

Policy on Policies

School of Mathematics and Physics

1. PURPOSE

1.1. This procedure establishes a standardized process for drafting, reviewing, finalizing, and releasing School policies within the School of Mathematics and Physics (SMP).

1.2. It ensures transparency, consistency, and stakeholder engagement throughout the policy development process, and supports compliance with university-level policies and guidelines.

2. SCOPE

2.1. This procedure applies to all new policies and revisions to existing policies developed within SMP.

3. DEFINITION

For the purpose of this procedure, the following terms are defined.

3.1. School Policy: A formal statement of management philosophy or direction within SMP, established to provide guidance and assistance to school members in the conduct of school affairs.

3.2. Major Revision: A change to a school policy that substantively alters its content, including definitions, responsibilities, procedures, or scope.

3.3. Minor Revision: A change that does not modify the substantive meaning of the policy, such as updates to titles, office names, formatting, or grammatical corrections.

3.4. Responsible Unit: The SMP unit or individual designated to draft, review, and maintain a specific school policy.

3.5. Stakeholders: Individuals or groups affected by the policy. This may include academic

staff, professional services staff, management team members, academic offices, and students.

4. ROLES AND RESPONSIBILITIES

4.1. School Senior Management Team (SSMT):

- Provides initial feedback on draft policies.
- Approves final versions of school policies.
- Ensures alignment with school objectives and university regulations.

4.2. Policy Drafter (Designated Individual):

- Consults with relevant stakeholders or their representatives during the drafting process.
- Submits the policy through the appropriate review and approval channels.

4.3. School Staff and Students:

- Provide constructive feedback during the open call for feedback.
- Comply with approved school policies.

4.4. Policy Management Unit (Professional Services Office):

- Assigns document numbers and maintains archived versions of approved policies.
- For school-level policies, the school retains local records in the designated Box folder.

5. PROCEDURE

5.1. Drafting

5.1.1. A designated individual drafts the policy.

5.1.2. The draft must align with existing university guidelines and policies and be written in plain language using active voice and present tense.

5.1.3. If the policy has implications for university-level processes, consultation with the relevant university center (e.g., CAA, HR) is encouraged.

5.2. SSMT Review

5.2.1. The initial draft is presented to School Senior Management Team (SSMT) for review.

5.2.2. SSMT members discuss the draft, provide feedback, and suggest revisions to ensure alignment with school objectives and operational feasibility.

5.3. Call for Feedback

5.3.1. After incorporating SSMT feedback, the revised draft is sent via the SMP official email to the entire school for an open call for feedback.

5.3.2. Staff and students (if the policy is student-related) are invited to submit comments and suggestions within a specified feedback period (normally 5 working days).

5.3.3. Feedback should be constructive and focused on clarity, applicability, and completeness.

5.4. Finalization

5.4.1. All collected feedback is reviewed and integrated as appropriate.

5.4.2. The final version of the policy is presented to SSMT for approval.

5.5. Release

5.5.1. Once approved, the final policy document will be uploaded to the designated SMP Box folders for record-keeping and easy access.

5.5.2. The approved policies will be published on the SMP webpage.

6. AMENDMENT AND REVISION

6.1. Minor revisions (e.g., title changes, formatting) may be directly approved by the School Dean.

6.2. Major revisions (e.g., changes to scope, roles, or procedures) must follow the process outlined in Section 5.

6.3. All revisions must be documented in the Approval and Revision Log.

7. REVIEW

7.1. All school policies are open to ongoing feedback and revision suggestions from all SMP staff and students at any time. Suggestions may be submitted to SMP official email for consideration.

APPROVAL AND REVISION LOG

Date	Approval	Description
24 June 2026	SSMT	Approved