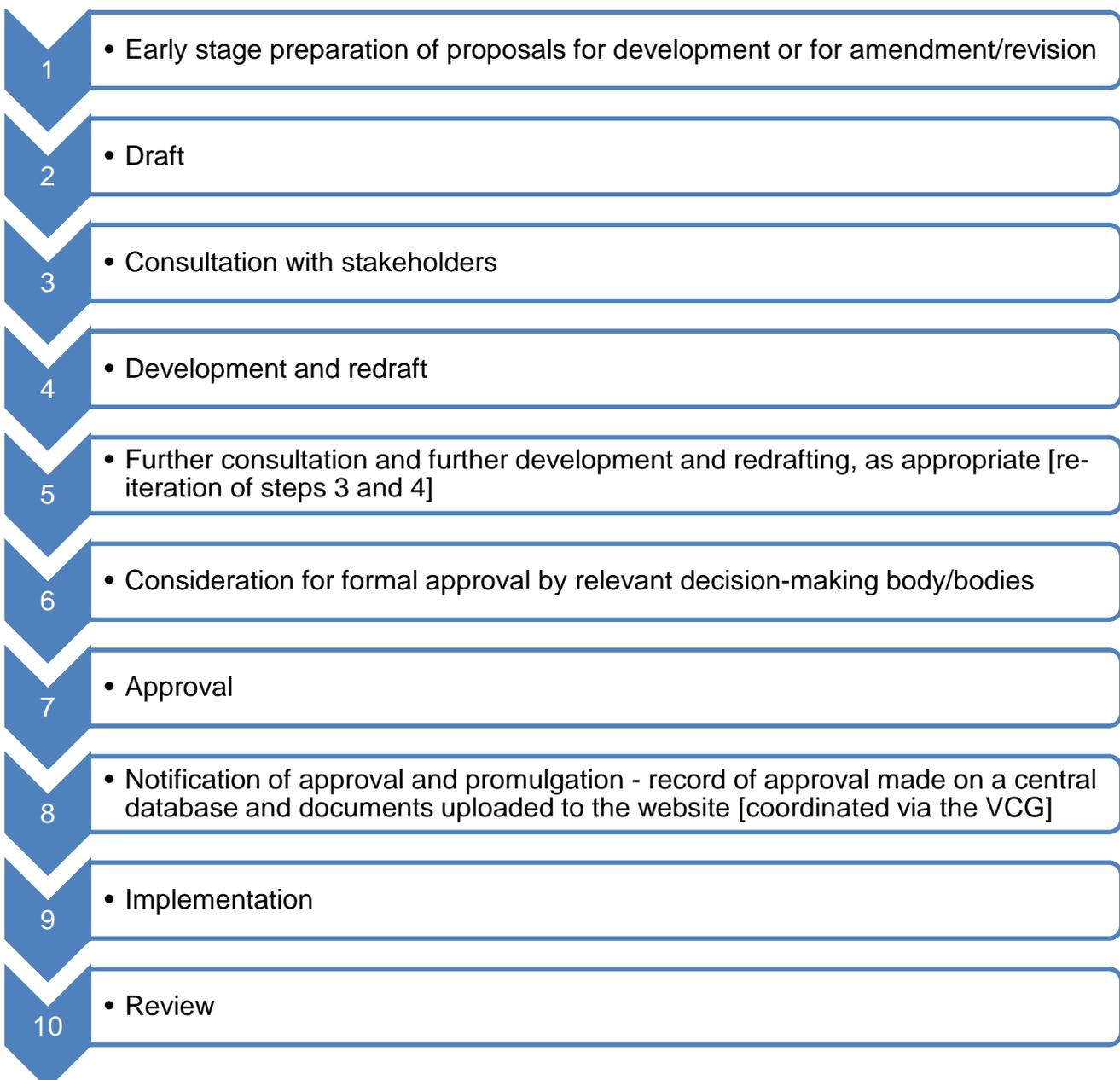




Framework for Development and Amendment of University Strategies, Policies, Procedures and Regulations

The work of the University is undertaken with reference to strategies, policies, procedures and regulations, which are subject to continuous development and amendment.

The process for developing or amending such strategies, policies, procedures and regulations should normally be as follows:



A set of definitions to support the University in developing a common language around strategy, policy, regulation, procedures and related documentation is attached.

