

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

Preamble

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 (NWU) has adopted this policy on 16 November 2023.

1 Interpretation and application

This policy must be interpreted and applied in a manner consistent with -

- 1.1 the Constitution of the Republic of South Africa, 1996;
- 1.2 the Higher Education Act, 101 of 1997;
- 1.3 the Statute of the NWU (“the Statute”)

2 Definitions

In this policy, unless the context indicates otherwise –

“**a constitution**” means a constitution determined by the Council as provided for in the Statute, including the SRC Constitution and the Constitution of the Convocation;

“**a policy of the North-West University**” means a document approved by the Council in which a framework is prescribed 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 may include rules and procedures set out in the policy;

“**owner of a policy, rule or procedure**” means a member of the University Management Committee (UMC) to whom the responsibility to initiate the formulation, implementation, monitoring and regular review of a specific policy, rules of procedure(s) are entrusted;

“**owner of a constitution**” means a body, committee or structure of the university to whom the responsibility to initiate the formulation, implementation, monitoring and regular review of a specific constitution is entrusted;

“**procedure**” means a procedure determined 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 determined by Council as contemplated in section 32(1)(b) of the Higher Education Act in accordance with the provisions of the Statute, and includes procedures and the constitutions adopted or approved by Council.

3 Policy Statement

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

It is therefore the policy of the NWU that all policies, constitutions, rules and procedures made in consequence of and in accordance with the Statute of the NWU, must be developed and reviewed for approval by the Council in accordance with the rules contained and referenced in this policy.

4 Roles, responsibilities and accountabilities

4.1 Council

The Council makes rules and determines university policies as provided for in paragraph 8(1)(c) of the Statute.

4.2 Senate

The Senate advises the Council on policies and rules as determined by the Higher Education Act and in relation to all academic matters as provided for in 15(1)(b) of the Statute.

4.3 UMC

The UMC must ensure that a standardised and aligned process is implemented across the NWU for the drafting, reviewing and consultation of all policies and rules before their consideration by the relevant governance structures.

4.4 Registrar

The registrar must –

- 4.4.1 oversee the management of all policies, and
- 4.4.2 implement and monitor a policy management programme.

4.5 Corporate Information and Governance Services (CIGS)

CIGS must –

- 4.5.1 manage the processes for the formulation and review of policies, constitutions, rules and procedures;
- 4.5.2 develop and maintain standard operating procedures as provided for in this policy, and
- 4.5.3 ensure compliance with the timelines and provide feedback as determined in the standard operating procedure related to the approval and review of policies, constitutions, rules and procedures.

5 Rules

5.1 Rules for the formulation of policies, constitutions, rules and procedures

- 5.1.1 When a policy, rules, procedures or constitution owner determines that a new policy, new rules, procedures or a constitution must be developed, the owner must register the policy, rules, procedures or constitution with CIGS.
- 5.1.2 The owner of a new policy, new rules, /procedures or a constitution must ensure that it is generated according to the applicable standard operating procedures.

5.2 Rules for the review of policies constitutions, rules and procedures

- 5.2.1 Every policy, constitution, rules and procedure may be reviewed thoroughly at any time, but must undergo a thorough review at least every three to five years, and must be submitted to the Council for approval.
- 5.2.2 Any policy past the due date for review, will be regarded as effective until such time as the policy review process has been completed or until such time as the policy is revoked by the Council.
- 5.2.3 When reviewing an existing policy, constitution, rules or procedure the owner must consider all previous and related policies, constitutions, rules, procedures and guidelines, and in the event of an amendment or replacement, such amendments and replacements must be clearly specified.
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- 5.2.5 An t owner must ensure that the policy, constitution, rules or procedure is reviewed as contemplated in the standard operating procedure for the review of NWU policies, constitutions, rules and procedures.

5.3 Rules for the consultation and approval of new and reviewed policies, constitutions, rules and procedures

A policy owner must ensure that a new or substantially amended policy, constitution, rules, or procedure is consulted and approved as contemplated in the standard operating procedure for the review of NWU policies, constitutions, rules and procedures.

5.4 Rules for the format of policies, constitutions, rules and procedures

- 5.4.1 Draft policies, constitutions, rules and procedures must be submitted to the Council in English for consideration and approval.
- 5.4.2 The format in which policies, constitutions, rules and procedures are developed, reviewed and published must be standardised, allowing for variation only where required by the nature of each policy, constitution, rules and procedures.

5.5 Rules for the publication of policies, constitutions, rules and procedures

- 5.5.1 All policies, constitutions, rules and constitutions approved by the Council must be published on the internet 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 Translations of all policies, constitutions, rules and procedures must be effected by CIGS in accordance with the NWU Language Policy.
- 5.5.3. All rules must be published by the owner on all relevant platforms and be submitted to the NWU Archives.
- 5.5.4 All procedures must be published by the owner on all relevant platforms and be submitted to the NWU Archives.

Original details: (11664754) P:\Policies\2022\2P_2.1.3\Policy on the Generation and Approval of Rules, Policies and Procedures.docm
12 April 2022

File reference: 2P_2.1.3