

UNIVERSITY OF PORT HARCOURT PORT HARCOURT NIGERIA



POLICY ON POLICY DEVELOPMENT IN THE UNIVERSITY OF PORT HARCOURT

DOCUMENT CONTROL

Policy Title	Policy on Policy Development
Effective Date	October 2023
Version	October 2023
	Initial version
Approved By	Stakeholders
Date Approved	16 th October 2023
Review Date	N/A
Superseded or Obsolete Policy/Procedure(s)	N/A
Policy Owner	Quality Assurance and Quality Control Unit

1: Purpose of the Policy

This policy addresses the need for a standard for producing a comprehensive and transparent quality system for policy formulation and deployment in the University of Port Harcourt.

Using a systematic standard for policy development will ensure that policies are:

- harmonious with the Vision, Mission, and Philosophy of University of Port Harcourt;
- suitably formulated, implemented, monitored, and reviewed regularly;
- available to staff, students and the public;
- harmonious with local laws, national and international best practice standards; and
- effective in promoting across the University community a culture of quality.

This policy aims to guarantee that all policies of University of Port Harcourt are reviewed periodically and fit for purpose.

2: Definition of Terms

Approving Body: The managerial hierarchy to give final approval to a policy proposal. The approving bodies at the University of Port Harcourt are the University's Council, Senate, and Management. Policies that are considered University-wide will be approved by University Council and/or University Management. The Vice Chancellor approves policies on behalf of Management. The University Senate will approve all academic policies. In some instances, policies approved by Senate or Management may need to be ratified by Council.

Policy: a documented statement conveying the position of the University that provide guidance for intended audience in the conduct of University activities.

Procedure: a series of actions or guidelines necessary to implement a policy. Procedures at University of Port Harcourt should:

- be connected to a matching university policy;
- follow best practices and applicable legal requirements;
- explain the order of actions necessary to perform a defined task; and
- be periodically reviewed and updated as needed to ensure its fit-for-purpose.

Policy Initiator: The Unit, Department or Centre that presents a policy draft, or policy proposal, to University Policy Coordinating Committee (UPCC).

Policy Owner: The designated officer of the University that is accountable for the overall management, oversight of the policy and related documentation ensuring it remains relevant and effective. The University Registrar is the owner of all university-wide policies.

Related Document(s): a list of other resources that support a specific policy (such as handbooks, code of conduct, guidelines, forms, procedures, etc).

Stakeholder: members of the University community/its host community/public affected by a policy.

University Policy Coordinating Committee (UPCC): is the body appointed by the Vice-Chancellor to establish and review University policies. The UPCC is led by the Registrar, of

the University, membership of the UPCC will include a representative of the Vice-Chancellor, Quality Assurance & Quality Control Unit, Legal Unit, Senate, and a student.

3: Scope of Policy

This policy applies to all members of the University community that will presents a policy draft, or policy proposal to the UPCC on behalf of a Unit, Department or Centre.

4: Policy Statement

Policies shall:

- comply with the process set out in this policy;
- use a common standard and format of presentation;
- be duly approved by an appropriate approving body
- be made accessible to intended audience, and the public;
- be compliant with national/international best practice standards and applicable local laws;
- be clearly specified as policies and differentiated from related documents.

Any policies and related documents approved before the effective date of this policy becomes obsolete and will be reviewed to comply with the standards and format outlined in this Policy.

4.1: Policy Format

To ensure a consistent format for policies, a standard form and style will be used. All University policies will comply with the format outlined below (see Appendix 1: *Template for University Policies*):

1. Document Control Page (Compulsory)
2. Purpose of Policy (Compulsory)
3. Definition of Terms (Optional)
4. Scope of Policy (Compulsory)
5. Policy Statement (Compulsory)
6. Roles and Responsibilities (Compulsory)
7. Related Document (Optional)
8. Referenced Policies (Optional)
9. Policy Monitoring and Review (Compulsory)

4.2: Publication of Policies

To ensure accessibility of policies and related documents the University of Port Harcourt will publicly post them on the University's official website (www.uniport.edu.ng). this will be applicable to policies and related documents that are not considered to be for staff use only or confidential.

4.3: Procedure For Policy Development

For the procedure for developing policies and related documents see, Appendix B.

