Policy Approval Process
Tracker and Guidance

The Governance Officer or relevant committee secretary of the committee that owns the policy will initiate the following process:

Annual Updates/New Developments:

1. Each committee to receive at the first meeting of the academic year a copy of the policy schedule for the purpose of setting review dates for each policy for implementation the following academic year. The schedule will be decided at the last meeting of the academic year for the following academic year commencing in September.

2. The document author will receive a prompt three months prior to the policy due date from the Governance Officer or relevant committee secretary. The prompt will be sent as a Microsoft calendar appointment.

3. The Governance Officer or relevant committee secretary to ensure the submitted policy incorporates the relevant back sheet for process information, a list of significant amendments and the amendments are highlighted within the document, for ease of reference, in readiness for consideration by the relevant committee.

4. The calendar reminder will include:

    - the policy or template for new development;
    - a list of the committees the document will be presented to and for what purpose (information/ recommended approval/approval);
    - the date of each committee meeting;
    - the deadline for submission;
    - the expected end-date of the approval process;
    - any other information considered helpful.

5. The Governance Officer or relevant committee secretary will send a further reminder 6-weeks prior to the deadline.

6. The Governance Officer or relevant committee secretary will provide support and relevant information to the author of the document throughout the approval process.

7. The Policy approval aspect of the process is complete when it has received **final** approval. What this means: If the membership of the committee recommends

amendments, the committee must have sight of the amendments to sign off the policy before its publication.

8. The Governance Officer or relevant committee secretary will forward copies of the final approved policy, if applicable, to the Head of Quality Assurance and Regulatory Compliance who will code the document and deposit it into the Governance and Quality central repository.

9. The Head of Quality Assurance and Regulatory Compliance will be responsible for ensuring the relevant teams are made aware of the new development or reviewed policy. An email will be circulated to the Senior Management Group (SMG), Associate Directors, Heads of Programme, Registrar; Academic Co-ordinators and Head of Marketing and Communications for upload on to the website under the relevant academic year. Heads of Departments/programmes are responsible for disseminating the information to their teams. The email will indicate when the policy comes into force.