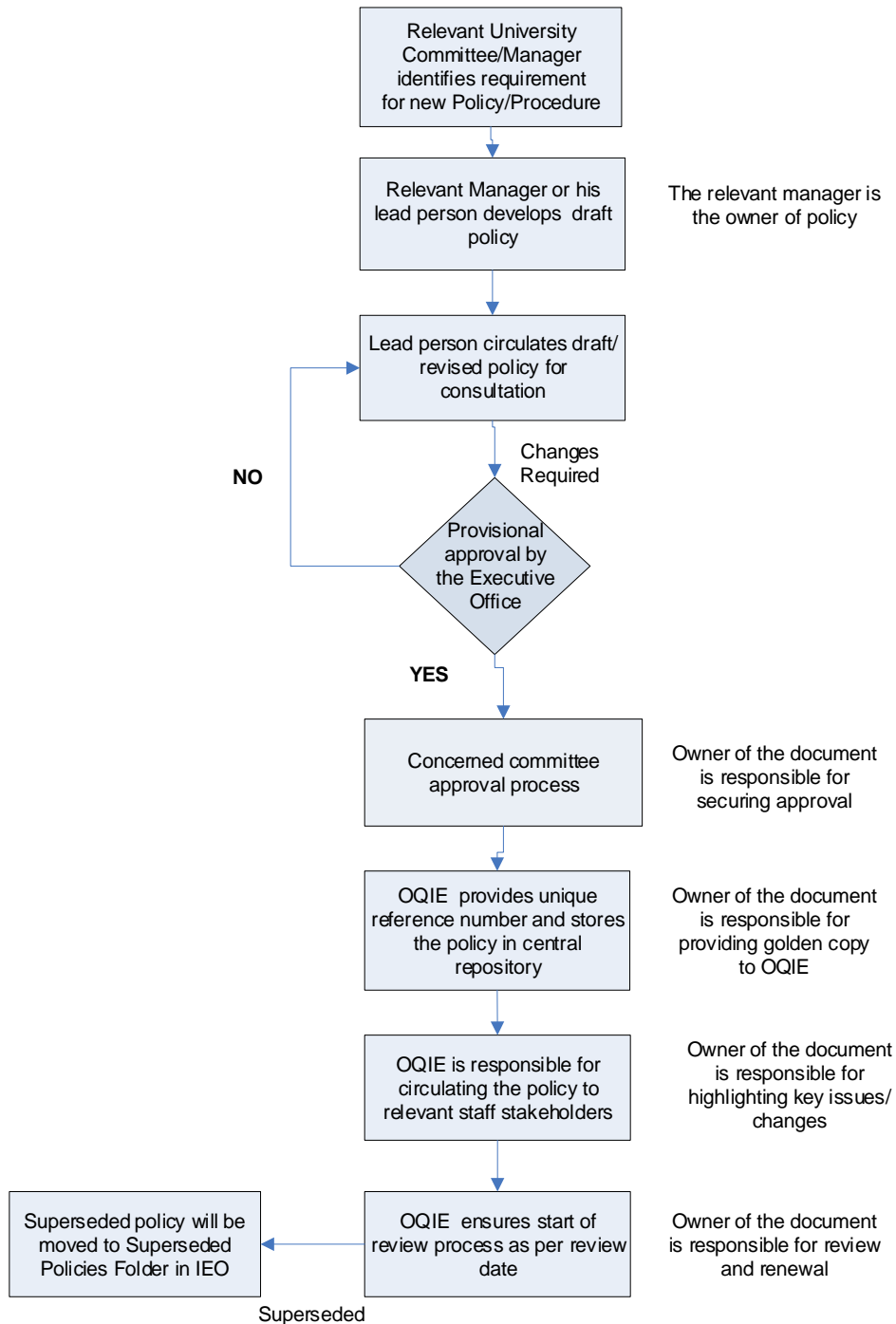
Documentation

- 6.9 The Policies and Procedures Manual is held as Master Copy by the Office of Institutional Effectiveness.
- 6.10 The Policy Owner is responsible for recommending for approval outcomes of review, by presenting the final draft document to the Office of Institutional Effectiveness prior to the scheduled meeting of the relevant Approval Body. The Office of Institutional Effectiveness will ensure that the draft document is contained on the agenda of the next meeting of the Approval Body.
- 6.11 All policies will have a Unique Reference Number allocated and maintained by the Office of Institutional Effectiveness.
- 6.12 If policy requires reference to another policy, set of procedures or regulations, the policy will refer to the document using the Unique Reference number and the relevant section. It must not re-write out text from that document, to avoid problems with versions over time.
- 6.13 Outcomes of review and document history are recorded as per Appendix A.
- 6.14 Annual reviews of policies, procedures, and regulations during certain academic year will be documented in the Policies and Procedures Manual, taking effect at the commencement of the following academic year.
- 6.15 The reviewed Policies and Procedures Manual will be assigned a unique version number for each academic year, such as 1.0/V12, 2024.
- 6.16 In the event of extraordinary reviews, the Policies and Procedures Manual will be updated promptly, within the same academic year, to reflect changes in recognised practices, regulatory guidance, or alterations in the university's context that render existing policies, procedures, or regulations ineffective. The revised manual will be assigned a new version number, such as 1.0/V12.1, 2024.
- 6.17 Annual review outcomes of policies, procedures, and regulations will be documented in the document history section at the end of the Policies and Procedures Manual.
- 6.18 Policies, procedures, or regulations annulled as a result of revisions will be archived and held by the Office of Institutional Effectiveness.
- 6.19 The Office of Institutional Effectiveness is responsible for the circulation of approved new and approved revised policies, procedures, and regulations at the commencement of each academic year.
- 6.20 The Policy Owner will ensure changes are communicated effectively to students and staff, with briefings or written guidance provided as appropriate.
- 6.20.1 Circulation, communication, and briefing will take place before the date of implementation of the new or revised policy, procedure, or regulation.

7.0 PROCEDURE FOR POLICY DEVELOPMENT

The procedure is depicted in the following flowchart:

Flow Chart for the Procedure of Policy Development and Approval



Appendix A



Policy, procedure, and regulation template

Policy number/version		
Section		
Type		
Date of last revision		
Date of approval of current version		
Post/section with responsibility for implementation and monitoring		
Approved by		
Policy review	Latest review by	
	Latest review date	
	Review outcome	
	Next review date	
