



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

POLICIES AND PROCEDURES (POLICY ON POLICIES)

POLICY NUMBER	REG P1	POLICY OWNER	Registrar
OVERSEEING COMMITTEE(S)	MANCO → Senate → Council		
APPROVAL DATE	07 December 2012	REVISION DATE	07 December 2017

POLICY STATEMENT

This policy provides guidelines and direction to the University regarding the rules and procedures to be followed in the writing of all institutional policies, their implementation and review, thus ensuring a unified, coherent and consistent approach to policy development and implementation.

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	REG P1	SENATE NUMBER(S):	CM21/12
DATE OF APPROVAL BY APPROPRIATE FIRST COMMITTEE:			
DATE OF SENATE APPROVAL:			
DATE OF COUNCIL APPROVAL:		07 December 2012	
EFFECTIVE DATE FOR IMPLEMENTATION:		07 December 2012	
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APPROVAL HISTORY			
DATE OF FIRST APPROVAL:		07 December 2012	
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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SECTION A: POLICY

1 PURPOSE AND RATIONALE

This policy provides guidelines and direction to the University of Zululand (“the University”) regarding the rules and procedures to be followed in the writing of all institutional policies, their implementation and review, thus ensuring a unified, coherent and consistent approach to policy development and implementation. It will also ensure that those persons or committees responsible for implementation and review are identified.

While it is unlikely that this policy will be able to cover all possible scenarios, and that all policies will have an identical look and feel, policy developers should nonetheless strive to meet the guidelines set out herein and at least ensure that policies are not incompatible with the provisions of this policy.

2 DEFINITIONS

Policy statement: A policy statement is a succinct executive summary which indicates the nature and purpose of the policy.

3 APPROVAL AUTHORITY

Authority for the approval of all policies vests in the Council of the University and no policy shall create rights, privileges, duties or obligations of any nature prior to Council approval.

4 SCOPE

This policy applies to all drafters of policies and committees that approve policies.

5 LAYOUT AND STYLE

The standardised layout of a policy shall be as set out in this document, in particular:

- 5.1 There shall be a cover page indicating the name of the policy, its number (to be supplied by the Deputy Registrar) the title of the policy owner (the developer and line functionary), and a policy statement.
- 5.2 The second page of each document sets out the policy’s approval and revision history, as well as a list of related policies.
- 5.3 The third page shall contain a table of contents, with page references.

- 5.4 There shall be a header which briefly indicates the nature of the policy and the year of revision and a footer which indicates the page number and the total number of pages for the document.
- 5.5 The policy document shall be divided into two sections, Section A for setting out the content of the policy and Section B for setting out the procedures for drafting, implementing and reviewing the policy.
- 5.6 The document may contain annexures, which shall be placed at the end of Section B, starting on a new page, with the description “Annexure A” at the top of the document (which shall not be centred), followed by the title of the annexure on subsequent lines (which shall be centred).
- 5.7 The document must be uniform in terms of the following:
- 5.7.1 The font is Arial.
 - 5.7.2 The size is 12 point for the text of the policy, and 10 point for text in headers, footers and footnotes.
 - 5.7.3 The spacing is 1.15.
 - 5.7.4 The numbering is as followed in this document, but shall be limited to four numerals. Should further subparagraphs be required, these should be numbered in the following order: (a),(i), (aa).
 - 5.7.5 The first two indents of numbered paragraphs shall be 1½ cm, and in other instances indents may be either 1 cm or 1½ cm.
 - 5.7.6 Headings shall not be centred and shall be in the following stylistic order:
 - HEADING ONE**
 - First Subheading**
 - Second Subheading
 - Third Subheading*
 - Fourth Subheading
- 5.8 The layout of the policy content will be determined by the nature of the policy itself and will inevitably vary. Nonetheless, policies should ordinarily contain the following:
- 5.8.1 An introduction in which the context, the rationale and the need for the policy could be sketched.
 - 5.8.2 Where appropriate, there should be a definition section immediately after the introduction in which technical terms and concepts used in the document are explained. It is not necessary to explain terms that are well used or generally understood to have a particular meaning.

- 5.8.3 The policy's purpose, objectives and scope of application, indicating what the policy aims to achieve and to whom it applies.
- 5.8.4 Indication of implementation and oversight responsibilities
- 5.8.5 Procedures for review.

SECTION B: PROCEDURES

6 CONTENT OF SECTION B

This section should include information on the processes for implementation, monitoring, review and communication of the policy and any narrative may be supplemented, where appropriate, with diagrams, flow charts, operational plans, performance monitoring indicators, etc. It should also identify the persons and committees responsible for policy implementation and oversight.

