

QUALITY MANAGEMENT SYSTEM

A.12

TITLE: POLICY FOR INSTITUTIONAL POLICIES Policy Management and Governance

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POLICY FOR INSTITUTIONAL POLICIES

1. Policy Statement:

Hugenote Kollege, a private tertiary institution in South Africa, recognizes the importance of well-defined policies and procedures to govern its operations. This policy outlines the principles, responsibilities, and procedures for the development, management, and review of institutional policies.

2. Purpose:

This policy aims to:

1. Establish a framework for the systematic development, review, and dissemination of institutional policies.
2. Ensure that institutional policies align with national legal and regulatory requirements and uphold the mission and values of the institution.
3. Promote transparency, consistency, and accountability in policy management and governance.

3. Scope:

This policy is applicable to all faculty, staff, and registered students of Hugenote Kollege.

4. Policy Guidelines:

- a. Policy documents will consist of a primary document containing the principles and supplemented where necessary by a secondary document containing the standard operating procedures.
- b. A complete list of all approved College policies must be posted and maintained by the College's quality assurance officer on the College's internal computer (SharePoint).

4.1 Policy Development:

- a. **Initiation:** Any member of the institution community may propose or request a new policy or changes to existing policies. Proposals should be submitted to the designated policy officer or committee.

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b. **Policy Owner:** Each policy shall have a designated policy owner, typically a senior administrator or department head, responsible for its development, implementation, and periodic review. The Rector is responsible for appointing the policy owners and the quality assurance officer for the administration and organization of policy formulation and implementation.

c. **Review and Approval:** All new policies and policy amendments shall undergo a review process. This may involve legal counsel, relevant committees, and other stakeholders. Policies require final approval by the Hugenote Kollege management.

d. **Consultation:** Where applicable, stakeholders, including faculty, staff, and students, shall be consulted during policy development to ensure inclusivity.

4.2 Policy Implementation:

a. **Communication:** Approved policies and policy amendments shall be communicated to all relevant stakeholders through official institutional channels, including the institution's website and internal communication platforms.

b. **Training:** Policy owners and relevant staff members should receive training on the implementation and enforcement of policies within their areas of responsibility.

c. **Compliance:** All members of the institution community are responsible for adhering to the policies in effect. Non-compliance may result in disciplinary action.

4.3 Policy Review and Revision:

a. **Regular Review:** All policies shall undergo periodic reviews to ensure relevance, effectiveness, and compliance with changing legal and regulatory requirements.

b. **Amendments:** Upon receipt of supplemental or amendment proposals from staff or students, policy owners may propose amendments to existing policies. Such proposals should follow the same development and approval process as new policies.

c. **Feedback Mechanism:** Hugenote Kollege will establish a feedback mechanism to allow members of the institution community to suggest revisions or report issues related to existing policies.

4.4 Archiving and Accessibility:

a. **Policy Repository:** All policies, whether in effect or archived, shall be stored in a centralized digital repository accessible to the institution community.

b. **Accessibility:** Policies in effect shall be readily accessible to all members of the institution community through official channels.

4.5 Policy Monitoring and Reporting:

a. **Compliance Monitoring:** The institution shall establish mechanisms for monitoring policy compliance and report non-compliance to the appropriate authorities or committees.

b. **Policy Performance:** Periodic assessments shall be conducted to evaluate the effectiveness and impact of policies in achieving their intended objectives.

4.6 Repealing Policies:

a. Outdated or redundant policies shall be identified and repealed, with proper documentation of the decision-making process.

5. Approval, management, and review:

This policy is subject to periodic review and must be approved by the Hugenote Kollege management. Subsequent amendments and revisions to this policy should follow the established policy development process.