

ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 80 – PROCEDURE FOR THE APPROVAL, REVIEW AND PUBLICATION OF ARDEN UNIVERSITY REGULATORY FRAMEWORK AND POLICY DOCUMENTS

1. INTRODUCTION

This document sets out the procedures to be followed for the approval, review and publication of Arden University's Regulatory Framework and policies. It ensures that there is an effective process for managing and reviewing the Regulatory Framework and policies on a regular basis and communicating updates to all relevant parties.

2. POLICY OWNERSHIP

The Academic Board is responsible for the ongoing review and approval of changes to Arden University's Regulatory Framework and associated Quality Assurance Documents.

Academic Board sub-committees have delegated responsibility for the development and approval of a specified set of policies, procedural documents and templates as set out in the *Policy Register*. The Quality Department maintain this register as a central database of all policies and procedures and have responsibility for managing the review process and ensuring that updated documents are cascaded appropriately.

The Arden University Regulatory Framework and key student policies will be made available to students both pre and post enrolment on the Arden University website.

Staff can also access these documents as well as internal procedural documents directly from iquality. The Quality Team will use this central repository to ensure that version control is maintained.

3. REGULATORY FRAMEWORK UPDATES

The Arden University Regulatory Framework and associated policies will be reviewed and updated on an annual basis to reflect both significant changes and minor editorial updates as agreed by the Academic Board.

This will normally take place during the autumn with any proposed regulatory amendments taken forward to the December meeting of the Academic Board for final approval prior to being implemented.

Approved changes will normally be implemented from the following August intake to ensure there is adequate time for communication to staff and students as well as consideration of associated operational requirements such as updates to Registry systems.

Exceptionally changes to the Arden University Regulatory Framework and/or policies may fall outside of the normal review cycle, for example if the need for a more immediate change is identified for the benefit of students, it will be considered at the time of the proposal and wouldn't form part of the annual review.

4. UPDATES AND APPROVAL OF SUB COMMITTEE OWNED POLICIES

Following the development of a new policy or procedure, or when an update is proposed to an existing policy, it will be presented to the Academic Board or delegated sub-committee for their consideration and approval (this includes associated templates and forms).

Where it is appropriate to consider the advice and guidance of the QAA Quality Code in the development of the policy, the corresponding section of advice and guidance used should be referenced at the end of the policy.

Once the policy or document has been approved, the policy will then be presented to the Quality and Standards Committee where the approval will be recorded and added to the central Policy Register. This will then be published in accordance with the steps outlined in section 5.

5. PUBLICATION, DISSEMINATION AND DISTRIBUTION

Following approval of the updated Arden University Regulatory Framework and policies the Quality Department are responsible for ensuring that all relevant parties are notified of the changes that have been made.

The following actions will be undertaken:

- The document will be updated with a new version number and date of approval
- For new policies, a document reference number will be assigned
- The Policy Register will be updated
- For Regulatory Framework changes, a summary of changes made since the previous version will be detailed at the front of the new version of the document
- Where there are significant changes which directly impact on the student experience, a targeted communication, approved by the Registrar, will be issued to students via ilearn with a link to the updated regulations on the website (this does not apply to minor editorial changes, clarifications and changes to internal procedures which do not directly impact the student experience)
- The updated Regulatory Framework document and/or policies will be uploaded to iquality
- A communication will be issued to all relevant staff to notify them of changes via iquality and follow-up training/meetings to discuss operational matters will be arranged with relevant teams as appropriate



- The updated Regulatory Framework document and/or policies will be sent to the marketing department for upload to the website and updated within offer packs where required