7 ACADEMIC AND ACADEMIC-RELATED POLICIES

- 7.1 Academic policies and policies that may affect or impact upon academic issues shall be submitted to Senate for input prior to being submitted to Council.
- 7.2 All academic policies must follow a consultation process at faculty level, and final drafts must be presented to the various Faculty Boards for input.
- 7.3 Where a Senate committee has jurisdiction over the area for which the policy has been formulated, the appropriate Senate committee(s) shall consider the inputs from Faculty Boards and decide upon the appropriate course of action before recommending the policy to Senate.
- 7.4 Where no Senate Committee has special jurisdiction over the policy area, the policy shall be submitted to SENEX for recommendation to Senate.
- 7.5 Administrative or management policies that impact upon academic issues shall be submitted to Senate via the University's Management Committee ("MANCO") for input prior to being submitted to Council.

8 ADMINISTRATIVE AND/OR MANAGEMENT POLICIES

- 8.1 All administrative or management policies must be drafted after consultation with persons who are tasked with implementing the policies and normally the drafting process commences with a narrow consultation with closely-

identified stakeholders and stakeholder groups who will be directly affected by the implementation of the policy and procedures.

8.2 Where a management committee has jurisdiction over the area for which the policy has been formulated, the appropriate committee(s) shall consider the policy and decide upon the appropriate course of action before recommending the policy to MANCO.

8.3 Where no management committee has special jurisdiction over the policy area, the policy shall be submitted directly to MANCO, for input prior to being submitted to Council; provided that MANCO shall submit administrative or management policies that impact upon academic issues to Senate for input prior to being submitted to Council.

9 COUNCIL PREROGATIVE

9.1 Council may approve, reject or make minor amendments to policies that are submitted to it.

9.2 Where a policy has not been approved or where Council considers that a substantial amendment is required, Council shall provide reasons to the developer for such non-approval, in order to enable appropriate changes to be considered and effected, in which event the procedures set out in the policy apply, with the necessary changes.

10 POLICY DISSEMINATION

10.1 The Secretary of Council shall after each Council meeting ensure that the Deputy Registrar, Policy Development and Secretariat amends the policy document to reflect Council's decision and complete the section on the approval history and insert the correct date on the document header.

10.2 The Deputy Registrar, Policy Development and Secretariat shall thereafter inform the policy developer and the Director, Communications and Marketing that the policy has been approved and provide them with a copy of the approved version.

10.3 The Director, Communications and Marketing shall ensure that the approved policy is published on the University's website and shall inform all staff and where appropriate, students, of the existence of the policy and where copies of the policy can be obtained.

10.4 Line functionaries may in their discretion use additional methods of informing affected staff of the contents of a policy so as to ensure adherence to it provisions.

11 IMPLEMENTAION AND OVERSIGHT RESPONSIBILITIES

- 11.1 All policies must indicate the project owner and the committee(s) that have compliance oversight.
- 11.2 The project owner of this policy is the Registrar, who shall ensure that the policy provisions are implemented and that it is presented for revision and review at the appropriate time.
- 11.3 The Deputy Registrar, Policy Development and Secretariat shall be responsible for ensuring that the information on the cover sheets of all policies is up to date.
- 11.4 The Deputy Registrar, Policy Development and Secretariat shall keep a register of all policies and ensure that the register is up to date.
- 11.5 MANCO and Senate shall oversee compliance in respect of the academic and/or administrative policies that fall within their jurisdictions.

12 POLICY REVIEW

- 12.1 All policies must stipulate an appropriate review period. Regarding this policy, Council shall consider the entire policy document on a five-yearly cycle.
- 12.2 The other provisions of this clause apply to all policies and need not be stipulated in every policy.
- 12.3 On recommendation of the appropriate Senate or management committee, Senate or MANCO may review and amend Section B and any annexures of a policy at any time, in which event the amendments take effect on the date of the Senate approval and in such event the provisions of Clause 7 apply, with the necessary changes.
- 12.4 The policy owner may review amend annexures that contain or illustrate forms or documents for effective administration and/or management at any time.
- 12.5 Nothing in this clause shall prevent Council from reviewing this or any other policy at any time prior to the stipulated cycle, in which event a new cycle shall commence from the date of such review.

13 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES IN RESPECT OF THIS POLICY

- 13.1 The project owner of this policy is the Registrar, who shall ensure that the policy provisions are implemented and that it is presented for revision and review at the appropriate time.

13.2 The MANCO and Senate shall oversee compliance.

13.3 MANCO has overarching oversight responsibility.

14 REVIEW OF THIS POLICY

14.1 Council shall review the policy on a five-yearly cycle.

14.2 MANCO may review and amend Section B at any time, in which event the amendments take effect on the date of MANCO approval.

14.3 Nothing in this clause shall prevent Council from reviewing this policy at any time prior to the stipulated five-year cycle, in which event a new cycle shall commence from the date of such review.