The development of any new strategies, policies, procedures and regulations or amendment to those that exist, should be communicated to stakeholders for consultation, as per step 3 above. Stakeholders should usually include, where relevant:

- VCG – including VC, DVCs, COO, University Secretary, PVCs, Director of Finance and Director of HR
- DPVCs
- FOOs and relevant Faculty Directors (e.g. Learning and Teaching, Student Experience)
- Directors of professional Service Directorates and other relevant Heads of Units and Offices
- Students' Union
- Partner Colleges
- Representatives of Trades Unions

Upon approval and promulgation, at step 8, all policies, procedures and regulations should be presented in a consistent, standard format, with a cover sheet and a footer identifying/including the following:

- University logo
- Title
- Method and date of approval
- Planned review date
- Responsible office

The versions uploaded to the website at promulgation should be in pdf format

Vice Chancellor's Office
3 February 2015

Approval: Approved by Executive Committee, 3 February 2015
Planned review date: March 2016
Responsible office: Vice Chancellor's Office

Definitions

Definitions to support the University in developing a common language around strategy, policy, regulation, procedure and related documentation are set out below. Some examples are provided, available via the given web links.

1. Strategy

A high level plan setting out goals and objectives. Strategic plans may set out actions to achieve the goals and prioritise or mobilise allocation of resources to execute the actions. All of the documents referred to above (policies, regulations procedures and guidelines) work to achieve the university's strategies.

- University of Greenwich Strategic Plan 2012-17, "Making Greenwich Great"
http://www.gre.ac.uk/_data/assets/pdf_file/0006/747951/University-of-Greenwich-Strategic-Plan-2012-2017V2.pdf
- Learning, Teaching and Assessment Strategy
<http://www2.gre.ac.uk/current-students/regs/?a=791017>

2. Action Plan or Implementation Plan

A schedule of actions designed to implement a strategy or policy, with scope, timeframes, deliverables, targets or key performance indicators (KPIs). Such plans should include details of how implementation will be monitored and reported. These should be fully developed after the strategy or policy has been approved. However, they should normally be given some early consideration at the same time that strategy or policy is being scoped, to ensure that the strategy or policy can actually be implemented.

- Strategic Implementation Plan for Greenwich Connect
<http://blogs.gre.ac.uk/greenwichconnect/files/2014/08/Greenwich-Connect-Strategic-Implementation-Plan-Final.pdf>

3. Framework

A document which provides an overarching structure for the inter-relationships between related policies, procedures and regulations.

- Student Engagement Framework
<http://sec.gre.ac.uk/framework.asp>

4. Policy

A statement of the position adopted by the university on an issue being addressed. This statement may cross-refer to relevant regulations and procedures.

- University of Greenwich Fairtrade Policy
http://www.gre.ac.uk/_data/assets/pdf_file/0013/505201/1409_Fairtrade-Policy.pdf
- University of Greenwich Assessment and Feedback Policy
http://www.gre.ac.uk/_data/assets/pdf_file/0006/699999/University-Assessment-and-Feedback-Policy-Final-30-June-2014.pdf

5. Procedure

A description of the operational activities, routine actions, behaviours or practices to comply with a policy or regulations. Additional guidelines may be provided in order to assist with the consistent application of procedures across the university.

- Capability and Poor Performance Procedure
http://www.gre.ac.uk/_data/assets/pdf_file/0006/663738/Capability-and-Poor-Performance-Procedure-January-2015.pdf
- Quality Assurance Handbook
http://www.gre.ac.uk/_data/assets/pdf_file/0007/476584/Quality-Assurance-Handbook-Final-2014-15.pdf

6. Regulation

A set of one or more rules which must be followed. They set standards which shape conduct, behaviours and decision-making to achieve consistent outcomes across the university. Regulations are binding and must be complied with, unless a specific derogation or suspension has been approved.

- University of Greenwich Financial Regulations, August 2014
http://www.gre.ac.uk/_data/assets/pdf_file/0006/995091/Financial-Regulations-Aug-2014-Approved-by-Court-July-2014-to-Intranet-17-09-14.pdf

7. Guideline

Key information intended to assist in implementing procedures consistently across the institution in accordance with the regulations.

- Bribery Prevention Guidance Note
http://www.gre.ac.uk/_data/assets/pdf_file/0003/689016/Bribery-Prevention-Guidance-Note-January-2015.pdf
- Staff Guidelines for the Recognition of Prior Learning Contributing to Undergraduate and Postgraduate Degree Programmes
http://www.gre.ac.uk/_data/assets/pdf_file/0010/880309/2014-RPL-Staff-Guidelines.pdf