



POLICY ON DEVELOPMENT AND ADMINISTRATION OF POLICIES, PROCEDURES AND GUIDELINES

Policy Number:	VCEC / GM / PO / 2018 / 001.v2
Title:	Policy on Development and Administration of Policies, Procedures and Guidelines
Classification Category:	Governance and Management
Type of Document:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Internal
Approved Date:	25 July 2018
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Responsible for Implementation:	College Council, Academic Senate, Council/Senate/Exec Committees, Departments, Faculties, Schools, Sections, Units, Institutions
Approved by:	Executive Committee
Stamp / Signature:	

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1. Purpose

The purpose of this policy is to describe the process of development, approval, publication and management of Villa College policies, procedures and guidelines. College policies, procedures and guidelines shall support the mission of Villa College and establish clear and well understood standards, clarify the institutional expectation, be consistent in compliance with the law, mitigate risk and support productivity in administration of all the college affairs. Villa College strives to create an environment that fosters innovation, excellence, and collaboration, seeking always to do so responsibly, ethically, and with integrity by observance of the policies, procedures and guidelines which are consistent with this policy document. It is intended that with the implementation and compliance to this policy document, it would contribute towards good governance practices in the College, increase the accountability and transparency within the College processes for effective and efficient management of policies, procedures and guidelines.

2. Definitions

Academic: means all matters pertaining to teaching and learning, programmes and courses, assessment, student administration and support, research and research training.

Administrative: means all matters that otherwise do not fall within the definition of academic, governance or human resources.

Amendment: refers to all amendments made to a policy document other than a minor amendment.

Minor amendment: means a change made to a policy document to: correct or update a title, name, numbering, web link, metadata or a reference (to law, another policy document, a delegation, or other relevant document); correct document formatting, spelling, grammar, or clarity of language, which does not otherwise affect the document intent or content; or otherwise modify it in a way that does not significantly change the intent or content of the existing version of the policy document.

Approval Authority: means the College Council, Academic Senate or the Executive Committee with prescribed authority under this policy to approve a policy, procedure, rule or guideline document. The approval authority may designate a specific Committee, Sub-Committee or relevant person to approve procedures, rules and guidelines.

Governance: is described as the structures, legal relationships, authority, rights and responsibilities and decision making patterns. This includes all governing arrangements, structures, systems, controls and assurance process that enable the governance bodies of the College to exercise its oversight and control function in the College.

Guideline: provide advisory and explanatory statement with details of the process, context or recommendation for good practice, which support policies, procedure or standards. Guidelines must be complied with unless there is a justifiable operational reason not to do so.

Policy: state the major principles and provisions that provide the governance parameters or the acceptable approach to a particular issue. Policies specify the broad approach to a particular subject and are in compliance with the strategic direction of the College with the authorisation of College Council, Academic Senate or Executive Committee. The mandatory principles specified in the policies guide the College operations and decision making.

Procedure: details out the prescribed processes, practices and actions related to the policies. Procedures will specifically describe how the policies will be implemented and incorporated within the administrative processes and will clearly document the steps involved in the process and the responsibilities of the relevant authorities/department/personnel.

Rules: are a standard, statement or procedure, other than a policy or regulation, adopted by the College to implement and address matters within the operational authority of the unit. A Rule may supplement policies and regulations and must be approved by the respective body authorised to do so.

3. Scope

This policy is applicable across the College to all the faculties, institutions, centres, schools, departments, campuses, and learning centres of Villa College. All staff and students are expected to fully comply with the policies, procedures and guidelines of the College. This policy intends to provide guidance on the elements of effective policy and procedure development, review and management to increase accountability and promote efficiency within the work processes.

4. Policy Principles

This policy is designed to promote expeditious development, approval, review and management of Villa College policies, procedures and guidelines while allowing for robust debate and discussion of them.

Villa College policies, procedures and guidelines shall:

1. Support the mission of Villa College.
2. Be in alignment with the Strategic Plan of Villa College
3. Achieve accountability by identifying the offices responsible for the policies, procedures and guidelines.
4. Provide faculty, staff and students with clear, concise guidelines.
5. Document how the College conducts business.

