NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

POLICY ON POLICY DEVELOPMENT AND REVIEW



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Policy Number	*14/P/8/COUN/GOV*	
Coordinating SENEX Member	*Registrar*	
Policy Custodian	*Registrar*	
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Related Policies and other Documents (Internal and External)	**External**	**Internal**
	• *Public Enterprises Governance Act, 2019 (Act No. 1 of 2019),* • *Namibia University of Science and Technology Act (Act No.7 of 2015)* • *Higher Education Act (Act No. 26 of 2003)* • *Quality Assurance System for Higher Education in Namibia, 2009, and any other applicable legislation.*	• *NUST Statutes, Rules and Regulations, 2016* • *Delegation of Decision-Making Authority Framework,* • *NUST Administration of Meetings Guidelines* • *Quality Management Policy* • *Quality Management Framework*

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1	9 August 2024	Senate	New Policy
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AUTHENTICATION

Vice-Chancellor's Signature: _____ Date: 8/11/2024

Registrar's Signature: _____ Date: 08/11/2024

University Seal:

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1. ABBREVIATIONS AND ACRONYMS

Abbreviation	Meaning
APC	Academic Planning Committee

Acronyms	Meaning
BOS	Board of Studies
EXCO	Executive Management Committee
NUST	Namibia University of Science and Technology
SENEX	Executive Committee of Senate

2. DEFINITIONS

Term	Definition
Academic Policies	Policies that directly affect the pedagogical and research processes of the university.
Administrative Policies	Policies that underpin the university's operations, administration and management.
Approval Authority	The body or position has the authority to approve or amend the university policies, procedures or guidelines.
Governance Policy	Policies that describe the systems, structures, procedures and rules on how the university decides its affairs and is held accountable for them.
Guidelines	Provides information about how to accomplish some tasks or reach a specific goal. They offer guidance to support the implementation of and ongoing compliance with a policy or procedure. Committees or heads of department/unit/centre/institute or the relevant delegated authority approve guidelines.
Overall Custodian	An overall custodian of all institutional policies within the university is a senior staff member responsible for managing and maintaining all institutional policies and procedures to ensure they align with the university's Policy Policy and strategic objectives and goals.
Policy	A concise statement of principles and rules that outline or articulate the University's approach or position on governance, academic, administrative and student matters. A policy aligns with legislative, regulatory, or organisational requirements. Policies are formally documented and approved by the Council or its delegated authority. Compliance is mandatory.
Policy Custodian	A policy custodian is a senior staff member who is responsible for ensuring that a single policy or set of policies for which they have custody, based on their function/s or role/s, are developed, approved, implemented, reviewed, updated, and in compliance with all relevant internal and external laws and regulations. The policy custodian may delegate these responsibilities.

Policy developer	A person or group responsible for developing or reviewing a policy.
Policy Initiator	A person who confirms the need for a new policy or an amendment to an existing policy.
Procedures	Establish mandatory steps to implement a policy and/or manage the activities specific to a policy. Procedures elaborate on and give effect to a statute, regulations or policy. Compliance with procedures is mandatory. Committees or heads of department/unit/centre/institute or the relevant delegated authority approve them.
Statutes	Statutes are formal and binding university regulations that apply to staff and/or students and are made by the Council under the provisions of Section 35 of the Namibia University of Science and Technology Act (Act 7 of 2015).
Student policies	Policies that directly affect students' lives at the University.
Substantive change	Revisions that constitute impactful changes in the implementation of or compliance with a policy.
Template	The document that shows the approved standard format is designed to lend structure and organise consistency of the content of the policy documents.
University members	Include members of the Council, committee members, students, staff members, committee appointees, the University's companies' staff and board members and contractors working for and on behalf of the University.

3. INTRODUCTION

This policy provides uniform and consistent standards for all Namibia University of Science and Technology (NUST) policies, and their guidelines and regulations must be developed, reviewed, and approved. Further, the policy provides for all compliance-related variables that must be adhered to by all parties involved in developing and reviewing NUST Policies.

4. POLICY OBJECTIVES

The objectives of this Policy are to:

4.1 Provide standards and tenets for developing, reviewing, approving, and managing NUST policies and procedures.

4.2 Guarantee uniformity in the development of all NUST policies and procedures.

4.3 Delineate various policies and forums through which NUST Policy approval should follow for final approval and implementation.

4.4 Serve as a reference guide for all NUST Policy development, review, amendments and implementation.

4.5 Ensure policy compliance with adherence to both internal and external legislative and national requirements.

5. SCOPE OF APPLICATION

This policy applies to all NUST academic and administrative divisions, including all its centres, support units, institutes, faculties, student affairs, and other temporarily attached entities.

