



**Title:** Policy for Policy Development and Review

**Code:** GU-PL24PLDR

**Version:** 3.1

**Date of Issue:** 2023

**Effective Date:** July 2023

**Approval Authority:** Board of Trustees

**Document Owner:** University President

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations and policies

## 1. Purpose

The purpose of this policy is to ensure Gulf University’s commitment towards developing, reviewing, implementing academic and administrative policies and procedures. This policy aims to ensure consistency and quality in university-wide policies, procedures, guidelines within legal and regulatory framework.

## 2. Scope

This policy applies to:

- all Colleges, Departments, Centers, Units, Offices (both Academic and Administrative), Departments, Councils, Committees and their communications at Gulf University.
- all academic and administrative staff including senior management, students and all other stakeholders of Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>GU</b>	Gulf University
<b>HEC</b>	Higher Education Council

## 4. Definitions

**Policy:** Policy is an official position statement of the University and establish the key principles and provisions that govern decision-making processes.

**Procedures:** Procedures are the details of how a policy is to be implemented. Procedures define the specific processes applied to express and implement policies in day-to-day operations of the University.

**Stakeholders:** Stakeholder refers to any individual or a group who have interest in the welfare and success of the University. It includes Board of Trustees, Staff, Students, Alumni, Employer, External reviewers, Verifiers, Moderators, Industrial Advisory Board and Community at large.

**Student:** A student is any individual who has completed the formal procedures necessary to register on a program offered by Gulf University.

**University Constituents:** University Constituents are Colleges, Departments, Centers, Units, Offices (both academic and administrative), Councils and Committees at Gulf University.

## **5. Policy Statement**

Gulf University is committed to develop a framework to define, develop, review and maintain university-wide policies and procedures for effective management of academic and administrative activities across the campus. This policy articulates the endeavor of University management to develop and review policies and procedures based on best practices and requirements of the regulatory bodies, and expectations of the internal and external stakeholders. This policy ensures, once developed and approved, all staff members and students are fully aware of the newly developed and revised policies, procedures, and regulations in a timely manner for consistent implementation. This policy ensures the responsibility of the university constituents to apply the academic and administrative policies and procedures in order to become distinguished educational institution in the Kingdom.

## **6. Policy Details**

- 6.1 Gulf University ensures clear and transparent process of identification, development, reviewing and monitoring the implementation of the policies and procedures.
- 6.2 Gulf University promotes shared governance in developing and reviewing policies, procedures, terms of references, forms with feedback from academic and administrative staff.
- 6.3 Gulf University commits to develop and review the policies and procedures to support University mission and core values.
- 6.4 Gulf University ensures that development and reviewing of all policies and procedures of the University are aligned with the requirements and expectations of the regulatory bodies at the Kingdom of Bahrain, and based on benchmarking with local, regional and international best practices.
- 6.5 Gulf University ensures that identification, development and reviewing of policies come from senior management or from department level reflecting top-down and down-top approach.
- 6.6 Gulf University commits to develop the relevant policy and procedures documents, and to reflect context of higher education in Bahrain.
- 6.7 Gulf University commits to receiving feedback from the stakeholders regarding the need of any policy and procedures and of any particular detail if needed.
- 6.8 Gulf University ensures that policies and procedures are drafted, developed, reviewed, and finalized by the University Policy Development and Review Committee, and that policies are approved by Board of Trustees, while procedures and regulations are approved by University Council. The University ensures the commitment and responsibility of the members to develop and review the policies and procedures to establish University position in range of academic and administrative matter.

- 6.9 Gulf University shows its commitment to reflect on the strategic implication and risk of the policies.
- 6.10 Gulf University commits to disseminate the policies and procedures across the university constituents and that all policies, procedures and regulations are accessed through the University SharePoint by all staff members and students to ensure consistent implementation in respective capacities.
- 6.11 Gulf University ensures that relevant stakeholders have access to the newly developed and revised policies and procedures once these are approved by appropriate authority.
- 6.12 Gulf University commits to document all the policy and procedures in GU Policy Handbook and GU Procedures Handbook to be shared with regulatory bodies.
- 6.13 Gulf University ensures that implementation of the policies and procedures is within the legal restrictions prevailing in Bahrain.
- 6.14 Policies should be reviewed at least once every four to five years to ensure currency and relevancy.

## **7. Responsibilities**

### **Academic and Administrative staff are responsible for:**

- following this document appropriately.

### **Heads of Academic Departments are responsible for:**

- ensuring that all faculty members are fully informed of this document.
- ensuring appropriate implementation of this document.

### **Directors, Heads, and Managers of Centers, Units, and Departments are responsible for:**

- ensuring that all administrative staff members are fully informed of this document.
- ensuring appropriate implementation of this document.

### **Deans are responsible for:**

- ensuring that all faculty members follow this document.
- ensuring appropriate implementation of this document.

### **Quality Assurance and Development Center is responsible for:**

- ensuring appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

**8. Related Policies**

- All GU Policies

**9. Related Procedures**

- All GU Procedures

**10. Related References and Standards**

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Regulations and Resolution