Policy Owner:	President		
Responsible Unit:	Office of Institutional Effectiveness		
Policy Name:	Policy on Policies		
Policy ID Code:	GO GE.01.001	Rev. 00	Page 1 of 6

جامعة
حمد بن خليفة
HAMAD BIN KHALIFA
UNIVERSITY
عضو في مؤسسة قطر
Member of Qatar Foundation

POLICY ON POLICIES

1. Record of Amendments

This is a record of approved changes made to this policy.

Rev.	Approval Date	Policy Id Code	Type of Change	Description of Change
00	June 29, 2022	GO.GE.01.001	Initial Release	

2. Purpose

The purpose of this policy is to establish standards for the development, review, approval, revision, and retirement of policies and procedures at Hamad Bin Khalifa University in order to support the university mission, ensure compliance with applicable laws and regulations, reduce institutional risks, enhance operational efficiency, promote integrity and accountability, and foster excellence, innovation, and collaboration.

3. Scope

All HBKU policies and procedures must be developed, reviewed, approved, revised, and managed in compliance with this policy.

All HBKU units and all members of HBKU community, as defined in section four, must comply with this policy and must follow the processes outlined in the procedure documents associated with this policy for the development, review, approval, revision, and retirement of university policies and procedures.

4. Terms, Abbreviations, and Definitions

In the context of this policy, the following terms and abbreviations are defined as indicated below.

Term/Abbreviation	Definition
Board	HBKU Board of Trustees
Executive Officer	An Executive Officer is either the President or an executive member of HBKU Community reporting directly to the President, to the Provost, or to one of the Vice Presidents who report directly to the President.
Guidelines	Guidelines provide recommendations and guidance on how to implement a policy and/or a procedure. They further explain a policy or a procedure and may provide examples to help in understanding and implementing a policy and/or a procedure.
HBKU	Hamad Bin Khalifa University
HBKU Community	HBKU Community includes members of the university Board of Trustees, faculty, researchers, employees, students including post-doctoral students, fellows, trainees, and any other person who is performing activities or providing services at or under the support and/or sponsorship of the university.
HBKU Unit	A HBKU Unit is an Office, Directorate, Department, Division, College, Center, Institute, or any other entity within HBKU.
Interim Policy	An Interim Policy is a University Policy that is approved by the President in exceptional circumstances when there is an urgent need for the policy and there is not enough time to go through the university policy development, review, and approval process. Interim Policies become effective immediately after their approval and remain in effect for a period

	not to exceed 12 months from their date of approval. The President may extend this period only once by another 12 months.
Major Revision	A Major Revision consists of any substantive change made to an existing policy. A substantive change means any change in the purpose, scope, impact, intent, standards, principles, directives, requirements, and/or limitations mandated by the policy.
Minor Revision	A Minor Revision consists of any non-substantive change made to an existing policy that does not affect the purpose, scope, impact, intent, standards, principles, directives, requirements, and/or limitations mandated by the policy. Non-substantive changes include, but are not limited to, edits needed to correct formatting, spelling, grammar, links, references, contact information, or updates in HBKU unit names.
Policy	A policy defines a set of standards, principles, directives, and/or requirements that mandate and/or set limits within which decisions and actions must be taken. Policies focus on "what" needs to be done rather than "how" it is to be done.
Policy Category	A Policy Category represents a set of policies related to one or more of the functional areas of the university that are grouped together.
Policy ID Code	Each policy has a Policy ID Code assigned by the UPO that serves as a unique identifier that indicates the policy approval authority and the Policy Category to which the policy belongs.
Policy Owner	The Policy Owner is either the President or an Executive Officer reporting directly to the President whose duties and executive authority covers the subject matter of the policy or who has administrative authority over the HBKU unit responsible for the implementation of the policy.
Policy Website	The Policy Website is the formal university central repository for policies and procedures. It serves as an internal resource for HBKU employees, faculty, researchers, and staff.
President	HBKU President
Procedure	A Procedure provides a set of instructions and a step-by-step description of actions that must be completed to implement a policy.
QF	Qatar Foundation
Responsible Unit	The Responsible Unit is the designated HBKU Unit that is responsible for the development and implementation of the policy. The Responsible Unit is typically under the administrative authority of the Policy Owner.
Internal Stakeholder	An "Internal Stakeholder" is any HBKU Unit or member of the HBKU Community with roles and responsibilities that relate to the subject matter of the policy and/or that is affected by the policy.
Supporting Document	A Supporting Document is any additional document other than a Procedure that is associated with a policy. Such documents may include Guidelines, forms and templates that facilitate the implementation of the policy and/or procedure.
Unit Policy	A Unit Policy is a policy that is applicable within a single HBKU unit and affects only that unit.
University Policy	A University Policy is a policy that has broad, university-wide applications affecting more than one HBKU Unit.
University Policy Advisory Committee (UPAC)	The University Policy Advisory Committee is a standing committee reporting to the President that reviews and provides feedback and recommendations on University Policies. The committee is composed of representatives from various university constituencies and/or functional areas and is appointed by the President.
University Policy Officer (UPO)	The University Policy Officer is a member of HBKU Community charged by the President to oversee the University Policy development, review, approval, and retirement processes, and to maintain university policies, procedures, and associated supporting documents.

