

RHODES UNIVERSITY

POLICY PROTOCOL

The majority of Rhodes University policies are recorded on the University website, (see <http://www.ru.ac.za/intranet/policies/>) which is regularly updated. As it is important to provide critical information such as when the policy was introduced, what it aims to achieve and who has responsibility for its implementation and review, the Senate meeting of 6 June 2003 agreed that all new University-wide policies shall be presented in a standardised format as follows:

[POLICY TITLE]

1. POLICY PARTICULARS

DATE OF APPROVAL BY RELEVANT COMMITTEE STRUCTURE:

[Also provide name of Committee e.g. Institutional Forum, Quality Assurance Committee]

DATE OF APPROVAL BY SENATE:

DATE OF APPROVAL BY COUNCIL:

COMMENCEMENT

DATE: [Date Policy first implemented]

REVISION HISTORY: [Date of first approval by Senate/Council and number of subsequent revisions]

REVIEW DATE: [e.g. annually, every five years etc]

POLICY LEVEL: [Persons/areas/departments/faculties/institutes affected by the Policy]

RESPONSIBILITY [Person/Division/Committee accountable for]:

- IMPLEMENTATION & MONITORING:
- REVIEW AND REVISION:

REPORTING STRUCTURE: [e.g. Director, Academic Planning and Quality Assurance → Vice-Chancellor → Quality Assurance Committee → Senate → Council]

2. POLICY STATEMENT

2.1 POLICY DECLARATION:

[This should be stated as a single sentence or paragraph which mandates decision-making, includes key words, and indicates how the policy relates to the University's mission and vision.]

2.2 POLICY OBJECTIVES:

[What the policy aims to achieve.]

2.3 DEFINITIONS:

[Elaboration of technical or conceptual terms used in the policy declaration.]

3. POLICY IMPLEMENTATION

3.1 THE ACTIONS AND PROCESSES BY WHICH THE OBJECTIVES OF THE POLICY WILL BE ACHIEVED:

[This section should include comment on how the policy will be communicated, implemented and monitored. Flow charts and/or reference to an attachment of an operational plan, code of practice, guidelines etc may be appropriate. Any indicators used to monitor performance should also be described.]

3.2 REVIEW PROCEDURE:

[The steps to be taken in order to review the policy, including timeframes.]