BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891

BNU Policies and Procedures Framework

Contents

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This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the University Secretariat.

Purpose and scope

1   The purpose of this framework is to ensure that all University strategies, regulations, policies and procedures/guidelines – the 'BNU policies and procedures framework' – are necessary, current and fit for purpose by providing a framework for their development, approval, implementation and review.

2   This will ensure the University has consistent standards for relevant and up to date governance documentation.

Principles

3   All parts of the University's framework must:

- comply with relevant legislation, the University's *Articles* and *Instruments of Government* and related documentation
- consider all strategic and risk implications
- consider the impact on staff, students and other stakeholders of the University
- be feasible to implement and comply with other parts of the framework
- be equality assessed during document development
- be prepared using the standard University template to ensure consistency and promote understanding

4   The University's governing documents (formal statutes such as the University's Articles and Instruments of Government) sit outside this framework.

5   Strategies, regulations, policies and procedures/guidelines will be approved for a maximum period of five years. Where a shorter period or exceptionally a longer period is required this will be indicated during document approval.

6   Policies and procedures may be amended prior to their formal review date, e.g. to maintain alignment with external requirements or an internal needs assessment.

7   Outdated documents should be formally rescinded by the relevant committee or other designated body to ensure that they are removed from the framework.

8   The University will publish its policies or procedures internally or externally depending on the nature of the policy or procedure.

9   The University will seek to ensure that documents are accessible to readers. The default format for all documents will be Portable Document Format (PDF). Where necessary documents will also be made available in alternate formats.

10   The online version of any document, whether published on the University website or via the intranet, will be considered as the sole definitive and current version. Locally-held versions will not be considered official.

Responsibilities

11   Overall accountability for the Framework lies with Senate.

12   Management of the Framework is delegated by the University Executive Team and Senate to the University's Policy Oversight Group (POG).

13   The Framework is administered by the University Secretariat.

14   Every document in the framework must have a named BNU post (e.g. Director of….) as its owner. This should not be a named individual at BNU, but a job title. The owner will be responsible for the policy's development, dissemination (in conjunction with the University Secretariat), maintenance and review.

15   The document owner must be a the Director or Head of the area.

16   All staff who are responsible for developing framework documents must ensure documents are prepared in accordance with the *BNU Policies and Procedures Framework Operational Procedures* (available on the University intranet)*.*

Types of document

17   A **strategy**, or strategic plan, is a high-level plan to achieve long-term or overall aims. It represents a substantial statement of the direction to be pursued in a given academic or operational area of work. All strategies must be formally approved.

18   **Regulations** are rules to be followed (normally in the context of University awards and / or student achievement). All regulations must be formally approved.

19   A **policy** is a concise, formal statement of the principles designed to reach certain goals or objectives. All policies must be formally approved.

20   A **procedure** is a document written to support a policy or strategy. It details the process or steps required for implementation and establishes those responsible. Procedures should be specific, factual and succinct and must be formally approved. Some procedures are incorporated within policy documents for simplicity.

Document Development

17   Staff responsible for developing, reviewing or rescinding framework documents should refer to the University *BNU Policy and Procedures Framework Operational Procedures* for further guidance.

If you have any queries about this policy, please contact the School or Directorate responsible for the policy