

A'Sharqiyah University Policy
POLICY MANAGEMENT POLICY

Policy name	Policy Management Policy		
Policy number	GV0001		
Policy Contact Person	Director of Quality Assurance and Accreditation		
Approval Authority	Board of Trustees		
Date first approved	January 2015	Last substantive review	May 2021
Policy Review Cycle	5 years	Next review	2026/27

1. Definitions

Terms / Abbreviations	Definition
Annual Policy Review	All policies are checked annually for accuracy and currency in line with any recent changes that may affect the University
Approval Authority	The Board of Directors and Boards of Trustees are the final approval authority for academic and operational policies.
Guidance	Guidance materials offer additional detail and are a source of further information relating to the policy or procedure.
Key Stakeholders	Those directly affected by a policy. Key stakeholders may include, faculty and teaching staff, support staff, students, parents and members of the external community, employers, alumni.
Policy	A concise, formal statement of principle which sets out the parameters in a particular area of operation. All ASU policies are accompanied by a set of procedures.
Academic Policy	Those policies that relate either solely or mostly to faculty, and teaching and learning matters.
Policy Category	policies are categorized according to the area/ department that the policy relates to. This forms the 'alpha 'of the alpha-numeric policy code.
Policy Code	ASU policies are allocated a 6-digit alpha-numeric code
Policy Contact Person	the nominated person (<i>usually ex officio</i>) responsible for maintaining and reviewing the policy on behalf of the respective board or committee.
Policy name	the Policy name provides a clear and concise indication of its content.
Policy Review Cycle	all ASU policies are subject to regular substantive review, at least every 3 years.
Policy Statement	the policy statement is the policy itself. It includes the rules or standards and may be broken down into subsections.

Procedures	the formal steps that must be followed to implement a particular policy approved by the Vice Chancellor.
Purpose	A statement which explains the basis and context of the policy.

2. Purpose

2.1 The purpose of the Policy Management Policy is to provide a coherent policy framework that:

- Reports and supports the University’s vision, mission and values
- enables the University to meet academic standards, minimize risk and achieve strategic goals;
- enables fair and consistent application of rules and regulations;
- sets out clear processes and lines of responsibility and approval of policy development, implementation and review;
- defines University policies by category and specifies the authorized lines for policy approval.
- All ASU policies will be developed in alignment with best practices, available standards and guidelines.

3. Scope

3.1 This policy governs all A’Sharqiyah University Policies development and Management.

4. Policy Statement

4.1 All ASU policies are designed to support the University in achieving its vision, mission and values.

4.2 ASU policies and related amendments are approved by the Board of Directors and Board of Trustees. The Vice Chancellor is responsible for ensuring that policies are implemented.

4.3 Policies are developed under the standard procedures of this policy via the appropriate sub-committee/s or department/s. They must be presented on the standard A’Sharqiyah University Policy template, available in the Forms and Templates folder on Shared and DMS.

4.4 The **Policy name** gives a clear and concise indication of its content and take the following form:

Xxxxxxxx Policy

4.5 Each policy bears a six digit alpha-numeric Policy number which is assigned at the time of approval.

4.6 The **Purpose** of the policy is to explain the basis and context of the policy, while the **Scope** specifies the extent of its applicability e.g members of the University (stakeholders), the academic programs and/or operational areas. The **Policy Statement** sets out in explicit terms the University’s position or guiding principles in relation to that policy. It is the main content of the *policy*.

4.7 ASU Policies and procedures are kept in the University’s central repository on the Shared drive - **ASU Policies and Procedures** which is available to all staff and

students. A Policy Review Schedule, maintained by the Quality Assurance office, can also be viewed in the folder.

- 4.8 All policies are checked annually for accuracy and currency in line with any recent changes that may affect the University. The University Academic Board receives an oversight report each year from the Quality Assurance and Accreditation Department confirming that these checks have been conducted by the policy contact persons. Contact persons are accountable to policy owners who oversee their work.
- 4.9 Individual policies are subject to substantive review *at least* every 3 years, although circumstances may arise when a policy change is made before the next scheduled review.
- 4.10 All policies shall be written in Arabic and English. In case of any dispute/contradiction(s) within policy or policy clauses, the policy written in the Arabic Language will take precedence.

5. Key Stakeholders' Responsibility

- 5.1 All members of the ASU community have a responsibility to contribute to the University's efforts to achieve its strategic goals, attain academic standards and continuously enhance the quality of students' experience. Key stakeholders include those directly affected by a policy, and they must therefore be consulted (by the Policy Contact Person) in its development or revision. Key stakeholders may include, for example, faculty and teaching staff, support staff, students, parents and members of the external community.
- 5.2 A Policy Contact Person is the nominated person (usually ex officio) responsible for developing and maintaining the policy on behalf of the respective department/academic committee, and ensuring that the policy is updated as necessary. The Policy Contact Person is also responsible for the integrity of the policy, ensuring that the document complies to ASU requirements and OAAA Policy on Plagiarism (oaaa.gov.om).

6. Procedures and Guidance

- 6.1 **Procedures** are approved by the Vice Chancellor. They may be changed and adjusted as needed with agreement from all relevant parties, whereas any change made to a policy must be approved by the Board of Directors and Boards of Trustees, except changes of a non-material nature ie the type of change that does not affect the core or otherwise overall intent of an existing policy, which require only UAB approval
- 6.2 Where the need for a new policy or change to current policy is identified, the matter is raised via the appropriate head of department or committee chair.
- 6.3 The head of department/ committee chair provides a rationale for developing the policy and seeks approval from University Academic Board
- 6.4 A Policy Contact Person is nominated to take responsibility for developing, reviewing and maintaining the policy on behalf of the department/ committee, and.
 - consults with representatives of all stakeholder groups that are likely to be affected by the policy. A record of key discussion points is kept e.g emails, meeting notes, etc.