5. Policy

5.1. General Principles for Policies and Procedures

    5.1.1.   All policies and procedures must comply with applicable Qatari laws and regulations, the Articles of Association of HBKU, the Board of Trustees Bylaws, and HBKU rules and regulations.

5.1.2. The development, review, approval, revision, and retirement of all policies and procedures must comply with this policy and follow the processes outlined in the procedures associated with this policy.

5.1.3. Policies are classified by the UPO as either University Policies or Unit Policies depending on their scope and impact.

5.1.4. Unit Policies and procedures may be initiated, reviewed, approved, revised, and retired through a process approved by the Policy Owner that is different from the one adopted for University Policies and Procedures.

5.1.5. Unit Policies may not conflict with University Policies. In case of conflict, University Policies take precedence.

5.2. Organization of Policies and Procedures

5.2.1. Policies and Procedures must be written in a clear and concise manner using the relevant policy or procedure template document approved by the President.

5.2.2. Procedures and Supporting Documents must be developed in separate documents and assigned a document ID code that identifies the policy they are associated with.

5.2.3. Policies are to be grouped into Policy Categories which are approved by the President and listed in a supporting document associated with this policy (e.g. academic, research, IT). Subcategories may be defined within each category.

5.2.4. Each policy must have exactly one Policy Owner, one Responsible Unit, and a unique Policy ID Code assigned by the UPO in accordance with the numbering system defined in a Supporting Document associated with this policy.

5.3. Initiation and Development of Policies and Procedures

5.3.1. Any HBKU unit or member of HBKU Community may submit to an Executive Officer, through the appropriate administrative levels, a proposal for the development of a new policy and/or procedure or for the revision of an existing policy and/or procedure using the appropriate form.

5.3.2. Every proposal for a new policy endorsed by an Executive Officer must be communicated to the UPO who is responsible for classifying the proposed new policy as a Unit Policy or a University Policy and for assigning a Policy Owner and a Responsible Unit to be charged with developing the policy.

5.3.3. Every policy and/or procedure proposal must be approved by a Policy Owner before proceeding with the development and/or revision of the policy and/or procedure.

5.3.4. All Procedures and Supporting Documents associated with a policy are to be developed by the policy Responsible Unit and should be developed together with their associated policy.

5.3.5. The Responsible Unit should consult and seek feedback from the main Internal Stakeholders and the UPO in the early stages of development of policies and/or procedures.

5.4. Review and Approval of Policies and Procedures

5.4.1. New policies and Major Revisions to existing policies must be reviewed by a legal counselor before their approval.

5.4.2. New Unit Policies and their associated Procedures and revisions to existing Unit Policies and their associated Procedures must be endorsed by the UPO before their approval.

5.4.3. New University Policies and/or their associated Procedures and Major Revisions to existing University Policies and/or their associated Procedures must be reviewed by the Policy Owner, the UPAC, and endorsed by the UPO before their approval.

5.4.4. The Board reserves to itself the authority to approve University Policies related to:

- The role and duties of the Board of Trustees,
- Scholarship and financial aid policies and criteria for eligibility,

- Donations and gift acceptance policies,
- Investments of university funds.

5.4.5. The President has the authority to approve new and/or Major Revisions to University Policies for all University Policies for which approval authority has not been reserved to the Board.

5.4.6. The Board may delegate its authority to approve new and/or Major Revisions to University Policies to the President, Board committees, or the Chair of the Board.

5.4.7. The President must not further delegate the approval authority delegated by the Board pursuant to 5.4.6.

5.4.8. The President has the authority to approve new and/or Major Revisions to Procedures associated with all University Policies.

5.4.9. For University Policies which approval authority has not been reserved to the Board, the President may delegate to an Executive Officer the authority to approve new policies and/or procedures and/or Major Revisions to existing policies and/or procedures.

5.4.10. New Unit Policies and/or Procedures and Major Revisions to Unit Policies and/or Procedures must be approved by the Policy Owner or an Executive Officer based on a delegated authority given by the Policy Owner.

5.4.11. New and revised policies and procedures become effective on the effective date indicated in the approved document. If no effective date is indicated, they become effective on the day of their signature by the relevant approval authority.

5.4.12. Approved policies and procedures remain effective until they are retired or replaced by a new policy or procedure or a revised version of the policy or the procedure.

5.5. Publication of Policies and Procedures

5.5.1. All University Policies must be published on the university Policy Website.

5.5.2. Responsible Units, in collaboration with the Policy Owner and the UPO, must ensure that all Unit Policies and Procedures under the unit responsibility are published.

5.5.3. Policy Owners, in collaboration with the UPO, must ensure that all approved University Policies and Procedures are published.

