NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

POLICY ON THE GENERATION AND APPROVAL OF RULES, POLICIES AND PROCEDURES

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Policy administrator	Director: Corporate and Information Governance Services
Responsible division	Corporate and Information Governance Services
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Approved by	Council
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Date of amendments	This policy was reviewed during 2013 and 2017
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POLICY ON THE GENERATION AND APPROVAL OF RULES, POLICIES AND PROCEDURES

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the council of the North-West University has adopted this policy on 22 June 2017 to replace previous policies on the generation and approval of policies.

1   Policy statement

The Council of the North-West University (the council) considers a proper process and framework for the generation and approval of policies to be of paramount importance for the good governance and effective and efficient management and administration of the North-West University.

It is therefore the policy of the North-West University that all policies, constitutions and rules made in consequence of and in accordance with the *Statute of the North-West University* (2017) (the Statute), must be developed and reviewed for approval by the council in accordance with the rules contained in this policy.

2   Interpretation and application

The interpretation and application of this policy is subject to the provisions of the *Higher Education Act* 101 of 1997 and the Statute.

3   Definitions

In this policy –

 "a policy of the North-West University" means a framework determined by the council within which a particular component, aspect or function of the university is governed, managed and administered and which binds all entities, bodies, functionaries, employees and students to whom such policy applies, and it includes rules and procedures set out in a policy;

"policy owner" means a member of the university management committee to whom the responsibility to initiate the formulation, implementation, monitoring and regular review of a specific policy is entrusted;

"procedure" means a procedure adopted or prescribed in a policy or by the governance and other structures of the university provided for in Chapter 2 of the Statute and office bearers of the university provided for in Chapter 3 of the Statute;

"rules" means rules adopted or approved by council in accordance with the provisions of the Statute, and includes procedures and the constitutions of the students' representative council and the convocation adopted or approved by council.

4   Roles, responsibilities and accountability

4.1   The registrar is responsible for oversight of the management of all policies, which includes the implementation and monitoring of a policy management programme.

4.2   Corporate and Information Governance Services (CIGS) is responsible for instituting, implementing, facilitating and coordinating a policy management programme, which includes the responsibility to support policy owners in the review and preparation for approval of all policies.

4.3   A policy owner is responsible for the operational implementation, monitoring of compliance with, and review of the policy concerned.

4.4   Line managers are required to be familiar with policies applicable to their areas of competence and to ensure compliance with such policies by everyone working under their management.

4.5   For the purposes of the operationalisation of a policy or the performance of their functions where no policy exists, the governance and other structures and office bearers of the university may, within the framework

of the provisions of such policy, prescribe procedures and provide guidelines for its implementation in their respective areas of competence.

4.6 Procedures and guidelines prescribed in terms of 4.5 must be registered in writing with CIGS and be made accessible to those bound thereby.

5 Procedure for policy formulation, review and approval

5.1 Policy formulation

5.1.1 When developing a new policy, the policy owner must register a draft of the policy with CIGS for the purposes of its inclusion on a policy database maintained by CIGS and the tracking of its subsequent development, approval and publication.

5.1.2 All stakeholders concerned must be consulted in the development of a policy, progress of which must be documented by CIGS.

5.2 Review of policies

5.2.1 With the support of CIGS, all policies must be reviewed annually for minor but necessary editorial changes and submitted for approval by the management committee.

5.2.2 Every policy may be reviewed thoroughly at any time, but must undergo thorough review at least every five years, and if amended substantially, submitted to the council for approval.

5.2.3 When reviewing an existing policy, the policy owner must take into account all previous and related policies, procedures and guidelines, and in the event of their amendment or replacement, such amendments and replacements must be clearly specified.

5.2.4   All stakeholders concerned must be consulted in the review of a policy, progress of which must be documented by CIGS.

5.3 Format of policies

5.3.1 The format in which policies are published must be standardized, allowing for variation according to the nature of each policy.

5.3.2 CIGS must advise the registrar on the determination and communication of the format for the drafting, submission for approval and publication of policies.

5.4 Approval of new and amended policies

5.4.1 New and substantially amended policies must be submitted to council under a written motivation of the need for the policy or its amendment and an explanation of its effect, as well as a checklist of completed consultation of all relevant governance structures, office bearers and other interested persons, provided by CIGS.

5.4.2 Prior to its submission, the wording of the draft of every new and substantially amended policy must be submitted to and approved by the university's legal services for certification that it conforms to all legal requirements and that it limits potential risks to the university.

5.5 Publication of policies

5.5.1 All policies determined by the council must by published by CIGS, brought to the attention of all members of the governance structures and office bearers of the university and made accessible to all interested persons.

5.5.2 Draft policies must be submitted to the council in English for consideration and approval.

5.5.3 Translations and the publication of all policies must be effected by CIGS in accordance with the language policy determined by council in terms of paragraph 7(6) of the Statute.