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

[Sets out why the University has established policy in this area. The principles will derive from the mission, character, governance framework, academic integrity, and ethics of the University. It is unlikely that statements will be subject to change, because they will be of fundamental and generic nature.]

2.0 Scope

[States the individuals, groups, structures, areas of activity to which this policy applies.]

3.0 Definitions

[Defines the terms that are used in the policy document such that the terms can be understood without ambiguity or argument over their meaning or implication.]

4.0 Policy

[The policy statements are maintained by the Approving Body.]

The policy statements form part of an overarching strategy. The strategy operationalises the principles as a general code of practice, i.e. make the principles possible to implement in practice.

The policy statements are 'high level' and should be succinct, discrete (i.e. one point of practice per statement), purposeful, functional, and efficient.

It is unlikely that the policy statements will change.

If policy requires reference to another policy, set of procedures or regulations, the policy will refer to the document using the Unique Reference number and the relevant section.

5.0 Responsibilities

[Defines different individuals and/or groups who will act according to the definitions and policy.]

6.0 Structures

[Not always necessary. However there may be a chart, sequence, or other input necessary to guide understanding of the procedures.]

7.0 Procedures

[Sets of actions, processes, sequences, and operations which will be followed by those responsible, and according to the structures.]

The actions, processes, sequences, and operations give effect to the policy statements.

They should not contain matters of principle (this should be in Section 1.0) or fact (this should be in Section 4.0).

The procedures are likely to be detailed. However, they should be unambiguous and easily instruct the reader what should be done, by whom, when, how, and within what limits.

It is likely that procedures will need to be reviewed and revised periodically.]

8.0 Regulations

[Sometimes sets of rules give effect to policy statements. This happens when policy pertains not to processes or consequences or sequences, but to sets of behaviours that are continuous. For example, that people should dress in a certain way, or adopt certain attitudes, or observe sets of minimum standards (e.g. punctuality), or refer to authority/hierarchy (e.g. follow directions of the Chair of the meeting).]

9.0 Appendixes

[Appendices should operationalise or give further guidance. They should not contain statements of policy or procedure that are also not contained in the main body of the policy document.]

10.0 Document History

Document History

Policy Number/Version	Date	Update Information	Approval

STYLE GUIDE

Policy documents should follow the above template.

Policy documents should be written in Calibri font, size 11.

The Footer Text should detail the following:

- i) Title and Numeric Reference
- ii) Page number