5.6. Revisions and Periodic Reviews of Policies and Procedures

5.6.1. Any HBKU Unit or member of HBKU Community may submit, using the appropriate form, a proposal for the revision of an existing policy and/or procedure to be submitted to the Responsible Unit through the appropriate administrative levels.

5.6.2. Revisions to policies are classified as either Major Revisions or Minor Revisions as defined in section four above.

5.6.3. Major Revisions must comply with the policy development, review, and approval requirements defined in sections 5.3 and 5.4 of this policy.

5.6.4. Minor Revisions do not need to comply with the policy development, review, and approval requirements defined in sections 5.3 and 5.4 of this policy.

5.6.5. Minor Revisions to policies and procedures must be reviewed by the Policy Owner and the UPO and implemented following approval by the Policy Owner.

5.6.6. All policy and procedure revisions must be adequately documented and recorded by the UPO.

5.6.7. The revision number of revised policies and procedures must be updated sequentially following every change even when changes were the result of Minor Revisions.

5.6.8. All revisions must be recorded in the records of amendments section of the approved document.

5.6.9.   All policies and procedures must be reviewed within a period not to exceed five years since their last periodic review and/or initial approval.

5.6.10.   A Policy Review Master Calendar must be maintained by the UPO to indicate the expected date of review of each policy.

5.6.11.   Policy reviews may occur earlier than the review scheduled date based on requests from the Board, the President, the Policy Owner, or due to changes in the applicable laws, rules, and regulations, accreditation requirements, or other type of changes.

5.6.12.   The Responsible Unit of the policy scheduled for review is responsible for reviewing the policy, its associated procedures, and supporting documents in compliance with the policy development, review, and approval requirements defined in this policy.

5.6.13.   A policy scheduled for review remains effective until the effective date of the approved revised version of the policy.

5.7. Retirement and Archiving of Policies and Procedures

5.7.1.   Any HBKU Unit or member of HBKU Community may request the retirement of a policy and/or procedure by submitting a policy retirement form to the Responsible Unit through the appropriate administrative levels.

5.7.2.   Unit Policies and Procedures retirement requests must be reviewed and endorsed by the UPO before their approval.

5.7.3.   A Policy Owner has the authority to approve the retirement of Unit Policies and Procedures for which s/he is designated as the Policy Owner.

5.7.4.   Requests for the retirement of University Policies and Procedures must be reviewed by the Policy Owner, the UPAC, and endorsed by the UPO before their approval.

5.7.5.   The Board has the authority to approve the retirement of University Policies which approval authority has been reserved to the Board. The Board may delegate this authority to the Chair of the Board, the Board Committees, or to the President.

5.7.6.   The President must not further delegate the approval authority delegated by the Board pursuant to 5.7.5.

5.7.7.   The President has the authority to approve the retirement of Procedures associated with University Policies which approval authority has been reserved to the Board. The President may not delegate this authority.

5.7.8.   The President has the authority to approve the retirement of University Policies which approval authority has not been reserved to the Board and the authority to approve the retirement of their associated Procedures. The President may delegate these authorities to an Executive Officer.

5.7.9.   All retired policies must be removed from the university Policy Website.

5.7.10.   The UPO is responsible for maintaining an archive of all retired and previous versions of all approved Policies and Procedures.

5.8. Interim Policies

5.8.1.   In exceptional circumstances, when there is an urgent need for a University Policy which approval authority has not been reserved to the Board and there is not enough time to go through the university policy development, review, and approval process, the President may approve Interim Policies.

5.8.2.   Any HBKU unit or member of HBKU Community may submit to an Executive Officer, through the appropriate administrative levels, a proposal for the development of a new Interim Policy using the appropriate form.

5.8.3. Interim policies must be reviewed by the UPO and the Policy Owner before their approval by the President.

5.8.4. Interim Policies become effective immediately after approval by the President and remain in effect for a period not to exceed 12 months from their date of approval. The President may extend this period only once by a maximum of 12 months.

5.8.5. Interim Policies may be retired at any time based on the President approval.

6. Associated Procedures, Guidelines, and Supporting Documents

The following procedures are associated with this policy:

- University policy development, review, and approval procedure.
- Development, review, and approval procedure for procedures associated with university policies.

The following supporting documents are associated with this policy:

- Policy Categories
- Numbering System for Policies, Procedures, and Supporting Documents
- Policy Review Master Calendar
- Policy Proposal Form
- Policy Retirement Form
- Procedure Proposal Form
- Policy Template
- Procedure Template

7. References and Related Policies
NA

8. Responsible Unit, Source, Authority

This policy and its associated procedures, guidelines, and supporting documents were developed by the office of Institutional Effectiveness in collaboration with representatives from the office of the Provost, the office of VP for Research, and the Office of VP for Operations. This policy was reviewed by the office of the President, the office of the Provost, the office of VP for Research, the office of VP for Operations, and units under the direct administration of these offices.

The office of Institutional Effectiveness is charged with overseeing the implementation and ensuring compliance with this policy.