5. Policy description

5.1 General description of policies

Villa College policies, procedures and guidelines will be:

1. Presented in a common format.
2. Formally approved by the respective authorized body.
3. Maintained centrally and accessible to all interested and authorised parties.
4. Linked to procedures for implementing the policy.
6. Kept current within the framework of an organized system of change and version control.

5.2 Policy classification and numbering

The Policies shall be classified into the following categories:

Category Name	Code
Academic and Research	AR
Administration and Finance	AF
Governance and Management	GM
Human Resources	HR

Table 1: Categories of Policies

Academic and Research: All policies, procedures, guidelines and rules related to academic matters including, teaching and learning, assessment, research, and student affairs will need to be categorised under this category.

Administration and Finance: All policies, procedures, guidelines and rules related to financial matters including those associated with course fees, student fees, finances related to the operations of the college, information technology related areas and general administration will fall under this category.

Governance and Management: All policies, procedures, guidelines and rules related to governance and management of the College as a whole, including those pertinent to the College Council, Academic Senate and other governance authorities as prescribed in the Constitution of the College will fall under this category.

Human Resources: All policies, procedures, guidelines and rules related to human resource management of the College, will fall under this category.

All policies, procedures, guidelines, regulations and rules shall be coordinated and development of such documents managed through the Policy and International Relations Department of the College.

All approved policies, procedures, guidelines, regulations and rules shall be officially assigned a unique number. This allocation of numbering shall be done centrally from the Policy and International Relations Department of the College.

Additionally the following information related approved policies, procedures, guidelines, rules and regulations shall be maintained in the form of a central Policy Register by the Policy and International Relations Department.

- Title of the Policy/Procedure/Guideline/Regulation/Rules
- Allocated Number
- Classification Category
- Approved Date
- Review Date
- Responsible for Implementation
- Approved by
- Status

The central Policy Register shall be maintained in the prescribed format specified in Appendix 4 of this document.

The numbering of policies, procedures, guidelines, regulations and rules shall follow the *“Procedure for documenting and administering Policies and Related documents”* (Appendix 1 of this document).

5.3 Policy development and approval process

1. Development of policy and related documents (including procedures, rules, and guidelines) may be initiated from different authoritative bodies such as the College Council, Academic Senate, Council/Senate Committees, Faculties, Schools, Departments, Institutions, Sections and Units in the College.
2. Development of policy and its related documents may be done through individuals or sub-committees assigned for the purpose. When developing the policies, the following considerations need to be given:
 - a) Undertaking adequate research to review the best practices and benchmarks
 - b) Consult with the relevant stakeholders and experts when necessary
 - c) Consider the existing policies and practices
 - d) Align with the strategic plan and direction of the College
 - e) Evaluate the operational impact and administrative burden
 - f) Consider the present or prevailing conditions or status
3. Initial endorsement of the policies and its related documents must be done at the Council/Senate/Executive Committee level prior to sending for final approval from the authorised approval body.
4. Policies, procedures, guidelines and rules shall be approved by:
 - a) College Council
 - b) Academic Senate
 - c) Executive Committee

The above approval bodies may designate authorised Committees, Sub-Committees, Heads of Faculties/Departments or other personnel for approval of procedures, guidelines, rules and regulations. Details of the type of documents to be approved by the different approval bodies are specified in the “Procedure for Documenting and Administering Policies and Related Documents”.

Once approved, the policies, procedures, guidelines and rules shall be allocated a number in accordance with the “Procedure for Documenting and Administering Policies and Related Documents”.

5.4 Dissemination and publication of policies and related documents

The Policy and International Relations department is responsible for dissemination and publication of policies. Approved policies, procedures, guidelines and rules shall be disseminated to relevant personnel through acceptable means. Initial communication of the approved policies shall be through email. Period review and updating of the policies in the website shall be undertaken by the Policy and International Relations department.