5: Roles and Responsibilities

This policy must be complied with when drafting, reviewing or seeking approval of policy draft/proposals. The Registrar of the University is Owner of this Policy and will oversee the implementation, monitoring and review of this Policy.

6: Related Document

- Appendix A: Template for University Policies
- Appendix B: Procedure For Policy Development

7: Policy Monitoring and Review

This policy will be monitored by the Registrar of the University and formally reviewed five years after the effective date. The review will be submitted to the University Management for approval.

Appendix A: Template for University Policies

All policies drafted at University of Port Harcourt should conform to the template outlined below (italicised instructions serve as guide for drafting and should not be copied verbatim when drafting policies). All policies are to be readily available and clearly understood by the projected audience and gender-neutral language should be adopted. The writing style of the policy should be constructed in a manner that is devoid of jargon and should use simple English.

Document Control (Compulsory)

All policy documents within the University of Port Harcourt should contain the official document control page, which will provide the following information (template below):

POLICY TITLE

Policy Owner	
Effective Date	
Approved By	
Date Approved	
Version	
Review Date	

Purpose of Policy (Compulsory)

This section should provide the rationale for the policy by specifying the loopholes or needs necessitating the policy. Please ensure that the relevant legal, regulatory, or other requirements that the policy will endeavour to meet are outlined. Also mention how the policy supports the Mission, vision, and philosophy of the University of Port Harcourt.

Definition of Terms (Optional)

Provide the meaning of technical terms and or abbreviations as used in the body of the policy that may not be familiar with the intended audience. Please provide only key terms or phrases.

Scope of the Policy (Compulsory)

This section should clearly state those who are to comply with the provisions as outlined in the policies. If the policies are not applicable university-wide, please specifically mention those who must comply with the policy.

Policy Statement (Compulsory)

This section should outline the underlying principles of the policy and should set direction for the University community. The policy statement(s) must be clear and concise so that there is no misgiving or misunderstandings. Generic language style should be used in policy statements (e.g., use official designations or titles rather than name(s) as this will prevent frequent revisions.

Roles and Responsibilities (Compulsory)

This section should clearly state the roles and responsibilities of those saddled with the implementation and application of the policy (formal titles or positions only should be used rather than the individual's name).

Related Document(s) (Optional)

In this section specify the related documents to the policy such as handbooks, code of conduct, guidelines, forms, procedures, etc. Specify the names of those related documents and provide complete document as an appendix to the policy.

Referenced Policies (Optional)

In this section provide a list of policies that should be read alongside with the proposed policy.

Policy Monitoring and Review (Compulsory)

Please state the designated officer of the University whose responsibility it is to monitor and review the policy. The policy owner should ensure that policies are reviewed at the designated time and marked with the appropriate version history.

Appendix B: Procedure For Policy Development

Policy Development Process

The procedure for developing policies and related documents will follow the stages outlined below:

1. **Initiation Stage:** The Policy Initiator presents the proposed policy draft or proposal to the Chair, UPCC. The UPCC at this Stage will identify the Approving Body of the proposed policy, the policy owner, and main stakeholders of the proposed policy.
2. **Development Stage:** The UPCC will explore all aspects of the proposed policy and engage with the identified stakeholders to be affected by the proposed policy. Once the policy is drafted, the UPCC will present the proposed policy to the Approving Body through its Chair.
3. **Approval Stage:** The draft policy is either approved or sent back for further development. If a draft policy is not approved, it will not be implemented as a policy of the University.

Once a draft policy has been approved, the Registrar will notify the University community of the new policy and how it can be accessed.

4. **Implementation:** The responsibility for ensuring that a policy and related document is implemented rests with the Policy Owner.
5. **Monitoring & Review:** The Policy Owner is responsible for monitoring the policy. All policies at the University of Port Harcourt will be reviewed every five years from the date of approval; except changes are necessitated by legal, statutory and/or organisation changes.

Once approved, if a Policy Owner wishes to revise a policy, it must be communicated to the Chair, UPCC. If the changes are minor, the policy will be presented directly to the Approving Body for re-approval: For version control purposes, the policy will receive a version number indicated by the month and year of approval (e.g., October 2022, September 2023, etc.). If the Chair, UPCC believes the changes are substantial, the policy will have to pass through the policy development process.