

Policy Approval Process – where other University officer is approving authority

Review

- Policy documents are reviewed, or new policy documents drafted, in accordance with the [Policy Governance Framework](#).
- Policy review or development is led by the Policy Advisor (PA) (or nominee) in discussion with the relevant Head of Element or EG member. Corporate Governance (CG)/Student Credentials (SC) are informed and provide advice on process.

Consult

- PA (or nominee) to identify and consult with relevant stakeholders (including CG/SC), and noting the impact, consider / and incorporate recommended changes to the document. For minor changes or no changes* consultation will usually not be required. For rescissions, consultation may still be required.
- PA (or nominee) completes [Consultation Feedback Log](#) if relevant.

Endorse

- PA (or nominee) prepares submission for Head of Element or Committee** endorsement. Consult with EG/AC Secretary if required**. Submission will include completion of the Submission to University Officer for Policy Change template and for amendments to existing policy documents a track-changed and clean version of the policy documents should be attached.
- PA (or nominee) sends the submission to CG/SC for review. Then PA (or nominee) sends the submission to Head of Element or Committee for endorsement.

Approve

- PA (or nominee) sends the submission, with a record of the endorsement from the Head of Element or Committee to CG/SC.
- CG/SC sends the submission to the relevant delegated approving authority for approval. Approval must be given in writing.

Publish

- Following approval, CG/SC advises PA (or nominee) of the outcome, keeps a record of the approval and publishes the policy documents to the [Policy Library](#). The PA (or nominee) actions relevant implementation and change management.

Current at 9 November 2023

If on review (in accordance with the approved review cycle) it is recommended that no changes are required and the review date is to be changed, this recommendation must still be made to the approving authority for formal approval, as per section 3.8 of the [Policy Governance Procedure](#). **Academic policy documents go to Academic Committee (AC) for endorsement. Operational and Governance policy documents go to Executive Group (EG) for endorsement. *Policies assessed as requiring no amendment of a substantive nature, including those subject to editorial changes only, must be listed in a review report and submitted to the delegated approving authority for formal endorsement. They can then be approved by the COO, as per section 3.7 of the Policy Governance Procedure.*