Dissemination of policies will depend on the following classification:

1. Internal
2. Public

Documents which are classified as for “Internal” shall be circulated to the relevant members of the concerned Faculty/Department/Section or Unit in the College. These will not be published in the main website but will be published in the Policy Gazette of the College in accordance with the policy publishing and gazetting guideline.

Documents which are classified as “Public” shall be circulated through email, published in the website and the Policy Gazette. These will include the policies related to students.

The Policy Gazette will have a record of all the published policies and will need to be regularly updated with the approved policies. However, the Policy Gazette will be printed on an annual basis at a pre-determined time frame.

5.5 Review of policies and related documents

Formal review and revision of a policy or its related documents may be initiated as stipulated in the respective policy document prior to the review date specified in the policy.

Review of policies may be undertaken by the authoritative bodies such as the College Council, Academic Senate, Council/Senate Committees, Faculties, Schools, Departments and Institutions in the College.

Usual review period shall be two years from the approval date. However, should circumstances warrant it, review of policies and related documents may be undertaken prior to the review date specified in the document and the approval authority may designate relevant Committee or individual to undertake the review task.

The same process followed in the policy development shall be adopted in revising the policies and its related documents. Refer to the flowchart on the above process in the

“Procedure for Documenting and Administering Policies and Related Documents”. Work to review of the policies and its related documents must commence at least 3 months prior to the review date specified in the policy document to enable continuity of the currency of the policy document.

6. Orientation and implementation of policies and related documents

All approved policies and its related documents will need to be explained and oriented to the concerned staff by the Faculty, Department, Section or Unit responsible for implementing the Policy. Such orientation can be done through department level meetings, training sessions, through briefings at Committee meetings, workshops, and professional development sessions or through any other suitable forum.

All policies and its related documents should state the responsible party for implementing the policy and time frame for implementing, and orientating means.

Information related to this policy shall be oriented through Policy and International Relations Department through Senate meeting or a separate meeting organised for the purpose.

The effective date of implementation for this policy shall be the date of approval.

7. Compliance, monitoring and review

Individual staff, Council/Senate Committee members assigned with responsibility to develop, review, approve, publish, manage, or otherwise engaged in the promulgation and dissemination of College policies, procedures and guidelines shall comply with this document.

Policies and its related documents shall be complied to and implemented from the date of the approval unless otherwise stated in the policy document. The respective Faculty, School, Department and Institution in the College, mandated with implementing the policy shall be responsible for ensuring compliance with the policies, procedures, guidelines and rules. Additionally, monitoring and compliance to the policies shall be undertaken externally by designated department (such as the Compliance and Risk Monitoring Section, Quality Assurance Department or equivalent). Such compliance may be documented in the form of external audits conducted for the purpose.

8. Administrative matters, responsibilities and accountability

Policies may be developed from Council/Senate Committees, Faculties, Schools, Departments and Institutions in the College assigned for the purpose. Such development of policies shall be notified to the Head of Policy and International Relations.

Head of Policy and International Relations shall be:

- a) Responsible for monitoring the progress of the policies.
- b) Facilitating the approval process when required.
- c) Allocation of numbering in the prescribed format to the approved policies and related documents.
- d) Obtaining approved signature on the finalised policy documents.
- e) Maintaining the policies and its related documents in accordance with the record keeping standards of the College.
- f) Disseminating and publication of policies and its related documents.
- g) Follow up with the respective authority when reviews of the policies are due.

9. Related Policies and Version Control

Related Policies

Version	Policy Name	Policy Number	Approval Date	Approved by	Status
1	Not applicable				

Version History

Version	Policy Name	Policy Number	Approval Date	Approved by	Summary of Changes
1	Policy on Development and Administration of Policies, Procedures and Guidelines	Policy No: VCEC / GM /PO / 2018 / 001.v1)	Approved:25 July 2018 Amended: 16 Sep 2018	Executive Committee	Updated Table of Contents, Correction of heading numbering, Insertion of heading in the Appendix Policy Template