6. POLICY PRINCIPLES

NUST shall ensure that:

6.1 all its policies depict and portray the intent of its statutes, strategy, quality assurance processes, vision and mission statements and the university's mandate as couched in the enabling Act.

6.2 its policies will be developed to create a conducive environment in which policies and procedures are designed, implemented and reviewed.

6.3 the development of any policy is fully informed through stakeholder engagement and approval processes and complies with the approved delegation of authority.

6.4 all policies are available to NUST employees on easily accessible platforms and clearly communicated with all affected parties for ease of implementation.

6.5 conformity to all policies, including their regulations and rules, shall constitute part of NUST staff appraisals.

6.6 after approval by the Council, all approved policies shall bear the university seal and be authenticated by the signatures of the Registrar and the Vice-Chancellor, as provided for in the statutes.

6.7 implementation guidelines and procedures or frameworks for all approved policies shall bear the university seal and be authenticated by the signatures of the Policy Custodian and the Registrar.

6.8 only approved and authenticated policies in the central policy repository on the NUST Intranet published by the Registrar are official university policies.

6.9 an electronic policy register shall be created and maintained in which all approved policies and their implementation guidelines and procedures are listed, including the dates of approval and review.

6.10 policy updates shall be issued through a circular to the NUST Community regarding all new and revised approved policies.

7. POLICY DEVELOPMENT, APPLICATION AND REVIEW CONSIDERATIONS

NUST Policies shall:

7.1 be developed, revised, and presented in compliance with the approved NUST Policy template.

7.2 be written in authoritative language.

7.3 comply with applicable national legislation, its enabling Act, and applicable institutional legal instruments.

7.4 adhere to best practices in policy development at national, regional, and international levels.

7.5 emanate from an authorised prescribed entity or initiator as prescribed in this Policy.

7.6 be written in understandable English without supplementary information.

7.7 be guided by Rules, Regulations and Procedures so that issues are not decided on an ad hoc basis.

7.8 not be applied retrospectively.

7.9 be logical and consistent with no contradictions at all levels.

7.10 maintain constancy throughout their application until reviewed or repealed by the authorised body.

7.11 bear consistency between rules and their administration.

7.12 not make prescriptions beyond the mandate of the institution.

7.13 contains clear and understood provisions by all affected parties or stakeholders.

7.14 be published, stored, maintained and available to all affected stakeholders in an electronic policy repository, making it easier for them to access and search for policies online.

8. SOURCES, CUSTODY AND NATURE OF NUST POLICIES

8.1 Governance Policies

8.1.1 entail, risk or strategy or compliance with internal or national imperatives, fiduciary duties, common law or legislation.

8.1.2 are enacted by the Council through the Registrar's office and approved by Council.

8.1.3 take precedence when there is a conflict with other policies.

8.2 Administrative Policies

8.2.1 are non-academic policies.

8.2.2 emanate mainly from non-academic divisions, including the student body, e-governance, Exco, and sub-committees of Senate and Council.

8.2.3 are implemented by respective Heads of Divisions under their Deputy Vice-Chancellor or Vice-Chancellor, who also ensures compliance.

8.3 Academic Policies

8.3.1 are predominantly academic-oriented policies.

8.3.2 emanate from academic Departments, the student body, support departments, Faculties, Academic Planning Committee (APC), Academic Research, Innovation and Partnerships, Executive Management Committee (EXCO), e-governance, Senate and/or sub-committees of the Senate, as well as Council and its sub-committees.

8.3.3 shall, in terms of implementation and compliance, be overseen by Heads of Departments, Associate Deans under the supervision of Executive Deans, Academic Directors and the line Deputy Vice-Chancellors.

8.4 Student Policies

8.4.1 regulate students' conduct, welfare and academic performance during their tenure at NUST.

8.4.2 ensure that students have access to the resources and services they need to succeed academically at NUST.

8.4.3 emanates from academic and non-academic governance structures, as well as committees of the Senate and Council Committees (where applicable).

8.4.4 the Director of Student Services shall oversee the implementation and compliance of student policies.

9. OVERSIGHT

The Vice-Chancellor has overall superintendence on all NUST-approved policies.

10. CUSTODY

The Registrar shall serve as the overall custodian of all NUST Policies.

11. REPEAL OF ALL NUST POLICIES

The NUST Council shall approve, ratify and repeal any NUST Policies as per statutory provisions.

12. RANGE AND CYCLE

12.1 This policy applies to all NUST employees who develop or review policies.

12.2 This Policy and all other NUST policies shall be subjected to Review after every five (5) years or as directed by the Council.



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Policy on Policy Development and Review

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