Name: BISC Policy Development Guidelines

Contact: Vice-Provost and Executive Director

Purpose: To ensure compliance with Queen’s and UK protocols it is understood that: Queen’s academic and student related policies, procedures and regulations will be in force at the BISC, some with slight modifications to conform with the resources and structures in place at the BISC and the QAA; and Herstmonceux Castle Enterprises and the Bader International Study Centre Charitable Trust will develop policies and procedures that conform to UK regulatory standards and procedures.

Overview
The Bader International Study Centre (BISC) is the international campus of Queen’s University. It is governed by Queen’s academic and student related policies and the procedures and the standards imposed by the Quality Assurance Agency for Higher Education (QAA) in the United Kingdom (UK). The BISC is required to adhere to relevant regulatory standards imposed by the UK government and its agencies. Students who study at the BISC and have been admitted by and to Queen’s University must abide by the policies, rules, procedures and regulations of Queen’s University’s.

Therefore, to ensure compliance with Queen’s and UK protocols it is understood that: Queen’s academic and student related policies, procedures and regulations will be in force at the BISC, some with slight modifications to conform with the resources and structures in place at the BISC and the QAA; and Herstmonceux Castle Enterprises and the Bader International Study Centre Charitable Trust will develop policies and procedures that conform to UK regulatory standards and procedures.

Regulation Categories
There are two policy types; governance policies and administrative polices. Governance policies are approved by the Board of Trustees and are adopted to ensure that the BISC is managed well, is financially sound and fulfils its regulatory and charitable obligations.

Administrative policies relate to the operation of the BISC. There are two categories of administrative policies, operational policies and academic/student related policies. Operational policies cover the day to day operation of the BISC and are approved by the Senior Management Team (SMT). Academic and student related policies are developed by Queen’s and are approved by the appropriate academic or administrative body (i.e. Faculty Board, Senate) at Queen’s. Once approved they will be reviewed by the Senior Management team (SMT) and, if required, adapted prior to implementation at the BISC.
Policies, Procedures and Guidelines

A policy guides the operation of the university and is informed by the university’s key principles and values. Generally, policies are enduring in nature and are approved at the most senior levels of the University. Some policies can stand alone, but most often will be accompanied by associated procedures and/or guidelines.

A procedure details the interrelated and sequential steps and/or actions that must be taken to implement a university policy. They steps/actions are mandatory and may be subject to routine changes based on operating practice. Although procedures may be approved by the approval authority for a university policy, they are generally approved by the senior administrative officer responsible for that policy.

A guideline outlines the steps to follow to operationalize a policy or procedure and provide instructions on how a policy can be implemented in differing circumstances and provide assistance when the use of judgment is required for the application of a policy.

Policy Development and Approval

Academic and Student Related Policies

Policies that are approved at Queen’s will be reviewed by the Senior Management Team (SMT) and the appropriate BISC unit (Academic or Student Services) to determine if any modifications to policy or procedures are required to comply with BISC context.

- If no modifications are required the policy will be implemented following appropriate notification to all relevant parties.
- If slight modifications are required suggested revisions will be made and forwarded to the SMT for information and to the department or body at Queen’s that initiated the policy.
- Once the modifications are accepted by the Queen’s department or unit that is responsible for the policy, the changes will be made, the SMT team advised and the policy will be implemented.

Administrative Policies

- Administrative policies that pertain to the day-to-day operations of the BISC will be developed by the appropriate BISC manager/department head and submitted to the SMT for review and approval. If required the SMT may request that a legal review of the policy be undertaken before the policy is approved.

Governance Policies

- Policies that pertain to the legal, charitable and fiduciary responsibilities of the BISC such as those pertaining to budget approvals, signing authorities, risk, conflict of interest, sale of property and safety are approved by the BISC Board of Trustees.
- Draft policies will be developed by the appropriate BISC manager/department head and submitted to the SMT for review and approval. If required the SMT may request that a legal review of the policy be undertaken before the policy is approved.
Steps for Policy Development

1. **Review existing policies at BISC and at Queen’s to determine if an existing policy can be revised rather than writing a new policy. Helpful questions include:**
   a. Is there a need to manage significant risks at the BISC that on which this policy could provide guidance? (e.g., safety, financial, reputational risks)
   b. Is there a need to ensure coordination and consistency across departments or units, or is the proposed policy more appropriate for just one unit (in which case the following process does not need to be followed), or does this impact more than one unit/Faculty/School?
2. **Review need for policy with SMT, colleagues and others that may be impacted.**
3. **Review any relevant legislation and agreements to ensure that the proposed policy is not in contravention of any relevant documents.**
4. **Draft the policy.**
5. **Use the template provided:**
   a. Write in clear and concise statements so that the document and what it mandates will be easily understood.
   b. Use the active voice (“shall” and “will”), rather than passive (“should” or “could”).
6. **If applicable, write the procedures and guidelines for the policy, which are the steps by which the policy will be implemented. Guidelines provide instructions that explain how a policy can be implemented in differing circumstances.**
7. **Share your draft with key stakeholders inside and outside of your unit and consider all feedback received when making revisions.**

Once you have a completed draft forward to the SMT for review, approval and forwarding to the appropriate authorities.

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