APPENDIX 1 - Procedure

PROCEDURE FOR DOCUMENTING AND ADMINISTERING POLICIES AND RELATED DOCUMENTS

Procedure Number:	VCEC / GM /PR / 2018 / 002.v1
Title:	Procedure for Documenting and Administering Policies and Related Documents
Classification Category:	Governance and Management
Type of Document:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Internal Use only
Approved Date:	25 July 2018
Review Date:	25 July 2020
Responsible for Implementation:	College Council, Academic Senate, Council/Senate/Exec Committees, Departments, Faculties, Schools, Sections, Units, Institutions
Approved by:	Executive Committee
Stamp / Signature:	

1. Purpose

The purpose of this procedure is to outline the format and steps involved with the numbering of policies, procedures, guidelines and rules used within the College.

2. Scope

This procedure is applicable to all policies, procedures, guidelines, regulations and rules used within the College.

3. Related Policy

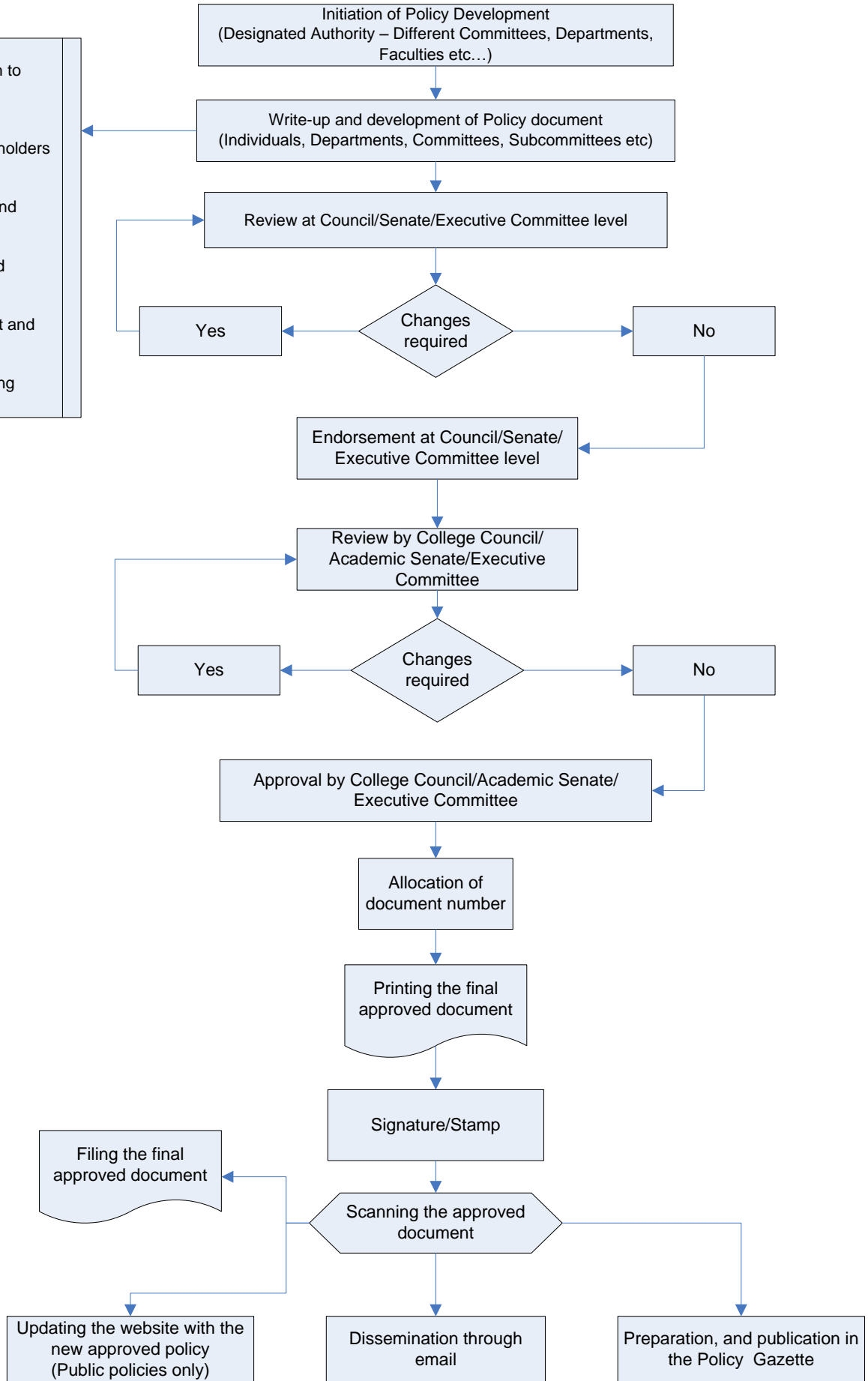
The governing policy related to this procedure is:

- Policy on Development And Administration of Policies, Procedures And Guidelines

4. Procedure for developing the policies and related documents

The following flowchart outlines the steps involved with the development of the policies, procedures, rules, regulations and guidelines.

- Considerations:**
- a) Undertaking adequate research to review the best practices and benchmarks
 - b) Consult with the relevant stakeholders and experts when necessary
 - c) Consider the existing policies and practices
 - d) Align with the strategic plan and direction of the College
 - e) Evaluate the operational impact and administrative burden
 - f) Consider the present or prevailing conditions or status



5. Format of Policies and related documents

A standardised format for documenting the policies shall be followed in the College. The prescribed format shall be developed by the Policy and International Relations Department of the College and the format made available when requested.

The format to be followed for policies and procedures are documented in Appendix 2 of this document. Chair of the respective committee or head of department/faculty may prescribe a different format for the procedures, and guidelines when necessary.

6. Approval authority for policy documents

Depending on the functions of the College Council, Academic Senate and Executive Committee, authority for approval and endorsement of the policy documents are mandated as follows:

	Description	College Council	Academic Senate	Executive Committee
1	Approval of Constitution of the College	✓		
2	Approval of Statute of the College Council	✓		
3	Approval of Statute of the Academic Senate	✓		
4	Conferral of Awards and certification (from Certificate level to postgraduate level) #	✓		
5	Conferral of Student Achievement Awards (QIAE, College Medal, Book Prize) #	✓		
6	Endorsement of Awards and Certification (from Certificate level to postgraduate level)		✓	
7	Endorsement of Achievement Awards (QIAE, College Medal, Book Prize)		✓	
8	Approval of Strategic Plan of the College	✓		
9	Approval of Annual Budget of the College	✓		
10	Monitoring of Commercial Activities of the College	✓**		✓
11	Approval of policies, procedures, regulations, guidelines, and rules related to academic and research *		✓	
12	Approval of policies, procedures, regulations, guidelines, and rules related to administration and finance	✓**		✓
13	Approval of policies and procedures related to governance, and management aspects	✓**		✓
14	Approval of policies and procedures related to human resources	✓**		✓
15	Approve the TOR, membership composition and monitor the work undertaken by the Council Committees	✓		
16	Approve the TOR, membership composition and monitor the work undertaken by the Academic Senate Committees		✓	

Clarification regarding the above:

** - Major policies will need to be approved by the College Council

- Conferral of awards, certification and conferment of student achievement awards shall be done by College Council.

- * - Policies directly related to conferment shall be approved by College Council. All other academic related policies shall be approved by the Academic Senate.

Senate should endorse such policies related to Conferral of awards, certification and conferment of student achievement awards, and prior to endorsement by the Academic Senate, opinion of the Council should be sought regarding such policies.

7. Procedure for Numbering of Policies and related documents

All policies, procedures, guidelines and rules used within the College shall be allocated a number as soon as it is approved by the respective approval body.

The numbering shall be based on the classification of the policy document which will be based on the following categories:

Category Name	Code
Academic and Research	AR
Administration and Finance	AF
Governance and Management	GM
Human Resources	HR

Table 1: Categories of Policies

Academic and Research: All policies, procedures, guidelines and rules related to academic matters including, teaching and learning, assessment, research, and student affairs will need to be categorised under this category.