- ensures that the policy is aligned to the University Bylaws, Strategic Plan, and statutory, accreditation and professional regulatory requirements, and other relevant ASU policies including ASU's Academic Integrity Policy.
 - ensures that the policy does not impact on and is in harmony and compliant with other University policies.
- 6.5 The proposed policy or changes is submitted to the head of department/committee for consideration and endorsement
- 6.6 Academic Policy proposals are considered by the relevant Academic Committee and if agreed, submitted by the Committee Chair to the College Academic Board and ultimately University Academic Board (also refer to 2.1.9), with recommendation for approval. The Board of Trustees is the body of approval for academic policies.
- 6.7 Administrative Policy proposals, after discussion and consultation with relevant stakeholders, are submitted by the Director of the corresponding administrative unit to the Deputy Vice Chancellor (Resources & Institutional Support) with recommendation for approval by the University Academic Board or Board of Directors (as applicable). The Board of Directors is the body of approval for administrative policies.
- 6.8 Evidence of consultation with stakeholders (e.g. Notes or minutes of the meetings, emails, etc) must be appended to the proposal and an excerpt or summary included in the section "Consultation with Stakeholders".
- 6.9 Policies and corresponding procedures are maintained and updated by the Policy Contact Person. The Policy Contact Person is therefore responsible for reviewing the policy and corresponding procedures at least every three years, following the process outlined above and illustrated in the Policy Management Process Flowchart provided below.
- 6.10 Policies do not change frequently. However, circumstances arise when a policy change is required before the next scheduled review. The following circumstances may indicate that policy review is needed:
- revision of the University's strategic plan;
 - changes in the external environment;
 - new or revised government policy or legislation;
 - new developments and initiatives;
 - the need for consistency is identified across areas.
- (The above list is not exhaustive and is provided as a guide.)

Minor policy change

A minor editorial change or amendment to responsibilities or process does not alter the purpose, scope or policy statement and does not impact on other policies and/or procedures, or affect stakeholders.

Major policy change

A major change is one which alters the purpose, scope and/or policy statement, impacts on other policies and/or procedures, and may affect stakeholders.

Policy changes are activated by the Policy Contact Person completing and submitting a Policy Change Form via the appropriate channels for formal approval by the

University Academic Board and thereafter the Board of Trustees/Board of Directors. Once approved, new policies and changes to existing policies are communicated and disseminated via the Quality Assurance and Accreditation Department, and the revised version published in the ASU Policy and Procedures folder on Shared drive and DMS.

6.11 ANNUAL REVIEW:

To ensure currency, all ASU policies are subject to annual checks to ensure that they remain current and accurate and that they have not been affected by developments or events that may have occurred during the year. For example, by other policies (new or revised), changes within the University structure or nomenclature, internal or external events or regulatory changes

6.12 SUBSTANTIVE PERIODIC REVIEW:

Depending on the nature of individual policies, the review cycle ranges from 1 –3 years, with all policies reviewed at least every 3 years. The approval date and date of next review are recorded on the Policy document. A substantive review is a thorough review of the policy. This entails collecting data on the effectiveness of the policy, feedback from those implementing the policy, internal and external benchmarking, and use of available data and reports that link back to the policy

6.13 The policy database and review activity are available to all staff and students in the ASU Policy and Procedures folder on Shared Drive and DMS. Oversight of policy status and review is reported to the University Academic Board annually.

6.14 The Quality Assurance and Accreditation Department has overall oversight in relation to Policy Management and shall require that all Policy Contact Persons give justifications for their decision to revise or not to revise a given policy either at annual review or the substantive review.

6.15 RECISSION

The University Academic Board, Board of Trustees/Directors may rescind policies and procedures if they are deemed to be no longer relevant or applicable. In such cases, the Policy Contact Person completes and submits a University Policy Change Request Form via the appropriate channels described above.

7. References

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8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	Quality Assurance	Annual review -No changes	9 October 2016

	Office		
2	Director of Quality Assurance	<p>Minor changes are being made to ASU Policy Management Policy in order to maintain alignment with changes at ASU. The changes include :</p> <p>In 4.1 Delete the word “council”</p> <p>In 6.2 Delete sentence “It is mandatory for all University policies to be submitted with the relevant procedures at the point of approval and re-approval” (which appears elsewhere) and Insert “ Procedures for policy management, including development, approval and review can be found in Section 1 of ASU Quality Assurance Procedures Handbook, available on the Shared drive.”</p> <p>A further change will be made to the list of policy categories on page 17 of the Quality Assurance Procedures handbook, again to align to changes in ASU structure:</p> <p>Replace category “Technical Services” and code “TS”with “Administration” “AD”</p>	3 October 2017
3	Director of Quality Assurance	Annual review -No changes	17 July 2018
4	Director of Quality Assurance	<p>Major change in the following sections:</p> <ul style="list-style-type: none"> • The header • Section 1 Definitions • Section 2 Purpose • Section 4 policy Statement • Section 6 Procedures and Guidance 	23 June 2019
5	Director of Quality Assurance & Accreditation	Minor changes	9 May 2021

Policy Management Flowchart

