

 S P Jain London School of Management	Policy, Procedures and Guidelines Framework Policy
Document Type	Policy
Administering Entity	Academic Board, Senior Executive
Latest Approval/ Amendment Date	October 2023
Last Approval/ Amendment Date	
Approval Authority	Board of Directors
Indicative time of Review	October 2025

1. Purpose

- a. This policy document provides the framework for the development, approval, publication and periodic review of policies, procedures and guidelines for S P Jain London School of Management (SPJUK or School).
- b. Policies, procedures and guidelines provide the framework by which the School operations are to be conducted.
- c. The purpose of the policy is to establish standards and formats that make the overall suite of policies easy to access and understand, in line with all relevant regulatory and statutory requirements, consistent and up to date.

2. Definitions

- a. **Policy**- a set of the basic principles and related mandatory requirements.
- b. **Procedure** - a detailed set of actions/steps that sets out the standard and required practice for implementation of a policy for the School.
- c. **Guideline** - a statement that is advisory or explanatory in nature and provides guidance on a policy for the School.

3. Policy Statement

- a. **Development** - The general principles that apply to new policies, procedures and guidelines are:

- i. They will be developed when a gap in the existing policy portfolio is identified. This may be due to changes in legislation or government regulations, changes to the operations of the School, data analysis, feedback from staff or students, or a gap being identified in the existing range of policies;
 - ii. If possible, an existing policy, procedure or guideline will be revised to address the recognised policy gap and any changes will be benchmarked against other higher education institutions to identify best practice examples and inform improvement activities.
 - iii. Those affected by the new or revised policy will be consulted prior for approval;
 - iv. They have clear ownership, are written in plain English and student friendly where appropriate and consistent with other policies and comply with all regulatory and statutory requirements that apply to the School.
- b. **Publication**
 - i. all policies will be accessible and published on the website and made available in hard copy on request.
- c. **Approval**
 - i. Policies must be approved by the Board of Directors, Academic Board, Sub committees of the Academic Board or the Senior Executive after careful consideration.
 - ii. Supporting procedures and guidelines may also be approved by the Dean, Chief Operating Officer or Committee within their delegations as required.
- d. **Implementation**
 - i. Policies are to be implemented in a fair and consistent manner, having regard to stated requirements and the spirit and intent;
 - ii. oversight of implementation by relevant academic or administrative leadership must be maintained.
- e. **Review**
 - i. Policies must be reviewed regularly and are kept up to date;
 - ii. Each policy will be reviewed at least once in each 3-year period, or earlier as necessary.

4. Procedures for development

- a. All policies, procedures and guidelines will be developed in the standard format.
- b. Once the first draft of the policy, procedure or guideline has been developed, it will be circulated to the relevant stakeholders for consultation to ensure that the policy, procedure or guideline meets the need that has been identified, that any staffing or resourcing implications are considered, and that the policy, procedure or guideline will be able to be implemented successfully.
- c. Following consultation the policy, procedure or guideline will be considered by the appropriate committee or senior member of management for endorsement prior to submission to the relevant approval authority for consideration and approval.
- d. After approval the policy, procedure or guideline will be communicated to all relevant

stakeholders of the School by emails, through handbooks, guides etc as appropriate. Student and staff related policies will be referenced in handbooks.

- e. New policies, procedures and guidelines will often require changes to current practices, and it will be the policy administrators' responsibility to ensure that policy requirements are effectively communicated to staff and students.
- f. All policies, procedures and guidelines will have a review date and during review will go through the above consultation process.
- g. Where significant changes occur or are likely to occur to policies that is material to compliance with regulatory or statutory bodies, the School will notify the relevant body in a timely fashion.

5. Related documents

- a. Quality Assurance Framework
- b. Policy Schedule