Administration and Finance: All policies, procedures, guidelines and rules related to financial matters including those associated with course fees, student fees, finances related to the operations of the college , information technology related areas and general administration will fall under this category.

Governance and Management: All policies, procedures, guidelines and rules related to governance and management of the College as a whole, including those pertinent to the College Council, Academic Senate and other governance authorities as prescribed in the Constitution of the College will fall under this category.

Human Resources: All policies, procedures, guidelines and rules related to human resource management of the College, will fall under this category.

The numbering should reflect on the approval body, classification category, type of policy document, assigned number and version.

The following numbering system shall be used for policies, procedures, guidelines and rules:

Description	Categories	Digits to be used
Approval Body	College Council	VCCC
	Academic Senate	VCAS
	Executive Committee	VCEC
Classification Category	Academic and Research	AR
	Administration and Finance	AF
	Governance and Management	GM
	Human Resources	HR
Type of Policy document	Policy	PO
	Procedure	PR
	Guideline	GU
	Rules	RU
	Regulation	RE
	Year of Approval	Year of Approval
Document Serial Number	(3 digit numerical Serial number)	001
Version number	Numerical number preceded by a dot	.V1 (For version 1) .2 (For version 2 etc)

Each of the above categories will need to be separated by an oblique when numbering.

Example 1:

Policy on Development and Administration of Policies, Procedures and Guidelines will be numbered as follows:

VCEC / GM / PO / 2018 / 001.v1

(Approval Body/ Classification category/ Type of Policy document/ Year of Approval / Document Serial Number/ Version Number)

Example 2:

Procedure for Documenting and Administering Policies and Related Documents

VCEC / GM / PR / 2018 / 002.v1

8. Related Policies and Version Control*

Related Policies / Procedure

Version	Policy / Procedure Name	Number	Approval Date	Approved by	Status
V1	Policy on Development and Administration of Policies, Procedures and Guidelines	VCEC / GM / PO / 2018 / 001.v1	25 July 2018	Executive Committee	Active

Version History

Version	Procedure Name	Procedure Number	Approval Date	Approved by	Summary of Changes
	Not applicable				



(POLICY NAME)

Policy Number:	XXXXXXX
Title:	XXXXXXX
Classification Category:	XXXXXXX
Approved Date:	XXXXXXX
Type of Document:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Internal
Review Date:	XXXXXXX
Responsible for Implementation	
Approved by:	XXXXXXX
Stamp / Signature:	

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1. Purpose

2. Definitions

3. Scope

4. Policy Principles

5. Policy Description

(Detailed explanation of the policy and sub-categories where relevant)

5.1 XXXX

5.2 XXXX

6. Orientation and implementation of policies and related documents

7. Compliance, monitoring and review

8. Administrative matters, responsibilities and accountability

9. Funding

(Where relevant)

10. Related Policies and Version Control

Related Policies

Version	Policy Name	Policy Number	Approval Date	Approved by	Status

Version History

Version	Policy Name	Policy Number	Approval Date	Approved by	Summary of Changes

APPENDIX 3 – Format of Procedures

Note: Mandatory subheadings are indicated with an asterix *



(PROCEDURE NAME)

Procedure Number:	XXXXXXX
Title:	XXXXXXX
Classification Category:	XXXXXXX
Approved Date:	XXXXXXX
Type of Document:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Internal
Review Date:	XXXXXXX
Responsible for Implementation	
Approved by:	XXXXXXX
Stamp / Signature:	

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Note: Mandatory subheadings are indicated with an asterix *

1. Purpose*

2. Definitions

3. Scope

4. Procedure Description *

(Explanation and detailed description of procedures, outlines of step, and flowcharts where relevant)

4.1 XXXX

4.2 XXXX

5. Orientation and implementation of policies and related documents

6. Compliance, monitoring and review

7. Administrative matters, responsibilities and accountability*

8. Funding

(Where relevant)

9. Related Policies and Version Control*

Related Policies / Procedure

Version	Policy / Procedure Name	Number	Approval Date	Approved by	Status

Version History

Version	Procedure Name	Procedure Number	Approval Date	Approved by	Summary of Changes

